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EMAT TRACKING NUMBER	DATE RCVD



TENNESSEE CERTIFIED EMERGENCY MANAGER PROGRAM

Re-Certification Application
Certified Emergency Manager Certification
(TN – CEM)

Tennessee Certified Emergency Manager Certification (TN-CEM) Applicant Information

Applicant Name:			
Title:			
Agency/Company:			
Work Address:			
City:	State:	Zip Code:	
Work Phone:	Email:		

Check if you prefer EMAT to use your home address for future contacts.

(If yes, please provide information below)

Home Address:			
City:	State:	Zip Code:	
Phone:	Email:		

Applicant's Sworn Statement

I understand that certification is subject to EMAT Certification Review Committee approval, and if granted is current for a five-year re-certification period. I understand that any false statements or misrepresentation I make in the course of these proceedings may result in the revocation of this application. I do hereby voluntarily and knowingly consent and grant permission to EMAT Review Certification Commission to conduct verification of the accuracy and authenticity of any information or documentation I submit in connection with or in support of this application packet.

I certify that I have followed all directions outlined in the application and submit my packet in the proper order and format. I understand that my packet may be returned without review if instructions are not followed.

I concur with and pledge to abide by the Code of Ethics and Professional Conduct published by EMAT. I understand violation is grounds for Certified Emergency Manager (TN-CEM) revocation.

Applicant Signature:	Date:
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Applicants- please print a copy of this page once the application has been completed, provide a copy of this signed statement with your pdf submission.

All application submissions must be received in the appropriate format and order. If not, your application will be returned by the Emergency Management Association of Tennessee (EMAT) Certification Review Commission.

Applicant Checklist

- Applicant must be an EMAT member in good standing
- Applicant must complete and sign the Signature Page and Sworn Statement
- Applicant must complete all required sections
 - **Section E –Training**
Required re-certification training: 50 hours of Emergency Management and 10 hours of General Management Training. Individual Training Submission Forms must be completed for each training entry. NOTE: All submissions must be within 5 years from date of re-certification application
- Electronic Submission: All documents must follow the order of the application sections and be submitted as one Adobe PDF file.
- Application fee must be paid prior to application submission or electronically at time of submission.
- Re-certification application fee: \$ 110.00
 - Mail check or Money order payable to: EMAT Credentials Committee
 - Credit/Debit Card Payments: www.emat.org/emcertifications

All applications must be submitted as one Adobe PDF file.

Submit Via Email to: EMAT.information@gmail.com

Re-certification Notice: Designation will be for five (5) years and can be renewed any during the fifth (5th) year.

Code of Ethics

The EMAT Certification Review Committee enforces the Code of Ethics that must be embraced and upheld by all individuals who are awarded the EMAT Tennessee Certified Emergency Manager (TN-CEM) designation. The promise to uphold the Code signifies the assumption that the Emergency Management professional will act prudently and responsibly beyond the requirements of law and codes.

Applicant's Initials: _____

Enforcement of the Code

The EMAT Certification Review Committee enforces the Code by receiving and investigating all complaints of violations and by taking the necessary disciplinary action, as appropriate, including but not limited to the revocation of an individual's TN-CEM designation.

Applicant's Initials: _____

Each Applicant promises to:

- Foster excellence in emergency management by keeping abreast of pertinent issues.
- Enhance individual performance by attention to continuing education and technology.
- Practice integrity and honesty in matters dealing with the public, one's peers and employer.
- Avoid conflicts of interest resulting in personal gain or advantage.
- Conserve and protect resources through effective use of funds, accurate assessment of potential hazards, and timely decision making; and
- Promote public awareness toward an understanding of emergency preparedness and public protection.

Applicant's Initials: _____

E. Training

To satisfy this requirement: Applicant must demonstrate successful completion of 50 hours of creditable Emergency Management training and 10 hours of General Management training.

All submissions must be within 5 years from date of re-certification application. *Applicants must present a diversified training mix.*

Please refer to the training allocation table at: <https://www.iaem.org/Certification/Resource-Center/training-allocation-tables> for guidance in determining the appropriate training category (EM/GM).

Applicant **MUST** submit an individual training form for each training submission based on the type of training (*General Management / Emergency Management*). Training certificates without a completed form will not be counted towards re-certification training requirements. Submission forms without certificate copies attached will not be counted toward re-certification training requirements.

Training Submission Summary – Emergency Management Training (EM)

To satisfy this requirement: Applicant must document 50 hours of training, not more than 25% credible in each subject area. Examples of emergency management training that qualify: EMI courses, state, municipal or other jurisdiction sponsored training, appropriate college courses, military training. This list is NOT inclusive; other training may meet the emergency management requirement with proper training hour documentation. Note: One semester hour of college credit equals 15 hours; one continuing education unit (CEU) equals 10 hours. *Exercises, drills, conferences, workshops and ESC training, are not acceptable forms of training under this section.*

Applicant MUST complete a Training Submission Form for each item listed on this sheet.

EM Training	Title of Training Course	FEMA IS Course (Y / N)	Total Hours
EM			
EM			
EM			
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EM			

Please submit Training Submission Forms in the order they are reported on this summary form, with documentation behind each submission. If additional room is needed, you may submit a supplemental form.

Training Submission Summary – General Management Training (GM)

To satisfy this requirement: Applicant must document 10 hours of training. Examples of general management training that qualify: EMI courses, state, municipal or other jurisdiction training, appropriate college courses, military training. This list is NOT inclusive; other training may meet the general management requirement with proper training hour documentation. Note: One semester hour of college credit equals 15 hours; one continuing education unit (CEU) equals 10 hours. *Exercises, drills, conferences, workshops and ESC training, are not acceptable forms of training under this section.*

Applicant MUST complete Training Submission Form for each item listed on this sheet.

GM Training	Title of Training Course	FEMA IS Course (Y / N)	Total Hours
GM			
GM			
GM			
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GM			

Please submit Training Submission Forms in the order they are reported on this summary form, with documentation behind each submission. If additional room is needed, you may submit a supplemental form.

Training Submission Form

Please check one: Emergency Management General Management

Training title and number: _____

Training Source: _____

Training Date(s): _____ Length/Hours: _____

Brief course overview (copy of course syllabus or curriculum is acceptable).

Remember: Documentation must show the number of classroom hours, CEUs, or college credits for a college course. One full day of training receives 6-hours credit per day, unless otherwise documented.

Applicant should duplicate this form as often as necessary to fulfill, the required hours. Supporting documentation should be available should the EMAT Certification Review Commission requests additional information.

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