

COMMONWEALTH OF PENNSYLVANIA

Emergency Management Certification Program

Emergency Management Training and
Education Administration Manual



The Pennsylvania Emergency Management Agency
2605 Interstate Drive
Harrisburg PA 17110 - 9364

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PURPOSE

The intent of this directive is to describe the process required to review applications for certification under the Pennsylvania Emergency Management Agency Emergency Management Certification Program, as required under Directive 2011-02. This guide is intended to be used by the PEMA Area Offices and PEMA Headquarters staff.

AUTHORITY

Title 35, Subsection 7313 (5) of the Emergency Management Services Code, tasks the Pennsylvania Emergency Management Agency (PEMA)...*"To establish and operate or assist political subdivisions in establishing and operating training programs and programs of public information."* Subsection 7502 identifies a county coordinator as being recommended by the county commissioners, endorsed by the PEMA director, and appointed by the governor. At the local level, the coordinator is appointed by the Governor upon the recommendation of the local officials. Subsection 7502 specifies that each coordinator shall complete two phases of the Career Development Program, and attend seminars, workshops and training conferences and that *"failure to attend the instruction...for a period of two consecutive years shall be cause for replacement."* Subsection 7502 further states, *"Responsibility for the professional in-service training of each coordinator rests with each successive higher political subdivision than the one in which the coordinator is functioning."*

LOCAL CERTIFICATION

All Local Emergency Management Certification Levels

Basic, advanced, or professional local certification requires the completion of all coursework identified within PEMA Directive 2011-02. To be considered for certification, all applicants must complete the associated checklist with all pertinent information, including dates of completion for each course listed. Additionally, the applicant must include proof of completion of each course identified within the checklist. This proof can come in the form of a transcript from the delivering agency or an acceptable copy of the student's class completion certificate.

Finally, the applicant is required to provide a letter of recommendation from the sponsoring agency. Recommendation letters are based on position and include the following:

- Applicants applying as the appointed emergency management coordinator are required to provide a letter of recommendation from the jurisdiction's chief elected official or manager.
- Applicants applying as a deputy emergency management coordinator or a staff member are required to provide a letter of recommendation from the jurisdiction's appointed emergency management coordinator.

Applicants applying for advanced or professional level of certification are required to have one year of service at the prior level of certification. Applications that are submitted prior to their one year anniversary at the prior level of certification should be returned.

Note: All local applications must submit the completed packet to their county emergency management agency for review prior to being received at the PEMA Area Office.

Any questions or request for clarification on any of the above requirements for approval should be directed to the PEMA Training and Exercise Division.

Staff Promotion

Local emergency management certification is granted based on the applicant's completion of appropriate training, and the recommendation of the jurisdiction and/or appointed coordinator. Individuals certified under the local level program may transfer the certification from one jurisdiction to another, or may be promoted from staff to deputy coordinator or from deputy coordinator to appointed coordinator through the following process. Personnel being promoted from staff or deputy coordinator to deputy coordinator or appointed coordinator shall file the appropriate certification checklist for their current highest level of certification. The applicant shall check the appropriate box for deputy coordinator or appointed coordinator. The applicant shall provide a letter of recommendation from the appointed coordinator (if seeking deputy coordinator status) or from the chief elected official (if seeking appointed coordinator status). The application shall be filed appropriately.

Jurisdiction Change

An individual certified in one local municipality wishing to transfer certification to another local municipality may apply for the same level of certification at the new municipality by submitting the appropriate certification checklist and a letter from the appointed coordinator or chief elected official, as appropriate. An individual certified as basic, advanced, or professional at the local level is not required to have 1 year of consecutive experience in order to transfer certification to a new municipality. Certification documents detailing the new jurisdiction will be issued displaying the original date the applicant obtained the certification level.

COUNTY CERTIFICATION

Basic County Emergency Management Certification

Basic County Certification requires the completion of all coursework specified within PEMA Directive 2011-02. To be considered for certification, all applicants must complete the associated checklist with all pertinent information, including dates of completion for each course listed. Additionally, the applicant must include proof of completion of each course identified within the checklist. This proof can come in the form of a transcript from the delivering agency or an acceptable copy of the student's class completion certificate.

Finally, the applicant is required to provide a letter of recommendation from the sponsoring agency. Recommendation letters are based on position and include the following:

- Applicants applying as an appointed county emergency management coordinator are required to provide a letter of recommendation from the county's board, chief elected official, or county administrator/manager.
- Applicants applying as a deputy emergency management coordinator or a staff member are required to provide a letter of recommendation from the jurisdiction's appointed emergency management coordinator.

Appointed county emergency management coordinators and deputy coordinators, are required to successfully pass a written, comprehensive emergency management exam. This exam is proctored by the PEMA area offices and shall be completed prior to the processing of the application for certification.

Following the completion of the exam, appointed county emergency management coordinators are required to successfully complete a comprehensive functional exercise. This functional exercise is coordinated through the appropriate PEMA area office. Upon completion of these two additional requirements, the appointed county emergency management coordinator is able to submit his/her application for basic certification.

Advanced County Emergency Management Certification

Advanced County Certification requires the completion of all coursework identified within PEMA Directive 2011-02 and one year of experience at the county basic certification level. To be considered for certification, all applicants must complete the associated checklist with all pertinent information, including dates of completion for each course listed. Additionally, the applicant must include proof of completion of each course identified within the checklist. This proof can come in the form of a transcript from the delivering agency or an acceptable copy of the student's class completion certificate.

Finally, the applicant is required to provide a letter of recommendation from the sponsoring agency. Recommendation letters are based on position and include the following:

- Applicants applying as an appointed county emergency management coordinator are required to provide a letter of recommendation from the county's board, chief elected official, or county administrator/manager.
- Applicants applying as a deputy emergency management coordinator or a staff member are required to provide a letter of recommendation from the jurisdiction's appointed emergency management coordinator.

Appointed county emergency management coordinators are also required to participate in an emergency management program review. This review shall be

coordinated with the PEMA area office and is required to be complete prior to submission of application.

Professional County Emergency Management Certification

Professional county certification requires the completion of all coursework identified within PEMA Directive 2011-02 and one year of experience at the advanced county certification level. To be considered for certification, all applicants must complete the associated checklist with all pertinent information, including dates of completion for each course listed. Additionally, the applicant must include proof of completion of each course identified within the checklist. This proof can come in the form of a transcript from the delivering agency or an acceptable copy of the student's class completion certificate.

Finally, the applicant is required to provide a letter of recommendation from the sponsoring agency. Recommendation letters are based on position and include the following:

- Applicants applying as an appointed county emergency management coordinator are required to provide a letter of recommendation from the county's board, chief elected official, or county administrator/manager.
- Applicants applying as a deputy emergency management coordinator or a staff member are required to provide a letter of recommendation from the jurisdiction's appointed emergency management coordinator.

Jurisdictional Change

Staff and Deputy County Coordinator

Certified staff and deputy county coordinators moving from one county to another shall submit the appropriate checklist with a letter of recommendation from the new jurisdiction's appointed county coordinator. No additional coursework will be required for a staff member or deputy coordinator to transfer from one county to another, regardless of when the certification level was achieved. Additionally, the deputy coordinator shall not be required to retake the comprehensive emergency management exam. Certification documents detailing the new jurisdiction will be issued displaying the original date the applicant obtained the certification level.

Appointed County Coordinator

Certification for appointed county coordinators is based on more than the appropriate coursework. When an appointed county coordinator is certified at the basic level, the individual must successfully complete a functional exercise involving the emergency operations center prior to certification. Similarly, when an appointed county coordinator is certified at the advanced level, the PEMA area office must approve a program review conducted for the individual. Therefore, a certified and appointed county coordinator moving from one jurisdiction to another shall initiate the process at the basic certification level in the new jurisdiction. An applicant is required to successfully complete a functional exercise and shall have a baseline program review conducted to receive certification at the basic level in the new county. Additional

coursework shall not be required if the applicant was previously awarded basic county certification.

Once an appointed county coordinator has successfully completed the required functional exercise in the new county jurisdiction, the individual shall submit the basic certification checklist documenting the date of the functional exercise. In addition, the application shall include a letter of recommendation from the appropriate chief elected official or county administrator/manager.

Applicants with advanced certification are required to serve in the new county at the basic level for 1 year and must receive a successful program review in order to transfer to another jurisdiction. The individual shall submit the advanced certification checklist documenting the date of the successful program review, along with a letter of recommendation from the appropriate chief elected official or the county administrator/manager.

Additional coursework will not be required to transfer any current certification level to a new county jurisdiction. Certification documents detailing the new county jurisdiction will be issued displaying the date the applicant obtained the certification level for the new jurisdiction.

Promotions

At the county level, an individual applying for promotion from staff to deputy coordinator must pass the exam for basic certification. The applicant shall complete the checklist (marking the deputy coordinator box), obtain the signature of the appointed coordinator, and complete the date the applicant successfully passed the certification exam. This checklist shall then be submitted to the PEMA area office. Prior to obtaining advanced certification, the applicant must serve 1 year at the basic level, receive the signature of the appointed coordinator, and send the completed advanced certification checklist to the PEMA area office.

Other

Other situations will be dealt with by the state training officer on a case-by-case basis.

APPLICATION PROCEDURE

Upon completion of required training programs, as identified above, an applicant must fill out the appropriate certification checklist that is associated with the level of certification they are applying for. Information require on this form include:

- Name
- Title
- Agency
- Last four digits of the applicants social security number
- Dates of completion for each program
- Proof of completion for each program
- Letter of recommendation
- Signature from representing jurisdiction

Once complete, local applicants shall send their application package to the county emergency management agency for review, once the county has reviewed the application and found the application complete, the package shall be forwarded to the appropriate PEMA area office. County applications shall be submitted to the PEMA area office for review.

The PEMA area office will provide a review based upon the above listed guide and return any application deemed incomplete. If the application package is found to be complete, the area office shall forward the application package to the state training officer for review and final disposition.

It is recommended that all applicants maintain a copy of the complete application to ensure the process will not end if the original application is misdirected or lost.
