



Utah Emergency Management Professional Certification Program

Background

The Utah Emergency Management Professional Certification Program has been created with the intent to offer a meaningful opportunity for those who value the professional aspects of the emergency management discipline and seek a defined level of status for their commitment and contributions to this field of expertise. The Utah Emergency Management Professional Certification Program is strictly voluntary and is not intended to become a legislative or grant requirement.

Endorsements

The Utah Emergency Management Professional Certification Program has been recognized and endorsed by the following:

- Utah Department of Public Safety – Division of Emergency Management (DEM)
- Utah Emergency Management Association (UEMA)
- Utah Regional Coordination Council (URCC)
- Governor’s Emergency Management Administrative Council
- Private Sector Emergency Management Coordinating Council

The Utah Division of Emergency Management (DEM) and the Utah Emergency Management Association (UEMA) will serve as co-sponsoring organizations for the Utah Emergency Management Professional Certification Program.

Levels of Certification

The Utah Emergency Management Professional Certification Program offers two (2) levels of certification and progressively prepares most candidates to apply for the Associate Emergency Manager (AEM) and/or Certified Emergency Manager (CEM) designations offered by the International Association of Emergency Managers (IAEM)

Utah Associate Emergency Manager (UAEM)



The UAEM certification is intended for those who work within emergency management, but are typically serving in a support role or in a less than part time capacity. This certification will also be a good mid-level certification for the emergency management professional who is in the early years of his/her career.

Utah Certified Emergency Manager (UCEM)



The UCEM certification is intended to be the highest level of state certification for emergency managers within the State Utah. This certification will be for emergency management professionals who typically will have several years of experience and have made numerous contributions to the discipline.

***International Association of Emergency Managers Associate Emergency Manager (AEM) and Certified Emergency Manager (CEM)**

For more information regarding the certification programs offered by the International Association of Emergency Managers (IAEM), please view their link for certifications on their website – www.iaem.com

*Those who have completed the process and have been recognized by the International Association of Emergency Managers (IAEM) as a Certified Emergency Manager (CEM) or as an Associate Emergency Manager (AEM) may also be recognized as a Utah Certified Emergency Manager (UCEM) or Utah Associate Emergency Manager (UAEM). Candidate must have a valid/current CEM or AEM designation and will be required to submit an application, pay the application fee and provide proof of certification. Those who choose to apply for the Utah Certified or Associate Emergency Manager designation, based on the merits of their CEM or AEM designation, will only receive a valid UCEM or UAEM designation until their CEM or AEM expires/lapses.

Program Process

To register for UAEM or UCEM certification consideration, candidates must complete the application process, which includes the following steps:

1 – Submit a completed application form including supporting documentation, as required and identified within the Application Guidelines document

2 – Upload the application and supporting documentation and transmit to the Professional Certification Committee through the following Email address:
UtahCEM@utah.gov

3 – Print, sign and return page two of the application along with the applicable application fee (\$75 for initial application), made payable to the Utah Department of Public Safety, and submit to:

Utah Division of Emergency Management
Attn: Professional Certification Committee
1110 State Office Building
Salt Lake City, UT 84114-1710

Upon receiving a completed application, candidates will be notified of receipt via E-mail. All applications will be reviewed by a review committee, which will convene at a minimum of two times per year. Upon review, the committee will recommend to the Utah Division of Emergency Management (DEM) and the Utah Emergency Management Association (UEMA) whether or not to grant the requested level of certification to the applicant.

Applicants who receive a successful recommendation from the committee will be notified within one week of the review. The applicant will then receive their official certification package and be recognized at either a DEM City & County Directors' Meeting or at the UEMA Annual Conference.

Applicants who fail to meet the requirements of the application process, upon first review, will be notified within one week of the committee's determination. The applicant will then be given up to six months to resubmit the documentation necessary to achieve certification. The committee will review follow up documentation before making its final recommendation.

Certifications will remain valid for five years from the date of acknowledgement. Recertification will require the candidate to complete the following:

- 1 – Submit a completed renewal application form, including supporting documentation, as required and identified within the Application Guidelines document
- 2 – Upload the renewal application and supporting documentation and transmit to the Professional Certification Committee through the following Email address:
UtahCEM@utah.gov
- 3 – Print, sign and return page two of the application along with the applicable application fee (\$50 for renewal), made payable to the Utah Department of Public Safety, and submit to:

Utah Division of Emergency Management
Attn: Professional Certification Committee
1110 State Office Building
Salt Lake City, UT 84114-1710

Upon receipt of the application for recertification, the same process will be followed as identified in the process for initial certification.

Certification Requirements

The Utah Certified Emergency Manager (UCEM) and the Utah Associate Emergency Manager (UAEM) certifications are established with similar requirements to those identified within the International Association of Emergency Managers' (IAEM) Certified and Associate Emergency Manager programs.

Basic requirements for candidates seeking to apply for a Utah certification can be found in the requirements matrix. The requirements for UAEM and UCEM certifications will require completed documentation in the following categories:

- 1 – Work experience in emergency management**
- 2 – High school diploma or GED equivalent**
- 3 – Letters of reference**
- 4 – Professional contributions to the emergency management profession within the following sub-categories:**
 - a. Membership in a disaster/emergency management related organization**
 - b. Professional conference participation**
 - c. Service role**
 - d. Leadership role**
 - e. Special assignment**
 - f. Speaking**
 - g. Teaching**
 - h. Course development**
 - i. Publications**
 - j. Audio-visual and interactive products**
 - k. Awards or special recognition**
 - l. Legislative contact**
 - m. Conducting research**
 - n. Other (approval at discretion of committee)**
- 5 – Training hours in a combination of emergency management and general management courses**
- 6 – Participation in exercises and/or real world events**
- 7 – Planning**

*Detailed descriptions of the certification requirements can be found in the Application Guidelines document.

Certification Maintenance

UAEMs and UCEMs will be required to recertify their status every five years. This will allow the program to maintain validity and to ensure that those who receive certifications continue to progress within the emergency management profession. Re-certification will consist of the following:

- 1 – Application for re-certification
- 2 – Documentation of continued professional development through a combination of emergency management and general management training
- 3 – Documentation of continued contributions to the emergency management profession
- 4 – Payment of application fee for re-certification

Those who have received CEM status through the International Association of Emergency Managers will only be recognized under the UCEM program for the period of time in which their CEM remains valid.

Incentives

The Utah Emergency Management Professional Certification Program will recognize the accomplishment of those who apply for and successfully achieve their UCEM or UAEM designations through the awarding of the following:

UCEM

- 1 – Certificate of certification and designation as a UCEM
- 2 – Choice of polo or long sleeve button up shirt displaying the UCEM logo
- 3 – Lapel pin displaying the UCEM logo
- 4 – Letter of authorization for successful candidate to use the UCEM logo on their personal signature lines and official documents (business cards, letters, etc.)
- 5 – Inclusion of name, certification level and dates of certification on the DEM and UEMA website links established for the Utah Emergency Management Professional Certification Program

UAEM

- 1 – Certificate of certification and designation as a UAEM
- 2 – Choice of polo or long sleeve button up shirt displaying the UAEM logo
- 3 – Lapel pin displaying UAEM logo
- 4 – Letter of authorization for successful candidate to use the UAEM logo on their personal signature lines and official documents (business cards, letters, etc.)
- 5 – Inclusion of name, certification level and dates of certification on the DEM and UEMA website links established for the Utah Emergency Management Professional Certification Program