



**STATE OF WISCONSIN \ DEPARTMENT OF MILITARY AFFAIRS
WISCONSIN EMERGENCY MANAGEMENT**

2400 WRIGHT STREET
P.O. BOX 7865
MADISON, WISCONSIN 53708-7865
Telephone (608) 242-3232
Facsimile (608) 242-3247
24-Hour Emergency Hotline: 1-800-943-0003
<http://emergencymanagement.wi.us>

**INFORMATION & GUIDANCE MEMO
09-23-11**

DATE: September 23, 2011

TO: County Emergency Management Directors

FROM: Brian M. Satula, Administrator
Wisconsin Emergency Management

SUBJECT: WISCONSIN EMERGENCY MANAGERS ASSOCIATION (WEMA)
& WISCONSIN EMERGENCY MANAGEMENT - PROFESSIONAL
DEVELOPMENT PROGRAM

On October 1, 1994, Wisconsin Emergency Management (WEM) in partnership with the Wisconsin Emergency Management Association (WEMA) established a voluntary, non-mandatory **Emergency Manager Certification program**. This program was designed for dedicated individuals who seek professional status and certification in the field of emergency management. The program encourages persons to enhance their career development and expand their knowledge by completing a specified emergency management training curriculum. Over the past 16 years, this program has been successful with numerous participants completing all four levels.

In an effort to keep the emergency manager training requirements current and germane to the profession, the Wisconsin Emergency Management and the Wisconsin Emergency Managers Association (WEM/WEMA) Training and Education Committee has updated the requirements and the nomenclature for emergency manager training. Certificates will be awarded, upon curriculum completion, based on the requirements set forth in this I&G or the previous I&G (dated 09-02-05). After January 1, 2013 only the requirements set forth in this I&G will be recognized.

Successful participants will receive a certificate of completion when they have completed the requirements listed in this I & G. Candidates requesting certificates of completion at each level will submit a copy of their course certificates to their County Emergency Management Director for submission to the Regional Office and then to the State Training Officer. Candidates that are County Emergency Management Directors will submit their certificates to their Regional Office.

The updates effective January 1, 2011 include those courses also required to achieve the EMI Advanced Professional Series Certificate of Completion from FEMA. Once the course work is successfully completed and the State Training Officer receives the completed course requirements in the table below, the State Training Officer will verify the information and forward it on to FEMA on behalf of the participant. For more information regarding the Advanced Professional Series, please visit <http://training.fema.gov/emiweb/aps/>.








As stated in a previous I&G (09-02-05), the program is open to county and municipal emergency managers as well as anyone at the state or local level who has an interest in achieving this designation and holds, or would like to hold, an emergency management related assignment. A distinctive and separate certificate will be awarded for each of the levels.

It should be noted that not all courses required for the certification program might be offered each year. Contingent upon available funding, every effort will be made to offer all courses at least once per biennium. New participants can anticipate successful completion of the program within three to five years.

Requirements for completion are:

(Note: Independent Study (IS) courses allow students to progress at their own pace, thus actual course hours will vary between individuals.)

AWARENESS	COURSE HOURS	DATE COMPLETED	LOCATION	Course Instructor
IS- 001 Emergency Manager: An Orientation to the Position	<i>Individual</i>		<i>Web Based</i>	<i>Independent Study</i>
IS-15b Special Events Contingency Planning for Public Safety Agencies	<i>Individual</i>		<i>Web Based</i>	<i>Independent Study</i>
IS-634 Introduction to FEMA's Public Assistance Process	<i>Individual</i>		<i>Web Based</i>	<i>Independent Study</i>
IS-700.a National Incident Management System (NIMS) An Introduction	<i>Individual</i>		<i>Web Based</i>	<i>Independent Study</i>
IS-100 Introduction to Incident Command System	<i>Individual</i>		<i>Web Based</i>	<i>Independent Study</i>
IS-288 The Role of Voluntary Agencies in Emergency Management	<i>Individual</i>		<i>Web Based</i>	<i>Independent Study</i>
IS-393.a Introduction to Hazard Mitigation	<i>Individual</i>		<i>Web Based</i>	<i>Independent Study</i>
IS-120.a An Introduction to Exercises	<i>Individual</i>		<i>Web Based</i>	<i>Independent Study</i>
IS-800.b National Response Framework, An Introduction	<i>Individual</i>		<i>Web Based</i>	<i>Independent Study</i>
** IS-230a Fundamentals of Emergency Management	<i>Individual</i>		<i>Web Based</i>	<i>Independent Study</i>
** IS-235 Emergency Planning	<i>Individual</i>		<i>Web Based</i>	<i>Independent Study</i>
TOTAL IN CLASSROOM HOURS	0			
PERFORMANCE	COURSE HOURS	DATE COMPLETED	LOCATION	Course Instructor
** IS-242 Effective Communications	<i>Individual</i>		<i>Web Based</i>	<i>Independent Study</i>
** IS-240 Leadership and Influence	<i>Individual</i>		<i>Web Based</i>	<i>Independent Study</i>
** IS-241 Decision Making and Problem Solving	<i>Individual</i>		<i>Web Based</i>	<i>Independent Study</i>
** IS-244 Developing & Managing Volunteers	<i>Individual</i>		<i>Web Based</i>	<i>Independent Study</i>
** IS-139 Exercise Design	<i>Individual</i>		<i>Web Based</i>	<i>Independent Study</i>

IS-200 Incident Command ICS for Single Resources and Initial Action Incidents		<i>Individual</i>		<i>Web Based</i>	<i>Independent Study</i>
IS-775 Emergency Operations Center Management and Operations		<i>Individual</i>		<i>Web Based</i>	<i>Independent Study</i>
IS-703.a NIMS Resource Management		<i>Individual</i>		<i>Web Based</i>	<i>Independent Study</i>
IS-271 Anticipating Hazardous Weather and Community Risk		<i>Individual</i>		<i>Web Based</i>	<i>Independent Study</i>
G-191 EOC/ICS Interface		12			
G-393 Mitigation for Emergency Managers		24			
G-290 Basic PIO		16			
TOTAL IN CLASSROOM HOURS		52			
PLANNING AND MANAGEMENT		COURSE HOURS	DATE COMPLETED	LOCATION	Course Instructor
Wisconsin Disaster Response and Recovery Operations Workshop		16			
G-300 - ICS-300 Incident Command System - Intermediate		16			
G-288 Donations Management Workshop		12			
G-250.7 Rapid Assessment Planning		4			
G-270.4 Recovery from Disaster: The Local Government Role		4			
TOTAL IN CLASSROOM HOURS		52			
EMERGENCY MANAGEMENT PROFESSIONAL		COURSE HOURS	DATE COMPLETED	LOCATION	Course Instructor
G-400 - ICS-400 Incident Command System - Advanced		16			
G-130 Exercise Evaluation Course		20			
G-202 Debris Management Planning for State, Tribal and Local Officials		24			
G-197 Emergency Planning and Special Needs Populations		20			
FEMA Emergency Management Institute Course (local or Emmitsburg)		24			
One additional Course sponsored by FEMA/DHS and the Rural Domestic Preparedness Consortium. Must be a minimum of 24 contact hours.		24			
TOTAL IN CLASSROOM HOURS		128			
Total Classroom Hours to Complete Certification (Does NOT include online courses)					232

EMERGENCY MANAGEMENT PROFESSIONAL - Exam

At the completion of Level Four those seeking to become a Wisconsin Certified Emergency Manager will be required to take a test. This test will cover the curriculum covered in all four levels of the certification program. A passing score of 70% is required. This is a multiple choice exam that will be administered in person by the Regional Office Director or the State Training Supervisor. Arrangements with the WEM State Training Supervisor or any of the WEM Regional Directors to take the exam must be made by the applicant. If the applicant does not successfully complete the exam they can schedule another time to retake it. Applicants can retake the exam as many times as needed but must wait 3 months between retaking the exam.

Upon successful completion of the course curriculum and the exam, the participant will be awarded an *Emergency Management Professional* certificate signed by The President of the Wisconsin Emergency Managers Association (WEMA), the Adjutant General and the Governor. Participants successfully completing the course work at the *Emergency Management Professional* level will receive their award at the annual Governor's Conference whenever possible.

EMERGENCY MANAGEMENT PROFESSIONAL – Continuing Education

Continuing professional activities and training which will consist of 40 hours of emergency management activities during a 4-year period, will be a requirement to maintain Wisconsin Emergency Management Professional status. The below list is a suggested list of eligible activities which can be completed to maintain Emergency Management Professional status. Any requests to substitute activities for the activities on this list will be subject to review by the (WEM/WEMA) Training and Education Committee. Once the 40 hours is completed all certificates and proof of trainings should be sent, all together, to the State Training Supervisor. Failure to complete 40 hours of continuing professional activities will remove you from the WEM data base as a certified emergency manager. Once the 40 hours is complete the person will be re-admitted to the data base of certified Emergency Management Professionals.

Eligible Activities to Maintain Emergency Management Professional Status

(Besides attending trainings you may combine activities from the list below to meet your 40 hours)

- Development of Emergency Management Plans (some examples below)
 - donations management plan – *16 credit hours*
 - debris management plan – *16 credit hours*
 - functional needs plan – *16 credit hours*
- Any WEM approved Course – *actual hours of the course*
- Any attendance at FEMA/DHS approved courses (i.e. EMI, CDP, etc.) – *actual hours of the course*
- Publish Emergency Management Related Articles – *4 hours*

** Participants completing all seven of the courses marked with an asterisk have completed the FEMA Professional Development Series (PDS). The Professional Development Series includes Emergency Management Institute independent study courses that provide a well-rounded set of fundamentals for those in the emergency management profession. Many students build on this foundation to develop their careers. When a student has completed all courses, the Independent Study Program Office (ISPO) automatically sends a Certificate of Completion directly to the student.



Students completing all of the courses containing this symbol within the cell will have completed the certification requirements for the FEMA Advanced Professional Series (APS).
<http://training.fema.gov/emiweb/aps/>

Course Key

G-Courses = FEMA Emergency Management Institute (EMI) courses offered in a classroom setting (similar IS courses online will not count towards completion) and meet the requirements specified in the National Incident Management System (NIMS)

IS – Courses = Online FEMA courses located at <http://training.fema.gov/is/crslist.asp>