

Kansas Emergency Management Association Inc. (KEMA)

Re-Certification Guidelines



KANSAS CERTIFIED EMERGENCY MANAGER KCEM



Effective January 1st, 2024

PROCEDURES:

A. CERTIFICATION COMMITTEE:

1. The President of KEMA appoints a standing Committee on Standards and Practices (herein referred to as “the Committee”) composed of a Committee Initial Certification Chair, a Committee Re-Certification Chair, and three Certification Commissioners, who, themselves, shall meet the criteria and are familiar with KCEM certification as contained in these guidelines. It shall be the responsibility of the Committee to support the Chairs in, review and approval of applications for certification, using this document and, where appropriate, their professional judgment. Additionally, the Committee shall, with the advice and consent of the KEMA Board of Directors, make such changes to these guidelines as may be necessary.
2. The Committee shall hold at least one meeting annually, which may be held in person or online.

B. APPLICATIONS:

1. Applications for re-certification shall be sent by mail or electronically to the Committee Re-Certification Chair, using the attached form. Electronic submissions are preferred and will result in shorter processing time, however, mailed applications are acceptable. The Re-Certification Chair shall review and make a decision on an application as soon as possible. If there are any questions about the application, another Certification Commissioner, or Initial Certification Chair, will review the application and advise. If there is no consensus, the remaining Certification Commissioners will be consulted. Should there be no resolution, the KEMA Board of Directors will review the application and make the final decision. The applicant will be notified by email of the decision by the Re-Certification Chair, and successful applicants shall be provided a KCEM Letter of Re-Certification and an electronic printable KCEM Card.
2. A fee of \$100 for re-certification shall accompany each application, except that the fee shall be waived for KEMA members in good standing. A copy of the applicant’s current membership card should be enclosed.
3. Any applications submitted with supporting documentation well beyond the stated requirements may result in a delay in processing. Applicants are strongly encouraged to provide only the minimum training and exercise documentation that is necessary to meet the recertification standards, with one or two additional examples of each included (if available) as a reserve.

C. APPEALS:

1. An applicant who is not approved for re-certification has the option to appeal the decision to the KEMA Board in writing.

2. Such an appeal should be sent to the KEMA Board President. The appeal will then be placed on the agenda at the next scheduled KEMA Board meeting for review.
3. A majority of the Board members will determine the outcome of the appeal, and the applicant will be informed of the decision.

D. AUTOMATIC LOSS OR DENIAL OF KCEM CERTIFICATION:

Upon review of all documentation accompanying an application for re-certification for the Kansas Certified Emergency Manager Program, denial of re-certification or loss of KCEM may occur if any of the following criteria are found:

1. Proof of conviction of certain felonies. Documentation will be required of the applicant regarding the nature of the felony. A determination will be made by the KCEM Certification Chairs and the Commissioners as to the eligibility of the applicant for KCEM certification, with KCEM awarded on a case by case basis.
2. Tampering or falsification of documentation.

CRITERIA FOR RE-CERTIFICATION:

1. Employment Requirement: Applicant must currently be performing the functions of an emergency management professional staff position within the state of Kansas. This position may be with a public, private or non-profit organization or business – as a full or part-time employee or as an unpaid volunteer. A copy of the applicant's current job description or a letter from the applicant's employer describing the emergency management related functions the applicant is currently performing must accompany the application.
2. Applicant must have completed at least twenty-four (24) hours of professional training during the twenty-four (24) months immediately preceding the anniversary date of initial certification or previous re-certification. No more than twelve (12) hours of non-EMI/FEMA/DHS training will be accepted for recertification. Professional training completed during the grace period can be submitted. Duplicate classes during this twenty-four (24) month period will be unacceptable. Any professional training submitted for credit must be Emergency Management related. Non-EMI/FEMA/DHS courses submitted for training must include a course description and justification on how the course relates to Emergency Management, if not clearly defined in course description. If necessary, the committee will use its discretion in determining the relevance of a submitted course.
3. The applicant shall continue to conduct or be a major participant in two (2) functional, tabletop or full-scale exercises since initial certification/the previous recertification. Participation as an Observer does not qualify. Official documentation must be provided. An exercise sign-in sheet or After Action Report is considered sufficient exercise documentation, so long as the participant's attendance and role in the exercise can be clearly determined. A real-world incident or event may be considered in lieu of one exercise provided an after-action report is provided along with documentation showing the participant's attendance and role in the incident or event. One real-world incident can be used per recertification period.

4. The applicant must currently be performing the functions of an emergency management professional within the state of Kansas. For non-resident Kansas applicants, documentation must accompany the application of emergency management related work performed within the state of Kansas for each year of the recertification period.

Any previously certified applicant who has failed to renew his/her certification within twelve (12) months of the renewal date shall be required to apply for and meet the requirements of initial certification. Any individual who is currently within the twelve (12) month grace period is no longer an active KCEM. Upon recertification, the individual will be reinstated as a current KCEM.

Request for extension of the grace period will be submitted to the Re-Certification Chair. The Re-Certification Chair, along with the Initial Certification Chair and Standards and Practices Committee members will make a recommendation to the KEMA Board. Finally approval or denial for extension of the grace period will be made by the KEMA Board at the next board meeting.

KCEM Re-certification Exercise Documentation Guide

The applicant shall continue to conduct or be a major participant in a functional, tabletop or full-scale exercise each year since initial certification/the previous recertification. Official documentation must be provided. The KCEM panel will be looking for documentation consistent with the Homeland Security Exercise and Evaluation Program (HSEEP) principles.

The following is intended as a guide to show what kinds of evidence may be submitted to meet this requirement. It is not an exhaustive list, nor is it meant to imply all these documents must be submitted. Usually, a sign-in sheet and one other document will meet the requirements. The KCEM reviewer will be looking for:

- Evidence that you were a major participant
- Evidence of the role you played in the exercise
- Evidence the exercise is consistent with HSEEP principles

Major participants

Crosses all three elements

- Exercise Director

Design and Development

- Planning Team Lead
- Planning Team Member

Conduct

- Controller (any kind)
- Facilitator (discussion-based exercises)
- Moderator (Discussion-based exercises)
- Player

Evaluation Process

- Evaluator (any kind)
- Evaluator Team Member (data analysis and document creation after the Conduct phase)
- After-action meeting participant

Observers and VIPs do not count as a major participant for KCEM certification. Roles and responsibilities can be found in the current HSEEP documents available from FEMA.

Note: Acceptance of an exercise by other agencies does not automatically mean acceptance of your documentation by the KCEM panel.

Evidence suggestions by role

Note: It is recognized that major participants may serve in more than one role throughout an exercise. When selecting the documentation for your recertification, identify the highest role you served in the organization chart of the exercise and submit documents for that role. You may inform the KCEM reviewer that you served in other roles, but documentation of those additional roles is not necessary.

Cross-Element Role

Exercise Director

- Sign-in sheets from one or more planning meetings that clearly identifies your role
- Agenda from one or more planning meetings that has your name and clearly states your role
- Minutes from one or more planning meetings that have your name and clearly state your role
- Exercise Plan with an organizational structure showing your name and your role
- Controller/Evaluator Handbook with an organizational structure showing your name and your role
- Control Staff Instructions (COSIN) with your name and your role identified
- Evaluation Plan with your name and your role identified
- Situation Manual with an organizational structure showing your name and your role
- Facilitator/Evaluator Handbook with an organizational structure showing your name and your role
- Master Task List showing your roles and deliverables
- After-action report with improvement plan that has your name listed and the role you played
- A signed letter (preferably on agency letterhead) from the sponsoring agency attesting to the role you served in and the date range you served in this role

Design and Development Roles

Planning Team Lead

- Sign-in sheets from one or more planning meetings that clearly identifies your role
- Agenda from one or more planning meetings that has your name and clearly states your role
- Minutes from one or more planning meetings that have your name and clearly state your role
- A signed letter (preferably on agency letterhead) from the sponsoring agency or exercise director attesting to the role you served in and the date range you served in this role

Planning Team Member

- Sign-in sheets from one or more planning meetings that clearly identifies your role
- Agenda from one or more planning meetings that has your name and clearly states your role
- Minutes from one or more planning meetings that have your name and clearly state your role
- A signed letter (preferably on agency letterhead) from the sponsoring agency or exercise director attesting to the role you served in and the date range you served in this role

Conduct Roles

Controller

- Exercise Plan with an organizational structure showing your name and your role
- Controller/Evaluator Handbook with an organizational structure showing your name and your role
- Control Staff Instructions (COSIN) with your name and your role identified
- After-action report with improvement plan that has your name listed and the role you played
- A signed letter (preferably on agency letterhead) from the sponsoring agency or exercise director attesting to the role you served in and the date range you served in this role

Facilitator

- Situation Manual with an organizational structure showing your name and your role
- Facilitator/Evaluator Handbook with an organizational structure showing your name and your role
- After-action report with improvement plan that has your name listed and the role you played
- A signed letter (preferably on agency letterhead) from the sponsoring agency or exercise director attesting to the role you served in and the date range you served in this role

Moderator

- Situation Manual with an organizational structure showing your name and your role
- Facilitator/Evaluator Handbook with an organizational structure showing your name and your role
- After-action report with improvement plan that has your name listed and the role you played
- A signed letter (preferably on agency letterhead) from the sponsoring agency or exercise director attesting to the role you served in and the date range you served in this role

Player

- Sign-in sheet from the exercise with your name and agency you are representing
- After-action report with improvement plan that has your name listed and the role you played
- A signed letter (preferably on agency letterhead) from the sponsoring agency or exercise director attesting to the role you served in and the date range you served in this role

Evaluation Roles

Evaluator

- Exercise Plan with an organizational structure showing your name and your role
- Controller/Evaluator Handbook with an organizational structure showing your name and your role
- Evaluation Plan with your name and your role identified
- Situation Manual with an organizational structure showing your name and your role
- Facilitator/Evaluator Handbook with an organizational structure showing your name and your role
- A completed Exercise Evaluation Guide (EEG) with your name on it and your assigned objective(s)

- Master Task List showing your roles and deliverables
- After-action report with improvement plan that has your name listed and the role you played
- A signed letter (preferably on agency letterhead) from the sponsoring agency or exercise director attesting to the role you served in and the date range you served in this role

Evaluation Team Member

- Sign-in sheets from one or more evaluation team meetings that clearly identifies your role
- Agenda from one or more evaluation team meetings that has your name and clearly states your role
- Minutes from one or more evaluation team meetings that have your name and clearly state your role
- Exercise Plan with an organizational structure showing your name and your role
- Controller/Evaluator Handbook with an organizational structure showing your name and your role
- Evaluation Plan with your name and your role identified
- Situation Manual with an organizational structure showing your name and your role
- Facilitator/Evaluator Handbook with an organizational structure showing your name and your role
- A completed Exercise Evaluation Guide (EEG) with your name on it and your assigned objective(s)
- Master Task List showing your roles and deliverables
- After-action report with improvement plan that has your name listed and the role you played
- A signed letter (preferably on agency letterhead) from the sponsoring agency or exercise director attesting to the role you served in and the date range you served in this role

After-action meeting participant

- Sign-in sheets from the after-action meeting with your name and agency you are representing
- After-action report with improvement plan that has your name listed and the role you played
- A signed letter (preferably on agency letterhead) from the sponsoring agency or exercise director attesting to the role you served in and the date range you served in this role