



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

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**INFORMATION & GUIDANCE MEMO
09-02-05**

DATE: September 19, 2005

TO: County Emergency Management Directors

FROM: Johnnie L. Smith, 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 the dedicated emergency manager who seeks professional status and certification in the field of emergency management. The program encourages emergency managers to enhance their career development and expand their knowledge by completing a specified training curriculum (see INFORMATION & GUIDANCE MEMO 10-01-94 dated 10-03-94). Over the past 10 years, this program has been successful with numerous participants completing the Level 4 requirements.

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 again updated the requirements and the nomenclature for emergency manager training. These changes will become effective on October 1, 2005. For the following two years (October 1, 2005 – September 30, 2007), certificates will be awarded based on the requirements set forth in this I&G or the previous I&G (dated 7-10-99), whichever is lesser. After October 1, 2007, only the requirements set forth in this I&G will be recognized. Beginning October 1, 2005 the training level designations will be changed from **Level One, Level Two, Level Three and Level Four to Awareness, Performance, Planning and Management, and Emergency Management Professional**.

Successful participants will receive a certificate of completion when they finish the training requirements at each of the four levels. Maintenance of the Emergency Management Professional level will require continuing training. The continuing training requirements are listed in the training matrix. Candidates requesting certificates of completion at each level will submit their request to their County Emergency Management Director for submission to the State Training Officer. Candidates that are County Emergency Management Directors will submit their request directly to the State Training Officer.

As stated in the previous I&G (07-10-99), 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 emergency managers can anticipate successful completion of the program within three to five years.

Requirements for completion are:

AWARENESS	CONTACT HOURS	DATE COMPLETED	LOCATION	Verified by
IS-513 Professional in Emergency Management	10			
** IS-230 Principles of Emergency Management	10			
WMD Awareness Training	4-6			
IS-630 Introduction to Public Assistance	2			
IS-271 Anticipating Hazardous Weather	10			
IS-700 Introduction to National Incident Management System (NIMS)	4			
I-100 Incident Command System (ICS)	4			
IS-288 Role of Volunteer Agencies in Disaster	10			
IS-393 Introduction to Mitigation	10			
IS-120 Orientation to Community Disaster Exercises	10			
<i>TOTAL HOURS</i>	<i>76</i>			
PERFORMANCE	CONTACT HOURS	DATE COMPLETED	LOCATION	Verified by
** IS-235 Emergency Planning	10			
** G120 Exercise Design	20			
G130 Exercise Evaluation - HSEEP	16			
G275 Emergency Operations Center Operations	24			
G191 EOC/ICS Interface	12			
I-200 Incident Command System - Basic	12			
I-300 Incident Command System - Intermediate	16			
G-290a Basic PIO & G-290b Advanced PIO	16			
<i>TOTAL HOURS</i>	<i>126</i>			

PLANNING AND MANAGEMENT	CONTACT HOURS	DATE COMPLETED	LOCATION	Verified by
IS-15 Special Events Contingency Planning	4			
I-400 Incident Command System - Advanced	16			
G-202 Debris Management	20			
All-Hazards Mitigation Planning Workshop	8			
G385 Disaster Recovery Operations	16			
Q157 EMS Operations at Multiple Casualty Incidents	20			
G276 Resource Management	10			
** IS-244 Developing & Managing Volunteers	10			
<i>TOTAL HOURS</i>	<i>104</i>			
EMERGENCY MANAGEMENT PROFESSIONAL	CONTACT HOURS	DATE COMPLETED	LOCATION	Verified by
** G242 Effective Communications	16			
** G240 Leadership and Influence	16			
** IS-241 or G241 Decision Making and Problem Solving	8			
FEMA Integrated Emergency Management Course (local or Emmetsburg)	24			
One additional Course at the Emergency Management Institute or, any Office for Domestic Preparedness (ODP) Consortium Course, locally delivered or resident, that is a minimum of 24 contact hours.	24			
<i>TOTAL HOURS</i>	<i>88</i>			
<i>Total Hours to Complete Certification</i>	<i>394</i>			

EMERGENCY MANAGEMENT PROFESSIONAL (continuing requirements)

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 following 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.

Eligible Activities to Maintain Emergency Management Professional Status

Development of Emergency Management Plans

- donations management plan
- debris management plan
- municipal plan

Any WEM approved Course

Any Attendance at ODP approved Course

Instructing any WEM or ODP approved course

Emergency Management Outreach Activities

Publish Emergency Management Related Articles

Other Activities Approved by the WEMA/WEM Certification Review Committee (*The review committee will consist of three members of WEMA and two WEM employees*)

***Please note; activities that are a part of the county Plan of Work (POW) are excluded**

The President of the Wisconsin Emergency Managers Association (WEMA), the Adjutant General and the Governor will sign the *Emergency Management Professional* certificate.

Participants successfully completing the course work at the *Emergency Management Professional* level will receive their award at the annual Governor's Conference whenever possible.

All requests for course substitutions must be approved by the WEMA/WEM Certification Review Committee.

** Students completing all seven of the courses marked with an asterisk are eligible to apply to FEMA for the Professional Development Series (PDS) certificate. 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. Students who complete all the courses will receive a PDS Certificate of Completion.