

Application Cover Sheet for Recertification – Instructions

1.

APPLICATION COVER SHEET FOR RECERTIFICATION

This document is the application cover sheet for recertification. This should be completed and submitted with proof of continuing education and professional contributions.

Name of Applicant:
Title:
Agency or Organization:
Email Address:
FEMA SID: <input type="checkbox"/> Associate <input type="checkbox"/> Professional
<input type="checkbox"/> County <input type="checkbox"/> Municipality <input type="checkbox"/> Practitioner

RECERTIFICATION REQUIREMENTS

This Application Cover Sheet

A minimum of 75 continuing education training hours in 3 of the 5 Mission Areas, as follows to ensure well-rounded knowledge (training should be no more than five years old; a maximum of 25 hours per class can be counted for any mission area, regardless of course length. [Click here for more information on continuing education requirements.](#)

- Prevention-related training (max of 25 hours)
- Protection-related training (max of 25 hours)
- Response-related training (max of 25 hours)
- Recovery-related training (max of 25 hours)
- Mitigation-related training (max of 25 hours)
- Four contributions to the emergency management profession (from list on pages 3-4 below)

I understand that recertification is subject to approval by FEMA, and if granted, is current for a five (5) year period. I will supply any additional information as requested. I understand that any false statement or misrepresentation I make may result in the revocation of this application or certification. I give permission for verification of any information contained in this application package.

<input type="text"/>	<input type="text"/>
Applicant Signature	Date

Identifying information. For Practitioners, if you're affiliated with an agency or organization, use them in the Agency/Org field. FEMA SID will be required, as this is how we are identifying individuals in the database.

Check whether you're applying for your Associate or Professional Recertification.

Check off whether you're applying for your county, municipality, or practitioner recertification.

Check off the categories you're using for training & check off the block once you've completed the four contributions to emergency management.

Don't forget to sign & date your application.

2.

List of Training Hours (list on additional sheet of paper if necessary using same format; please provide supporting documentation in the same order as listed in the below table):

Title of Training Course (Include Course # if applicable)	Course Ending Date	Total Course Hours	Hours Toward Individual Mission Areas <small>(must not exceed total course hours and/or a maximum of 25 hours for any one course)</small>				
			Prevention	Protection	Response	Recovery	Mitigation
<i>Ex: MGT-406: Community Threat Group Identification, Assessment & Information Reporting For Rural Law Enforcement Officers (RDPC)</i>	12/31/2022	8.0	8.0	0.0	0.0	0.0	0.0
		0					
		0					
		0					
		0					
		0					
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		0					
		0					
		0					
		0					
		0					
		0					
		0					
		0					
		0					
		0					
Subtotals		0	0	0	0	0	0

List the course code, number, and the title of the training course in the first column. Two pages have been provided for your use; additional pages can be added by the applicant if needed. The course ending date should be placed in the second column.

Enter the total course hours in the Mission Area column where you would like the hours to count towards. Please note: a maximum of 25 course hours will be counted for any Mission Area, even if the course itself was longer than 25 hours.

The "Total Course Hours" column will auto-populate once the Mission Area is filled in.

		0					
<i>Subtotals From Page 1</i>		0	0	0	0	0	0
Total Hours Tracked		0	0	0	0	0	0
<u>Maximum Hours Counted Toward Recertification:</u>		0	0	0	0	0	0



Course hours will be auto-calculated on the 3rd page of the application packet. 75 hours over five years (which works out to 15 hours/year) in at least three of the five Mission Areas are needed to meet recertification criteria.

- 3. Include copies of your certificates for each course that you're including for con-ed.

4.

Contribution Number	Contribution Name	Description
<input type="checkbox"/>	1 Membership in a Professional Organization	Membership in either KEMA, NEMA, IAEM, or other emergency management, 9-1-1, or homeland security-related organization for at least three of the previous five years. <i>Verify by providing a copy of membership information or invoice for membership.</i>
<input checked="" type="checkbox"/>	2 Elected or Appointed Leadership	Leader in an emergency management organization or committee. <i>Examples include KEMA Executive Board, IAEM committees, LEPC leadership, 9-1-1 Boards, etc. Verify by providing appointment letters or minutes describing the election / appointment.</i>
<input type="checkbox"/>	3 Speaking / Presenting	Speaking / Presenting in a conference or panel participation relating to emergency management for a minimum of thirty (30) minutes. Presenting to community organizations, community events, or other groups on emergency management & preparedness. <i>Examples include presenting at PEMA In-Service Trainings, KEMA Conference, IAEM Conferences, FEMA Conferences / Symposiums / Technical Assistances, National Night Out, Career Fairs/ Recruiting Events, Civic Organizations, etc. Verify by providing a letter from the organizer, agenda with times showing a presentation by applicant, invitation to stakeholders for event, etc.</i>
<input checked="" type="checkbox"/>	4 Instructing	Instructing PEMA, FEMA, or ICS courses as a PEMA or OSFC-qualified instructor, instructor through an Educational Training Authority (ETA), through FEMA (EMI / NFA), or at an educational institution. <i>Verify by providing a letter from the hosting entity outlining the course taught with dates.</i>
<input type="checkbox"/>	5 Publication	Publication of an emergency management news article in a newsletter (municipal, PEMA, etc.), newspaper, or journal, a research paper looking at a problem in EM (Advanced or Executive Academy, educational institution, etc.), or a book or other instructional document. <i>Verify by providing a copy of the published work (or a link to it, if a book / instructional document). Applicant's name should be clearly identifiable.</i>
<input checked="" type="checkbox"/>	6 Awards	Awards or special recognition within the emergency management community or in conjunction with an emergency preparedness activity or activation or response. <i>Examples can include (but are not limited to) awards from FEMA, PEMA, KEMA, IAEM, NEMA, and/or state, county, or local elected officials as part of a disaster response or preparedness initiative.</i>
<input type="checkbox"/>	7 Legislative Engagement	Have an informational interaction or correspondence with a State or Federal legislative representative on an emergency management-related issue. <i>Examples can include testifying before a legislative committee, sitting on a legislative committee, advocating for a change to legislation that helps emergency management via a meeting or working group, or correspondence with (to and from) a legislator, having Governor's Office regional rep at meetings or trainings related to EM, etc. Verify by providing copies of the correspondence, copies of testimony before legislature, documentation of advocacy work on EM legislation / issues, legislative committee charter showing applicant's name as a member, etc.</i>
<input type="checkbox"/>	8 Disaster Response	Response to a single event that resulted in greater than forty-eight (48) hours of active involvement. <i>Documentation should include LAPs, ICS 203s, & AAR/IPS, etc. that show the applicant in a significant role in response to the disaster or in the EOC.</i>
<input checked="" type="checkbox"/>	9 Annual Attendance at ISTs or Conferences	Attendance at PEMA or county ISTs (2 annually), KEMA Conference, or other similar emergency management, 9-1-1, or homeland security conference (NEMA, IAEM, NENA, National HS Conference, etc.) annually. <i>Documentation should include a Certificate of Attendance or sign-in sheets for each year (counts as one contribution).</i>
<input type="checkbox"/>	10 Membership and/or Volunteering	Non-leadership membership position in an organization (ex: LEPC) or volunteering for an emergency management organization, or participation on workgroups or committees relating to emergency management (ie: committees that PEMA or FEMA put together, public safety committees at the local or county level, etc.). <i>Documentation should include things like membership cards or recognition letters, committee meeting minutes showing applicant's name in attendance, etc.</i>

For professional contributions, check each category that you are including in your application packet. Only four (4) contributions are needed. There are ten (10) possible categories from which to choose.

Make sure that you include the documentation as proof the contributions were completed. As a reminder, each piece of documentation should be numbered in the upper corner with the category it is being submitted under.

5. Completed recertification application packages should be sent to RA-EMPQS@pa.gov with "Recertification Application Package – (Your Name)" in the Subject Line.