

ND EMA CERTIFICATION REQUIREMENT CHECKLIST

All Levels of Certification require the following:

- Current ND Emergency Management Association Membership.
- Name of an Emergency Management Agency employed by or are affiliated with.

LEVEL I

- 1 year employment by or affiliation with an emergency management agency.
- Completion of all the courses listed below.

INDEPENDENT STUDY COURSES (classroom courses may be substituted)

<http://training.fema.gov/EMIWeb/IS/>

- IS-230: Principles of Emergency Management
- IS-700: National Incident Management System (NIMS), An Introduction
- IS-100: Introduction to Incident Command System
- IS-200: ICS for Single Resources and Initial Action Incidents
- IS-800: National Response Plan (NRP), An Introduction

LEVEL II

- 3 years employment by or affiliation with an emergency management agency.
- Completion of the Principles of Emergency Management Course.
- Participant in a Tabletop or Functional Exercise in the last two years. A letter is required from the exercise host.
- Attendance at an ND EMA Conference in the last three years.
- Completion of the courses and training listed below.

INDEPENDENT STUDY COURSES (classroom courses may be substituted)

<http://training.fema.gov/EMIWeb/IS/>

- IS-235: Emergency Planning
- IS-242: Effective Communication
- IS-241: Decision Making and Problem Solving
- IS-240: Leadership & Influence
- IS-120: An Orientation to Community Disaster Exercises
- IS-513: The Professional in Emergency Management

CLASSROOM TRAINING COURSES (Submit course narrative and proof of completion)

Forty (40) contact hours minimum in relation to emergency management/homeland security. No more than 50% of the total course hours in any one topic. (Conferences and workshops are not eligible.)

Course Date	Course Title	Hours
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LEVEL III

- 5 years employment by or affiliation with an emergency management agency.
- Participant in a Full-Scale Exercise. A letter is required from the exercise host.
- Attendance at one ND EMA Conference in last two years.
- Completion of all the courses listed below.

INDEPENDENT STUDY COURSES

<http://training.fema.gov/EMIWeb/IS/>

- IS-244: Developing and Managing Volunteers
- IS-139: Exercise Design
- IS-275: The EOC's Role in Community Preparedness, Response and Recovery Activities
- IS-393: Introduction to Mitigation
- IS-547: Introduction to Continuity of Operations (COOP)

CLASSROOM TRAINING COURSES (Submit course narrative and proof of completion)

- Forty (40) additional contact hours minimum in relation to emergency management/homeland security. No more than 50% of the total course hours in any one topic. (Conferences and workshops are not eligible.)

Course Date	Course Title	Hours
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I would like the Certificate (when approved):

- Mailed to me
- Mailed to my employer for them to present to me.
- Presented at the next ND Emergency Management Association Meeting



Application for Certification

Professional Standards Committee, C/O Lori Jones, PO Box 488, Fargo, ND 58107-0488 (701) 241-5859

Name (Last, First, MI): _____

Title: _____

Mailing Address: _____

City, State, Zip+4: _____

Phone: Work () _____ Home () _____

AFFILIATED WITH WHICH STATE OR COUNTY EMERGENCY MANAGEMENT AGENCY:

Department Name _____

Mailing Address _____

City, State, Zip+4 _____

Experience State Date _____ Employee _____ Volunteer _____

CERTIFICATION FEE:

- Current ND Emergency Management Association Member
- or
- \$30.00 is check enclosed with application

DOCUMENTATION: Applicant must provide photocopies or transcripts of course certificates with this application or it will be returned until all documentation is provided.

I certify that the information on this application is correct and complete to the best of my knowledge. All attached documents are true and correct copies of the originals.

Applicant Signature

Date