

Kansas Emergency Management Association Inc. (KEMA)

Certification Guidelines  
And  
Application Procedures

**KANSAS CERTIFIED  
EMERGENCY MANAGER  
KCEM**



Effective September 21, 2022

## **HISTORY OF THE KANSAS CERTIFIED EMERGENCY MANAGER (KCEM) PROGRAM**

In 1989, the Kansas Emergency Preparedness Association (KEPA), Board of Directors, recognized the need for a basic certification of county-level emergency managers and placed the proposition of establishing a certification program on the Annual Conference Agenda for the fall of 1989. At that conference in McPherson, Kansas, the members endorsed a proposal that the KEPA President appoint a committee to devise a certification program to be presented to the 1990 Conference as an amendment to the bylaws.

On March 15, 1990, a study committee, comprised of Bill Walker (Reno Co.), Janice Davidson (Ottawa Co.), David Parrott (Johnson Co.), Lon Buller (Harvey Co.) and Mike Selves (KDEP), was convened in McPherson with Ms. Davidson as Chair. At its initial meeting, the committee emphasized that the program was not to establish some sort of elitist group but to encourage professionalism, continuing education and training. The committee sought to create a program which was sufficiently stringent to be credible, yet realistic enough to be reasonably attainable by local emergency managers in Kansas.

The committee agreed that their task was to devise a program for the certification of coordinators/assistant coordinators who would be considered "professional staff" as then defined by the Federal Emergency Management Agency's (FEMA) Emergency Management Assistance (EMA) program. The consensus of the committee was that concerns about certification of others could be handled either by examination of position descriptions to ensure that jobs were accurately described or by possible alternate certification programs for other segments of the emergency management community (secretaries, communications, volunteers, etc.). Also, the committee emphasized that certification was not then a requirement and that participation in the program was strictly voluntary and was not tied to KEPA membership.

The proposed guidelines were published in the April 1990 Kansas Division of Emergency Preparedness (KDEP) newsletter for questions, concerns, comments, etc. On October 4, 1990, the required Bylaw changes were unanimously approved at the 1990 KEPA Annual Conference in Salina, Kansas. On October 6, 1990, the KEPA President appointed the members of the study committee to the Standing Committee on Standards and Practices, and on October 23, 1990, the KEPA Board of Directors formally adopted the initial version of the CEM Guidelines.

In 1992, the Board approved the modification of the Guidelines to allow for re-certification and changed the requirements for training and education needed for recertification.

On January 4, 1994, the Kansas Adjutant General issued Kansas Administrative Regulation (KAR) 56-2-2, which made certification a requirement for all county coordinators. The KAR did not designate which certification programs were to be recognized by the State; however, official correspondence by the Kansas Division of Emergency Management (KDEM) designated the KEMA program as one of the certifications which would meet the KAR requirement.

In 1995, the Board approved the design and purchase of CEM pins for issuance to all previous and future CEMs.

In early 1997, The International Association of Emergency Managers (IAEM) registered the "CEM" designation with the U.S. Patent and Trademark Office. In April 1997, the KEMA Board of Directors voted to use the name "KCEM" (Kansas Certified Emergency Manager).

In 1999 the EM Professional Staff requirement was expanded to include professional staff members of major private, non-profit, disaster management agencies whose primary responsibilities fit the required job description. An appeals procedure was added to the guidelines.

The Kansas Emergency Management Association's Standards and Practices Committee Proposed the creation of a Lifetime Kansas Certified Emergency Manager designation, which was approved by action of the KEMA Board on November 8, 2017. The Lifetime KCEM designation is an honor bestowed by the KEMA Board of Directors. This designation recognizes the candidate is retired as a full-time emergency management practitioner, and has been, and is qualified to uphold the standards and practices of the KCEM program. A separate guidelines document with attached application is available.

## **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 Recertification 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. New applications for certification shall be sent by mail or electronically to the Committee Initial Certification Chair, using the attached format. Electronic submissions are preferred and will result in shorter processing time, however, mailed applications are acceptable. The Initial 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 Recertification 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 Initial Certification Chair, and successful applicants shall be provided a KCEM approval letter and a KCEM Certificate. A KCEM Pin shall be awarded to the applicant at the next KEMA Annual Conference.
2. Applications for biennial recertification shall be sent by mail or electronically to the Committee Recertification Chair using the attached form. The Recertification Chair shall follow the same procedure for recertification as outlined in 1 above, except that a Letter of Recertification Approval shall be sent to the successful applicant.
3. A fee of \$100 for initial certification or \$100 for recertification 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.
4. 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 certification/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 certification or re-certification has the option to appeal that 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 initial or re-certification for the Kansas Certified Emergency Manager Program, denial of initial 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 CERTIFICATION:**

#### **A. INITIAL CERTIFICATION:**

1. Formal Education: At least a High School Diploma or equivalent.
2. 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.
3. Experience:
  - a. General: At least two (2) years of emergency management experience.
    1. This experience may be either paid or unpaid and may be from any combination of governmental (local, state, or federal), private business, profit or non-profit organizations.
    2. This experience must be in a position responsible for some aspect of emergency management (including the specifics outlined below). A position held in an emergency response type agency (such as fire service, law

enforcement, emergency medical service, health care professionals, or the military) will not be considered without the specific emergency management function documentation.

3. On the application, the name of the supervisor(s) for these positions and current contact information must be included for verification purposes.
- b. Specific: Within the experience outlined above, the following specific experience is required:
1. Planning: Must have taken the FEMA Emergency Management Institute's (EMI) IS-235 *Emergency Planning Course* or IS-362.A: *MULTI -HAZARD SAFETY PROGRAM FOR SCHOOLS*. This may be in the classroom, online, or as an independent study course.
  2. Exercises: Must have taken the following EMI online courses: *IS-120 - An Introduction to Exercises* and *IS-130 - Exercise Evaluation and Improvement Planning*, plus attend the two courses conducted by the Kansas Division of Emergency Management titled, *KS-132 - Exercise Design for Discussion Based Exercises* and *KS-133 - Exercise Design for Operations Based Exercises*. May take the following three courses in lieu of the KS132 and KS133: E/L/K139: *Exercise Design and Development*, E/L0050: *Exercise Control and Simulation*, E/L/K0131: *Exercise Evaluation and Improvement*. Only versions taken after July 1, 2021 will be considered in lieu of the KS132 and KS133. In addition, applicants are required to participate in the design, execution, evaluation, and proposed improvement planning for at least one exercise per year for the past two-year period. Official documentation must be provided for the three exercise phases (planning, execution, and evaluation), such as sign-in rosters from planning meetings, a list of participating involved agencies, After Actions Report, and Improvement Plan meeting rosters. The applicant must also provide documentation of completion of the *Homeland Security Exercise and Evaluation Program* (HSEEP).
  3. Training: Shall have successfully completed the current *National Incident Management System* (NIMS) training requirements for the emergency management function. For further clarification on the current NIMS requirements for EMs, please contact the Chair for Initial Certifications.
  4. Professional Education/Training: In addition to the above training, the applicant must have completed within the eight (8) years immediately prior to application, at least eighty (80) hours of professional education and training related to emergency management. This may be classroom, home study, or internet classes and will be eligible for the number of contact hours listed on the course certificate or course list. Of the eighty (80) hours:
    - i) At least forty five (45) hours must be from the EMI/FEMA/DHS curriculum that is emergency management related, but not from the EMI radiological curriculum. Of those forty-five hours, the following required emergency management courses must be included: *IS-230.e Fundamentals of Emergency Management*; *IS-240.a Leadership and Influence*; *IS-241.b Decision Making and Problem Solving*; *IS-242.b Effective Communication*; *IS-244.a Developing and Managing Volunteers*; *IS-2200 Basic Emergency Operations Center Functions*.

- ii) The remaining thirty-five (35) hours may include other EMI/FEMA/DHS curriculum hours and/or up-to thirty (30) hours non-EMI/FEMA/DHS emergency training (e.g., SARA Title III, fire service, law enforcement, weather service, etc.) and not more than twenty (20) hours from the EMI radiological curriculum.

Duplicate classes that contained updated/revised/modified information may be accepted at the discretion of the committee.

4. Sponsorship: All applicants seeking initial certification must obtain and include with their application a letter of sponsorship from a current KEMA Board Member.
5. The applicant will submit a short (paragraph) biographical description of career, training, and/or personal achievements, and may also include brief descriptions of hobbies and immediate family information. The bio must also include a head and shoulders photograph of the applicant.

#### **B. BIENNIAL RECERTIFICATION:**

1. The applicant must continue to meet the requirement of A2 (Employment Requirement) above.
2. If the initial certification did not include current NIMS training requirements for the emergency management function, then these courses will also be required for recertification. These classes can count toward the twenty-four (24) hours of required professional training hours (see #3 below).
3. 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 recertification. No more than twelve (12) hours of non-EMI/FEMA/DHS training will be accepted for recertification. Duplicate classes during this twenty-four (24) month period will be unacceptable. Any professional training submitted for credit must be Emergency Management related. If necessary, the committee will use its discretion in determining the relevance of a submitted course.
4. 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. 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. Other exercise documentation may be accepted at the discretion of the committee.
5. 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.

# KANSAS EMERGENCY MANAGEMENT ASSOCIATION

## Kansas Certified Emergency Manager (KCEM) Initial Application

DATE:

Date Certified  
*For office use only*

### APPLICANT INFORMATION:

NAME:

TITLE:

AGENCY/ORGANIZATION:

E-MAIL:

MAILING ADDRESS:

CITY: <input type="text"/>	STATE: <input type="text"/>	ZIP: <input type="text"/>
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TELEPHONE #:

### FORMAL EDUCATION:

HIGH SCHOOL:

YEAR GRADUATED: <input type="text"/>	YEARS COMPLETED BEYOND H.S.: <input type="text"/>
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POST H.S./COLLEGE INSTITUTION:

### EMERGENCY MANAGEMENT EXPERIENCE:

CURRENT EM POSITION:

CURRENT JURISDICTION/ORGANIZATION:

NUMBER OF YEARS/MONTHS IN CURRENT POSITION:

(A copy of your current emergency management related job description or letter from your employer describing your emergency management role must accompany the application.)

### OTHER PREVIOUS EMERGENCY EXPERIENCE:

POSITION	ORGANIZATION	DATES	SUPERVISOR CONTACT INFORMATION



**PLANNING REQUIREMENTS:**

Give the date and location of the planning course. Include a copy of the certificate of completion.

Date:	Location:
Course Number:	Course Name:

**EXERCISE REQUIREMENTS:**

Give the date and location of the IS-120: An Introduction to Exercises, IS-130: Exercise Evaluation and Improvement Planning, KDEM’s Exercise Design for Discussion Based Exercises, and Exercise Design for Operations Based Exercises. Send a copy of your EMI transcript or a copy of the certificate of completion. Also, documentation of exercise experience, at least one exercise per year for the past two year period. (See Criteria For Certification A.3.b.2) These classes DO NOT count toward your professional education/training.

IS-120	Date:	Location:
IS-130	Date:	Location:
KS-132 Exercise Design for Discussion Based	Date:	Location:
KS-133 Exercise Design for Operations Based	Date:	Location:
Homeland Security Exercise and Evaluation Program	Date:	Location:

**NIMS REQUIREMENTS:**

Give the date and location of the NIMS classes IS 100, IS 200, G300, G400, IS 700 & IS 800 (For further clarification on the current NIMS requirements for EMs, please contact the Chair for Initial Certifications.). Certificates must accompany this information. These NIMS classes DO NOT count toward your professional education/training.

IS 100	Date:	Location:
IS 200	Date:	Location:
G 300	Date:	Location:
G 400	Date:	Location:
IS 700	Date:	Location:
IS 800	Date:	Location:

**PROFESSIONAL EDUCATION/TRAINING:**

**In addition to the above requirements, another eighty (80) hours of professional education/training is required of which forty five (45) of those 80 hours will be Emergency Management based courses including the required courses listed in Criteria For Certification A.3.b.4.i.**

Include a copy of the course certificate, and if appropriate, include a transcript(s) from KDEM/FEMA for training completed **within the past eight (8) years**. CEUs or Classroom hours **must be listed** on the certificate.

COURSE NUMBER & NAME	LOCATION	DATES

APPLICATION FEE:

\$100 Initial Application Fee

KEMA Member Waiver of Application Fees  
(Enclose KEMA Membership Card)

SIGNATURE OF APPLICANT:

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# KANSAS EMERGENCY MANAGEMENT ASSOCIATION

## Kansas Certified Emergency Manager (KCEM) Renewal Application

DATE:

Recertification Due Date

*For Office Use Only*

### APPLICANT INFORMATION:

NAME:

TITLE:

AGENCY:

E-MAIL:

MAILING ADDRESS:

CITY:

STATE:

ZIP:

TELEPHONE #:

### EMERGENCY MANAGEMENT EXPERIENCE:

CURRENT EM POSITION:

CURRENT JURISDICTION:

NUMBER OF YEARS/MONTHS IN CURRENT POSITION:

*If your position has changed since the previous certification/recertification, please include a copy of the Job Description for your new position or a letter from your employer explaining your EM functions.*

### Exercise Experience:

Give the jurisdiction, date, type of exercise, and your role/participation in the exercise. For biannual recertification, **you must list an exercise for each year since your previous certification. A copy of an exercise After Action Report, a sign-in sheet, or other approved proof of participation is required.**

**Professional Education Training:**

A copy of the certificate from the course or a transcript from EMI is **required**. For biannual recertification, only list courses taken since your last recertification (*add additional pages as needed to record training*). CEUs or Classroom hours must be listed on the certificate.

**I. INDEPENDENT STUDY COURSES COMPLETED:**

COURSE NUMBER & NAME	HOURS	DATE COMPLETED

**II. CLASSROOM COURSES COMPLETED:**

COURSE NUMBER, NAME & LOCATION	HOURS	DATE COMPLETED

**III. OTHER EMERGENCY MANAGEMENT PROFESSIONAL TRAINING:**

COURSE NUMBER & NAME	HOURS	DATE COMPLETED

**IV. NIMS REQUIREMENTS:**

The applicant must have met the NIMS requirements for the emergency management function (IS 100, IS 200, G 300, G 400, IS 700 and IS 800) and may be required to provide documentation.

**APPLICATION FEE:**

\$100 Renewal Application Fee

KEMA Member Waiver of Application Fees  
(Enclose Copy of the KEMA Membership Card)

**SIGNATURE OF APPLICANT:**

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