



NEW MEXICO CERTIFIED EMERGENCY MANAGER (NMCEM) APPLICATION GUIDE

2023

New Mexico Association of Emergency Management Professionals

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December 12, 2023

Fellow Emergency Managers,

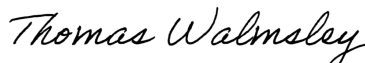
As President of the New Mexico Association of Emergency Management Professionals, it is my pleasure to introduce you to the New Mexico Certified Emergency Manager (NMCEM) Application Guide. This program represents not just a certification, but a commitment to the highest standards of professionalism and excellence in emergency management in our state.

Our field is constantly evolving, demanding not only dedication but also a continuous pursuit of knowledge and expertise. The NMCEM certification is a testament to this journey of professional growth and learning. By achieving this certification, you not only enhance your career prospects and professional recognition but also significantly contribute to the safety and resilience of our communities across New Mexico.

The journey to certification is a rigorous one, encompassing a comprehensive assessment of your experience, education, training, and contributions to the field. However, the rewards are equally substantial. Certified professionals stand out as leaders and innovators, equipped with the skills and knowledge to effectively manage emergencies and disasters.

I strongly encourage each one of you to embark on this journey. Together, let's raise the bar for emergency management in New Mexico, ensuring that our communities are safer, more prepared, and resilient.

In Service,



Thomas H. Walmsley, CEM®, NMCEM

President, New Mexico Association of Emergency Management Professionals

Introduction

The New Mexico Certified Emergency Manager Program (NMCEM) offers a prestigious certification for emergency management professionals in New Mexico. This program is tailored to recognize and enhance the expertise of individuals dedicated to the field of emergency management. Importance of NMCEM certification: Recognition of professional expertise, career advancement, contribution to public safety, and continual learning.

Certification Validity and Renewal

Initial Certification: The NMCEM certification is valid for a period of 3 years from the date of issuance, expiring on December 31st of the third year. For example, if you receive your NMCEM certification on February 15, 2023, it will be valid until December 31, 2025.

Recertification: To renew, current NMCEMs must complete the recertification packet and pay related fees. This packet can be submitted up to one year before the applicant is due to expire. The recertification process allows for the renewal of your certification for an additional 3-year period, starting on January 1st of the following year. To ensure continuous certification status, renewal applications should be submitted no later than 60 days before the certification's expiration date on December 31st.

Eligibility and Requirements

Professional Experience: Applicants must demonstrate at least three years of full-time experience in a comprehensive disaster/emergency management position. Those with a baccalaureate degree in disaster/emergency management need only demonstrate two years of experience.

Formal Education: A copy of the highest level of education diploma or degree must be submitted with the application.

Specific Experience: Candidates must validate their participation and role in emergency management planning, exercises, and actual emergency response, supported by documentation.

Training: Applicants are required to complete specific training courses, including the Professional Development Series and Basic National Incident Management System Independent Study Courses. A detailed list of acceptable training areas is provided in the application.

Professional Contributions: Candidates must demonstrate their contribution to the emergency management profession in a minimum of three of the ten identified areas, such as volunteer service, leadership roles, publications, or instructional efforts.

Application Process

The application process involves providing detailed information about formal education, work history, specific experience in emergency management, training, and professional contributions. Applicants must also submit references, including a current supervisor, to validate their professional standing and contributions to the field. This guide will outline the technical requirements and provide instructions on completing the application.

NMCEM Review and Approval

Upon submission and confirmation of payment, the application for the NMCEM designation will undergo a thorough review process to ensure compliance with all eligibility criteria and requirements. The review process is as follows:

- **Initial Review by NMCEM Committee:** The application will be submitted to the NMCEM Committee, which is responsible for the initial assessment. The committee will review the application and provide feedback to the applicant within 45 days of submission. Please note that in cases of particularly complex applications, the committee may request additional time for a thorough review.
- **Additional Documentation Requests:** The NMCEM Committee may request additional supporting documentation from the applicant to further evaluate their qualifications. If such a request is made, the applicant will have a grace period of 30 days to submit the requested documents. Failure to provide the requested documentation within this timeframe may result in the rejection of the application. Following the submission of additional documents, the NMCEM Committee will aim to complete the review within 15 days, but this timeframe may vary based on the complexity of the materials.
- **Committee Recommendation:** Based on the comprehensive review of the application and supporting documentation, the NMCEM Committee will make a recommendation regarding the approval or rejection of the application. This recommendation will be forwarded to the President for signature.

It's important to note that the NMCEM Committee may recommend rejection if they determine that the applicant does not meet the eligibility requirements, even if additional supporting documentation is provided.

Appeal Process

In accordance with the bylaws, there is no appeal process for NMCEM Committee decisions, and all committee decisions are considered final.

NMCEM Committee

The NMCEM Committee, as established by Article IV, Section 1(ii) of the Association's bylaws, plays a crucial role in the credentialing activities of the Association. This committee is responsible for planning, development, coordination, promotion, administration, and oversight of all NMCEM credentialing activities.

Committee Members:

- The NMCEM Committee shall consist of at least five (5) members, appointed by the President.
- Members must hold the NMCEM certification and have completed at least one recertification cycle.
- The term of each member is two years, with no limit to the number of terms they can serve.
- Members who fail to participate in application reviews may be removed from the committee.

Committee Chair:

- Appointed by the President.

- Responsible for organizing application reviews, communicating with applicants, and collaborating with the Secretary to identify members due for renewal.
- Works with the Treasurer to confirm payment for renewals and new applications.
- Reports committee activities and decisions to the President and the Association.

Credentials and Authority:

- The NMCEM Committee is responsible for reviewing and making recommendations regarding NMCEM credentialing.
- All NMCEM Committee decisions are made with support from the President and are to be considered final, with no exceptions.

Use of NMCEM Designation

When utilizing the NMCEM designation in conjunction with a signature or any professional context, it is imperative to include "NMCEM" to avoid any potential confusion with the "CEM" designation from IAEM. This clear distinction ensures that the recognition and credibility associated with the NMCEM designation are accurately conveyed and not mistaken for the IAEM's CEM certification. By including "NMCEM" in signatures and professional communications, individuals proudly showcase their affiliation with the New Mexico Certified Emergency Manager program, signifying their expertise and contributions in the field of emergency management.

Reciprocity

IAEM CEM Reciprocity

A member in good standing who holds an IAEM CEM certification may be awarded the NMCEM designation upon formal request and payment. To request NMCEM certification under reciprocity, the individual must submit a copy of their IAEM CEM certification with the request. It's important to note that NMCEM certification has a duration of 3 years, while IAEM CEM certification is valid for 5 years. Therefore, should the individual fail to maintain their IAEM CEM certification, they must promptly notify the NMCEM Committee. Until the CEM is reinstated, or unless the individual completes the complete initial NMCEM application process, their NMCEM will be revoked.

State Association Certification Reciprocity

A member in good standing who holds a similar State Association certification may request reciprocity in writing. The NMCEM Committee Chair is responsible for determining the acceptance of the request for reciprocity. If approved, the individual will be awarded the NMCEM designation, but it's important to note that the award period under reciprocity cannot exceed 3 years. Upon receiving the NMCEM designation, the individual must adhere to the NMCEM recertification requirements to maintain their certification.

Lifetime NMCEM

The purpose of the Lifetime NMCEM designation is to honor and recognize a distinguished career of professional development and significant contributions in the field of emergency management. It serves as a testament to an individual's lifelong commitment to enhancing emergency management practices.

Eligibility Requirements:

- The candidate must possess a current NMCEM certification at the time of application.
- The candidate must have successfully recertified at least once before becoming eligible for the Lifetime NMCEM designation.
- The candidate must be retired or in the process of retiring from their full-time service in the field of emergency management.
- The candidate must submit a formal letter requesting this prestigious lifetime designation.

Nomination Review Process:

- The request will be thoroughly reviewed by the NMCEM Certification Committee.
- The Committee will assess the candidate's qualifications and outstanding achievements in the emergency management field.
- Based on the review, a recommendation will be made to the NMCEM Certification Committee Chair.

Approval Process:

- The NMCEM Certification Committee will present their recommendation to the Executive Board.
- Approval of the Lifetime NMCEM designation requires a simple majority vote of the Executive Board.

Retirement Criteria:

- To qualify, the candidate must be officially retired from full-time service as an employee in the emergency management field.
- "Retired from emergency management" is defined as having worked less than 400 hours in employment, self-employment, or as a principal in a consulting firm in a one-calendar-year period.
- An exception to the 400-hour employment limit is made for situations where the candidate is recalled to service in emergency management to assist in the response and recovery of a disaster designated by the appropriate authority (e.g., governor, president).

Reversion to Regular NMCEM Status:

- In the event that a Lifetime NMCEM desires to change their status back to a regular NMCEM, they must adhere to the standard re-certification process in place at the time of reversion. Their current NMCEM status will remain active until its natural expiration date. The Lifetime NMCEM status is not immediately revoked upon returning to full-time work. It continues to be valid until the end of the specified duration (e.g., 3 years from the date of notice of return to work). Once that period expires, the individual would need to follow the standard recertification process if they wish to continue their NMCEM certification.
- Any training and contributions to the profession obtained during the period of Lifetime NMCEM status may be used in the re-certification process but are subject to review, similar to any other candidate.

Appendix 1 – Position Description, Experience and Work History

Professional Experience

Applicants must have three (3) years of full-time comprehensive disaster/emergency management work experience, or two (2) years of experience with a Baccalaureate/Bachelor's Degree (or higher) in Emergency Management.

Defining Comprehensive Disaster/Emergency Management Work Experience

Comprehensive Emergency Management means integrating all actors, in all phases of emergency activity, for all types of disasters. The “comprehensive” aspect of Comprehensive Emergency Management includes four phases of disaster activity: mitigation, preparedness, response and recovery for all hazards — human-caused (accidental and intentional), technologically-caused (accidental and intentional), and natural — in a federal, state, local operating partnership.

Hourly Allocation

1,920 hours to one year full-time comprehensive disaster/emergency management work experience.

Using Baccalaureate/Bachelor's Degree or higher in Related Fields to reduce Work History

Applicants must show completion of at least six (6) 3-credit Emergency Management classes to reduce the Work History experience from three (3) years to two (2) years.

Using a Single Position or Multiple Positions

Applicants may use the same/a single comprehensive disaster/emergency management position for a period of three years OR a combination of positions. For every position used to meet the three-year requirement, applicants must submit:

- A copy of the official position description(s) for the period being claimed for work experience,
- Provide a signed letter from a supervisor or HR confirming employment dates and job responsibilities, and
- Description of the duties related to comprehensive disaster/emergency management.

Official Position Descriptions Unavailable

If the required position description is unavailable for any submitted position, the applicant must submit a signed letter/statement to that effect from the pertinent supervisor or Human Resources (HR) department. If self-employed, verification may be provided as a letter or statement from a third party knowledgeable about the applicant's experience and qualifications.

Volunteer/Unpaid Experience

Time spent on volunteer/internship duties may also be counted, but applicants must provide independent verification of the total time devoted to comprehensive disaster/emergency management duties.

Professional References

Applicants for the NMCEM certification are required to submit professional references as part of their application. These references should include at least one from the applicant's current supervisor. It's

essential that all provided references are capable of verifying the applicant's experience and competencies in emergency management. The references play a critical role in affirming the applicant's qualifications and suitability for the NMCEM certification.

Formal Education

For the NMCEM certification, while there are no formal education requirements, the program acknowledges the value of academic qualifications in Emergency Management. Applicants with a degree in Emergency Management are eligible to receive up to one year of credit towards the required professional experience. This recognition emphasizes the program's commitment to professional development and acknowledges the role of academic education in enriching emergency management expertise.

Under the NMCEM certification requirements, all applicants are required to attach a copy of their highest level of education diploma or degree, regardless of the field of study. This requirement ensures that the NMCEM review panel has a comprehensive understanding of the applicant's educational background, which is an important aspect of their professional profile in emergency management.

Appendix 2 – General and Specific Experience

For General and Specific Experience, the NMCEM Committee is looking for the applicant to describe those experiences which show emergency management experience. All applicants must complete the General Experience.

- For initial applications, two out of the three areas (Planning, Exercise, Response) must be documented within the last ten years, but only two are required.
- For renewal applications, all three areas (Planning, Exercise, Response) must be documented within the renewal period for the certification to be maintained.

General Experience

In this section, applicants are expected to provide a broad overview of their professional experience in emergency management. This includes:

- Detailing engagement in emergency management activities for a minimum of three years.
- Describing roles in relation to the Emergency Management Cycle (mitigation, preparedness, response, and recovery).
- Listing and attaching supporting documentation, such as multiple job descriptions and acknowledgments.
- Include a current resume detailing relevant emergency management experience and skills.

Planning

Planning is vital in emergency management, laying the groundwork for effective response and recovery. NMCEM candidates must showcase their role in developing, revising, updating, or maintaining emergency plans, such as Emergency Operations Plans or Hazard Mitigation Plans. Supporting documentation to validate this includes:

- Validating participation in plan development or maintenance.
- Involvement in various plan types, including Emergency Operations, Hazard Mitigation, and others.
- Providing documentation such as plan copies showing involvement, or a supervisor's signed statement detailing the candidate's role and responsibilities.

Exercise

Exercises are crucial for testing and honing emergency management skills. NMCEM applicants must detail their involvement in at least one Operations Based exercise, including:

- Describing the exercise(s), specifying the objective/purpose.
- Outlining their specific roles, focusing on planning, coordinating, and emergency management responsibilities.
- Reflecting on learnings from the exercise, particularly in areas of mitigation, preparedness, response, and recovery, along with other key takeaways.
- Note: Simply being a 'Player' in an exercise does not meet this requirement.

Supporting documentation should include:

- Validation of participation and role in the exercise.

- Acceptable documentation: Exercise Plan, Controller/Evaluator Handbook, After Action Review, or a supervisor's letter verifying your role and responsibilities.

Response

In the context of emergency management, 'Response' encompasses a broader scope than the role of a first responder. According to FEMA, emergency management is the managerial function responsible for creating a framework within which communities reduce vulnerability to threats and cope with disasters. Additionally, FEMA describes the response phase as involving coordinated federal operational capabilities to save lives, minimize suffering, and protect property in emergencies, including natural disasters, acts of terrorism, or other emergencies.

For the NMCEM certification, applicants must demonstrate their experience in the response phase, specifically focusing on roles that are beyond the scope of first responders. This could involve working in an Emergency Operations Center or supporting major disasters, where the emphasis is on coordination, planning, and management rather than frontline emergency response.

Additional Details for NMCEM Application:

- Experience in preparedness, response, recovery, and mitigation phases of a declared disaster or major public event.
- Description of the activity, including dates, types of disasters or events, areas affected, and significant impacts like property loss or casualties.
- Specific role in disaster/emergency management activities, including response and recovery.
- Recommendations for future mitigation activities based on lessons learned.
- Supporting documentation: Incident Action Plan (IAP), ICS 204, After Action Report, Executive Summary, and other relevant documents.

Appendix 3 – Training

The Training section is a critical component of the NMCEM certification process, focusing on the candidate's professional development in disaster/emergency management. This area is broken down into 3 sections, Section A includes Basic NIMS Independent Study Courses, Section B is Classroom Courses, and Section C is additional Independent Study Courses.

Section A

The courses listed in Section A serve as the foundational building blocks in the field of emergency management. Completion of the Professional Development Series and the Basic National Incident Management System Independent Study Courses forms the initial foundation for a career in emergency management. These courses ensure that candidates have a solid grounding in key concepts and practices, equipping them with the essential skills and knowledge needed to effectively manage emergencies and disasters. It's crucial for applicants to have completed the most recent versions of these courses to stay abreast of the latest developments and methodologies in the field.

Section B

Section B of the NMCEM training requirements emphasizes the importance of classroom training in a diverse range of emergency management topics. This breadth of training is crucial for developing a comprehensive understanding and skill set in the field. Classroom training exposes candidates to a wide array of scenarios and strategies, enhancing their ability to handle various emergency situations effectively.

A key component of this section is the limitation on the maximum hours in a single subject area. Specifically, no more than 25 percent can be awarded in any single subject area. This stipulation ensures a well-rounded training experience, encouraging candidates to broaden their knowledge across different facets of emergency management rather than concentrating excessively on one particular area. Such a diverse training background is vital for building a versatile and adaptable skill set, preparing candidates for the multifaceted challenges of emergency management.

The NMCEM follows the training categories in IAEM's [Sample Training Allocation Chart](#) for the USA.

Each area contributes uniquely to the comprehensive skill set of an emergency manager:

- Civil Defense Systems, Programs, and Policies: Understanding national and local civil defense mechanisms for disaster response and recovery.
- Criminal Justice/Law Enforcement: Knowledge of law enforcement's role in emergency situations, including legal frameworks and inter-agency cooperation.
- Disaster Preparedness: Training in preparedness techniques for various disaster scenarios.
- Emergency Management Foundations (Four Phases of EM): Deep dive into the four phases of emergency management - mitigation, preparedness, response, and recovery.
- Emergency Medical Training: Skills for medical emergencies and coordination with medical teams during disasters.
- Emergency Operations Centers: Management and operation of Emergency Operations Centers (EOCs), including coordination and communication during emergencies.

- Emergency Planning and Crisis Management: Developing and implementing emergency plans and managing crises effectively.
- Exercise Courses: Practical exercises to test and improve emergency response and planning.
- Fire Technology: Understanding fire-related hazards and fire response mechanisms.
- Hazard Analysis & Capabilities Assessment: Identifying potential hazards and assessing the capacity to manage them.
- HazMat Management and Hazards Assessment: Handling hazardous materials and assessing related risks.
- Health, Safety, and Environment Management: Overseeing health and safety protocols in various environments during emergencies.
- Incident Command: Leadership and decision-making in emergency situations.
- Medical Technology: Utilizing medical technologies effectively in emergency management.
- Physical Sciences: Applying scientific principles to understand and manage natural disasters.
- Public Information: Handling public communication and information dissemination during emergencies.
- Radiological Monitoring, Detecting, etc.: Skills in managing radiological threats and incidents.
- Safeguards and Security: Ensuring the security and safety of people and assets during emergencies.
- Safety Technology: Utilizing technology for safety measures in emergency scenarios.
- Shelter Management: Skills in setting up and managing shelters during disasters.
- Technology, Equipment, and Information Systems: Utilizing technology and information systems for effective emergency management.
- Training and Instruction: Skills to train others in various aspects of emergency management.
- Urban Search and Rescue: Specialized training in urban search and rescue operations.

Each of these training areas equips emergency management professionals with specific skills and knowledge, contributing to a well-rounded and effective response to emergencies and disasters.

Section C

FEMA Independent Study courses offer a valuable resource for expanding knowledge in emergency management. These courses cover a range of topics, providing flexibility and depth to the training regimen of emergency management professionals. In addition to FEMA's offerings, the NMCEM program also recognizes courses from the National Domestic Preparedness Consortium (NDPC) as part of this requirement. NDPC Web Courses, identifiable by the "-W" suffix at the end of the course code, are also accepted. These courses provide an accessible and convenient way for professionals to continue their education and stay current with the latest practices and theories in emergency management.

Additional Guidelines for training requirements:

- Training submissions for initial certification must be from the last ten years, while renewal submissions must be from within the renewal period.
- If a training certificate doesn't specify hours, it's the candidate's responsibility to provide verification of the training hours.
- Focus on relevant training listings, avoiding an exhaustive history. Training used for the degree requirement cannot be applied to the training requirement.
- One full day of training equates to 6 hours of credit, unless otherwise documented.

- For FEMA courses with a range of hours, the minimum amount is taken as the maximum allowed unless the certificate states differently.
- A New Mexico Department of Homeland Security and Emergency Management Training Transcript or FEMA Transcript can substitute for individual certificates.
- All training should be substantially related to Emergency Management, even if it's in the context of a related discipline.

Initial Certification Requirements

Applicants are required to complete the foundational courses outlined in Section A, which includes the Professional Development Series and the Basic National Incident Management System Independent Study Courses.

In addition to Section A, applicants must also complete 50 hours of training as specified in Section B. This training encompasses a wide range of topics, ensuring a broad and diverse understanding of emergency management.

Recertification Requirements

The focus shifts slightly for recertification. Candidates must complete 42 classroom hours in Disaster/Emergency Management Training. This training is detailed in Section B and continues to emphasize a broad range of emergency management topics.

Additionally, 8 hours of Online Independent Study Courses are required, covered in Sections B & C. These courses offer the flexibility of online learning and cover various aspects of emergency management.

Appendix 4 – Professional Contributions

Overview of Professional Contributions

Professional contributions in the field of emergency management are essential as they not only signify personal commitment and expertise but also contribute significantly to the broader community and profession. Through various forms of professional contributions, individuals can share knowledge, advance the field, and enhance the overall effectiveness and resilience of emergency management practices.

Such contributions often include activities like participating in committees, volunteering for emergency management-related initiatives, engaging in research and publication, delivering training or lectures, and taking leadership roles in professional organizations. These activities demonstrate an individual's dedication to the growth and evolution of emergency management, showcasing their leadership, innovation, and collaborative efforts in addressing complex emergency scenarios.

By actively contributing to the field, professionals not only enrich their own experience and skill set but also play a vital role in mentoring others, shaping policies, and advancing the standards of emergency management practice. This is why professional contributions are a pivotal component of the NMCEM certification, emphasizing the importance of active engagement and continuous improvement within the emergency management community.

General Requirements

Applicants must submit documentation supporting their contribution to the emergency management profession. Initial certification requires approval of three of the eleven types of contributions. Recertification requires approval of five of the eleven types of contributions.

- All submitted materials should clearly contribute to and support the field of Emergency Management.
- Contributions must extend beyond the scope of normal job responsibilities.

A key principle in this section is the emphasis on the quality and relevance of supporting documentation. The more comprehensive and detailed the evidence, the stronger the case for the applicant's contributions. Applicants should aim to build a compelling narrative that showcases their commitment and impact in the field of emergency management, going beyond routine tasks and duties. This could include leadership roles in projects, participation in research and development, community outreach initiatives, or other endeavors that demonstrate a genuine investment in advancing the practice of emergency management.

Professional Contribution Areas

For each area, the applicant must describe in detail the activities related.

Volunteer Service

- Description: Actively participating as a volunteer on boards, committees, task forces, or special projects within professional, emergency management, or jurisdictional organizations that support emergency management.

- Objective: To contribute time, expertise, and effort to support emergency management initiatives and organizations, fostering collaboration and community resilience.
- Documentation: Evidence may include appointment letters, meeting minutes, volunteer acknowledgment letters, or records of significant contributions made during volunteer service.

Leadership Roles

- Description: Holding key positions like officer roles, chairmanships, or other leadership positions in organizations that contribute to emergency management.
- Objective: To demonstrate a strong commitment to and influence on emergency management practices through leadership roles, driving initiatives, and shaping organizational strategies.
- Documentation: Proof of position and contributions, including letters of appointment, descriptions of specific projects led, and any positive impacts achieved.

Special Assignment

- Description: Involvement in special assignments within emergency management committees or task forces.
- Objective: To address specific challenges or opportunities within emergency management that require specialized expertise and focus.
- Documentation: Detailed documentation of the assignment, its objectives, the applicant's role and responsibilities, and any outcomes or impacts achieved.

Speaking Engagements

- Description: Participation in presentations, panels, or talks related to emergency management.
- Objective: To share knowledge, insights, and expertise with others in the field, contributing to the collective understanding of emergency management.
- Documentation: Provide evidence such as event agendas, programs, or thank-you letters from event organizers to confirm participation in speaking engagements.

Teaching or Instructing

- Description: Commitment to teaching or instructing courses or sessions related to emergency management.
- Objective: To educate individuals on essential emergency management concepts, fostering a skilled and knowledgeable workforce.
- Documentation: Include course outlines, teaching schedules, or letters from educational institutions verifying the teaching commitment.

Publications

- Description: Writing and publishing articles, research papers, or instructional pamphlets focused on emergency management.
- Objective: To contribute valuable insights, research findings, or guidance to the emergency management community, enhancing knowledge and best practices.
- Documentation: Share copies of the publications or provide links to where they are publicly accessible.

Audio-Visual and Interactive Products

- Description: Creating and distributing emergency management-related videos, software, or other multimedia tools.
- Objective: To facilitate engaging and interactive learning experiences, improving understanding and readiness in emergency management.
- Documentation: Include copies or screenshots of the products, along with descriptions of their purpose and how they contribute to emergency management.

Awards and Recognition

- Description: Receiving awards or special recognition for contributions to the emergency management field.
- Objective: To acknowledge outstanding achievements and contributions to the advancement of emergency management practices.
- Documentation: Present certificates, letters of commendation, or other formal recognitions received.

Legislative Contact

- Description: Interaction with state representatives or senators regarding emergency management issues, with documented responses.
- Objective: To engage in policy or legislative advocacy and influence decisions that impact emergency management practices and preparedness.
- Documentation: Provide copies of correspondence with elected officials and any responses received.

Professional Conference

- Description: Demonstrate attendance at workshops or conferences that are focused on disaster/emergency management versus tactical skill session(s). Minimum of 24 contact hours.
- Objective: To expand one's knowledge and experience through information provided by other professionals.
- Documentation: Independent verification of attendance at conference(s)/workshop(s) totaling 24 hours.

Other Contributions

- Description: Miscellaneous contributions to emergency management that don't fit into the other categories but are significant.
- Objective: To recognize unique and impactful contributions that contribute to the overall improvement of emergency management.
- Documentation: These contributions must be described in detail, and their relevance to emergency management should be clearly explained. Submissions will be reviewed and approved by the Certification Committee.

Re-certification Contributions

For re-certification, specific professional contributions may be established, which could include working on a project related to the association or other relevant activities.

Additional guidelines for Professional Contributions:

- It is advisable to submit more contributions than the minimum required in case the Committee does not approve a submission.
- Ensure that your supporting documents include a variety of evidence and not rely solely on a single document. It is recommended to have signed letters of support or attestation for activities to strengthen your submission.
- For example, when submitting contributions related to speaking at a conference, include comprehensive documentation such as the agenda, feedback sheets, correspondence with the conference committee, and any additional evidence that substantiates your active participation. It's important to provide ample proof to demonstrate your active involvement in the speaking engagement, as simply having your name on the agenda may not suffice as conclusive evidence.

Appendix 5 – Signature

NMCEM Signature Page

This section serves as a statement of understanding and commitment from the applicant. By signing this page, the applicant acknowledges the following:

- Certification is subject to approval by the NMAEMP (New Mexico Association of Emergency Managers) Certification Committee.
- The certification, if granted, is valid for a 3-year period.
- The applicant agrees to execute any necessary documents and provide additional information as requested by the committee.
- Understands that providing false statements or misrepresentation during the certification process can lead to the revocation of the application.
- Gives permission for verification of any information contained in the certification package.

This section includes fields for the candidate's name (printed), candidate's signature, and the date of the signature. It signifies the applicant's commitment to the certification process and adherence to the stated guidelines.