

**Kansas Emergency Management Association Inc.
(KEMA)**

**Re-Certification Guidelines
And
Application**

**KANSAS CERTIFIED
EMERGENCY MANAGER
KCEM**



Effective January 18th, 2023

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, the 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 the 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 an 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.

A request for an 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 an extension of the grace period will be made by the KEMA Board at the next board meeting.

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 two exercises for the 24 months since your previous certification period. 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. EMI/FEMA/DHS TYPE COURSES COMPLETED:

COURSE NUMBER, NAME & LOCATION	HOURS	DATE COMPLETED

II. OTHER EMERGENCY MANAGEMENT PROFESSIONAL TRAINING:

COURSE NUMBER & NAME	HOURS	DATE COMPLETED

APPLICATION FEE:

\$100 Renewal Application Fee

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

SIGNATURE OF APPLICANT:
