



Oklahoma Certified Emergency Manager Recertification 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? <input type="checkbox"/> Yes <input type="checkbox"/> No (If "yes", please provide documentation)	

TRAINING		
<i>The successful candidate for OCEM shall have completed at least 60 hours of Emergency Management training provided by a recognized entity during the 48 months immediately preceding the anniversary date of the candidate's latest OCEM certification or recertification.</i>		
60 hours EM Training completed within the past 2 years:		
Hours	Date	Course
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
<i>Please provide copies of certificates or transcripts, or other documentation of your successful completion of the above listed courses..</i>		
<i>*Provide only those certificates that document the hours listed above – please do NOT provide every training certificate you've ever earned!*</i>		

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

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