Oklahoma Certified Emergency Manager
Initial Certification Application

APPLICANT INFORMATION

Name: _____ Application Date: _____

Jurisdiction/Agency: _____ Current Position/Title: _____

Mailing Address: _____ City/State/ZIP: _____

Telephone: _____ Email Address: _____

Do you currently hold the Certified Emergency Manager (CEM) award from the International Association of Emergency Managers? ☐ Yes ☐ No *(If "yes", please provide documentation)*

ELIGIBILITY / EXPERIENCE - TIME IN SERVICE

The successful candidate for OCEM must currently occupy a paid or volunteer Emergency Management Professional Staff position in Oklahoma. EM duties must comprise majority of job duties as written in the formal job description, and must encompass at least three of the phases of Emergency Management.

The successful candidate for OCEM shall have at least two years concurrent experience as an Emergency Management Professional Staff Member within Oklahoma.

Are you: (check one)
☐ An Oklahoma governmental and/or tribal entity's formal Emergency Manager?
☐ A placeholder on an EOP or EOC organizational chart?
☐ A NGO's formal Emergency Management staff member who is based in and primarily works within Oklahoma?

Do Emergency Management duties comprise a majority of your position? ☐ Yes ☐ No

Which of the four phases of EM are included in the duties of your position?
☐ Mitigation ☐ Preparedness ☐ Response ☐ Recovery

Do you have at least two years concurrent experience as an EM in Oklahoma? ☐ Yes ☐ No

Date appointed to your current position? _____

Please provide:
- *A formal letter from the Chief Executive Office of your jurisdiction/agency stating your position with the organization and the date appointed;*
- *A copy of the jurisdiction/agency's organizational chart, including your position;*
- *A copy of the formal job description for your position.*

EDUCATION
The successful candidate for OCEM shall possess a High School Diploma, or General Equivalency Degree (G.E.D.).
Do you possess a high school diploma or GED? ☐ Yes   ☐ No
Please provide a copy of the high school diploma or GED certificate.

TRAINING
The successful candidate for OCEM shall have completed a core curriculum, and at least 40 hours of additional Emergency Management training.

Core Curriculum: *(check all successfully completed)*

- ☐ IS-230 – Fundamentals of Emergency Management
- ☐ NEMO – Oklahoma New Emergency Manager Orientation
- ☐ IS-100 – Introduction to the Incident Command System
- ☐ IS-200 – ICS for Single Resources and Initial Action Incidents
- ☐ IS-300 – Intermediate ICS for Expanding Incidents
- ☐ IS-400 – Advanced ICS
- ☐ IS-120 – An Introduction to Exercises
- ☐ IS-2200–Basic Emergency Operations Center Functions
- ☐ IS-29 – Public Information Officer Awareness
- ☐ G-191 – Incident Command System/Emergency Operations Center Interface
- ☐ IS-240 – Leadership & Influence
- ☐ IS-241 – Decision Making & Problem Solving
- ☐ IS-242 – Effective Communication
- ☐ IS-244 – Developing & Managing Volunteers

40 hours Additional EM Training completed within the past 2 years:

Hours	Date	Course
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please provide copies of certificates or transcripts, or other documentation of your successful completion of the above listed courses..

Provide only those certificates that document the hours listed above – please do NOT provide every training certificate you've ever earned!

EXPERIENCE - PLANNING

The successful candidate for OCEM shall have been responsible for or a major participant in the creation or update of a local Emergency Operations Plan (EOP), Emergency Action Plan/Emergency Response Plan, and or Hazard Mitigation Plan that includes the candidate's jurisdiction within the past two years

Have you been responsible for or a major participant in the creation or update of your local EOP, EAP/ERP, and/or HazMit plan within the past two years? ☐ Yes   ☐ No

Name of Plan: _____

Date Approved: _____   Jurisdiction covered: _____

Your role in the creation/update of the plan: _____

_____

Please provide documentation of your involvement in a plan creation/update. This could include:
- *Listings in planning meeting minutes or timesheets;*
- *Documented task assignments; and/or*
- *Listings in the actual document.*

Please do NOT provide the entire document! Provide only sections with references specific to your role and participation

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EXPERIENCE - EXERCISING

The successful candidate for OCEM shall have been responsible for or a major participant in a functional or full-scale exercise within the past two years

Have you been responsible for or a major participant in a functional or full-scale exercise within the past two years? ☐ Yes   ☐ No

Name of Exercise: _____

Date: _____   Jurisdiction covered: _____

Were you:
☐ An author of the exercise?
☐ A member of the exercise development or exercise evaluation planning groups?
☐ A Command or General Staff participant as documented on the appropriate ICS forms?

Please provide:
- *Listings in planning meeting minutes or timesheets;*
- *Pages from the exercise plan which document your involvement in its creation or planning; and/or*
- *ICS forms documenting your participation in Command or General Staff positions.*

Please do NOT provide entire exercise documents! Provide only sections with references specific to your role and participation.

COMMUNITY OUTREACH AND INVOLVEMENT

The successful candidate for OCEM must have been responsible for the design, production and/or participation in a minimum of four Emergency Management community outreach programs, informational sessions, kiosks or static displays during each of the two previous years (total of eight programs).

Date   Description of Outreach Program

_____   _____

_____   _____

_____   _____

_____   _____

_____   _____

_____   _____

_____   _____

_____   _____

Please provide documentation for each event or program, which might include:
- *Date and Description of the Program;*
- *Copy of Materials Developed or provided;*
- *Newspaper articles, photos, etc.*

_____   _____
Signature of Applicant   Date