

# Illinois Professional Emergency Manager Program

Developed by the Illinois Emergency Management Agency and  
the Illinois Emergency Services Management Association

## VISION STATEMENT

The Illinois Professional Emergency Manager (IPEM) program establishes a professional development standard for those seeking to advance their careers in the field of emergency management. The training and real-life experiences available within the IPEM program provide successful applicants with sound disaster-management skills and practical experience to help enhance the readiness of the organizations they serve and to promote whole community partnerships.

## MISSION STATEMENT

The IPEM program provides professional standards and an accreditation program for emergency managers that will encourage local governments to support their local emergency management program. Elected officials should ensure that their appointed emergency manager has the opportunity to attend training and educational opportunities provided by the Illinois Emergency Management Agency (IEMA), Federal Emergency Management Agency (FEMA), Illinois Emergency Services Management Association (IESMA) and other related agencies.

## PROGRAM GOALS

- To provide emergency management personnel the opportunity to seek professional status by successfully completing a specified training curriculum.
- To create a better understanding of emergency management programs within local jurisdictions and emergency managers, who guide elected officials through mitigation, prevention, preparedness, response and recovery phases of managing emergencies.
- To encourage local elected officials to utilize guidance provided in these professional standards and accreditation criteria in selecting the individual responsible for the jurisdiction's emergency management program.
- To provide guidance for local officials to use in developing an emergency manager position description and to assist with the hiring process. This guidance is located on the IPEM link and can be accessed through a link on the IESMA website.
- To establish professional standards that provide the level of competency required for an individual to maintain an emergency management program.
- To provide training programs designed to meet the professional needs of emergency managers today and in the future through continued education specific to the administration and management of an emergency management program.
- To establish a format and verification process for creation of the Illinois Professional Emergency Manager accreditation.
- To ensure that the IPEM program is accessible to individuals who are responsible for emergency management functions as provided under the National Incident Management System (NIMS).
- To recognize those who provide emergency management leadership to their jurisdictions through their efforts and dedication to being knowledgeable and well trained.

## Program Eligibility

Any resident of the state of Illinois is eligible to apply for IPEM accreditation.

## Application Requirements

### Education

A copy of the applicant's highest educational degree received is required. This could be a bachelor's degree, associate degree, high school diploma or GED diploma. (If the diploma is unavailable, the applicant should submit whatever documentation he or she has available to show completion of one of these levels.)

### Training

The following training courses must be successfully completed:

- Illinois Professional Development Series Certificate
- EOC Management and Operations
- Disaster Assistance Process
- EOP Development and Review
- Debris Management
- IS 393.a/b Introduction to Mitigation
- Hazardous Materials Awareness
- IS 700.a Introduction to NIMS
- IS 702.a NIMS Public Information Systems
- IS 703.a NIMS Resource Management
- IS 800.b National Response Framework, An Introduction
- ICS 400\*
- Additional 12 hours of IEMA/FEMA/IESMA or other related agency-sponsored training\*\*

\* Either Command and General Staff or All Hazard Incident Management Training courses can be substituted for ICS 400.

\*\* Only eight hours (a minimum of two hours per course) can come from non-IPEM required FEMA independent study courses. Successfully completed college-level courses, including those emphasizing disaster/emergency management, homeland security or management-related, can also be used to meet the 12 required hours. One semester hour is equivalent to 12 additional training hours.

To validate these courses, the applicant is required to submit the following:

- Official college transcript identifying courses/number of semester hours
- Official course description and agenda

In addition to classroom courses, applicants can request that web-based courses be accepted by providing a detailed explanation of the required time commitment.

## Exercise

The approved list of exercise-related positions includes exercise director/co-director, lead evaluator, lead controller, and injects writing/master scenario events list (MSEL) team. Based on the applicant's assigned position, the following documentation is to be submitted:

- **Exercise Narrative:** A double-spaced, single-sided Word document that addresses all of the required narrative information listed. This detailed narrative will allow the applicant to provide an in-depth picture of his or her involvement, with special attention given to what the applicant felt he or she did well and the challenges faced. These "lessons learned," along with the applicant's explanation of how and why decisions were made, provide a baseline of the applicant's strengths and what areas he or she can improve on during future exercises. The length of the narrative will depend on the space required for the applicant to address all of the necessary information for his or her assigned position, with emphasis on "lessons learned." If the required information is not provided, the narrative will be returned to the applicant for revision and resubmission. Drop-down boxes that detail the required information for each position are available on the IPER link.
- **Exercise Documents:** Copies of the documents specific to the applicant's assigned position.
- **Verification Letter:** A letter from the exercise director/co-director or the IEMA central or regional office verifying that the applicant accomplished the tasks related to his or her assigned position and that the information included in the narrative is accurate.

## Reference Letter

Applicant should submit a letter validating the documented role\* and number of years in the role, along with a copy of the current job description. Acceptable sources of the letter include current or past supervisor (from one of the roles defined below), emergency management officials (municipal, county, state or federal) and chief elected official in applicant's jurisdiction. The following list outlines the minimum number of years required in various roles.

### Experience (by date of application)

- Three years in emergency management role at the municipal, county, state or federal level (full-time, part-time or volunteer). At least one year must be Illinois-based.
- Two years in emergency management role at the municipal, county, state or federal level (full-time, part-time or volunteer) with a bachelor's degree in emergency management or homeland security. At least one year must be Illinois-based.
- Five years in public safety role in law enforcement, fire, EMS, public health, military, national weather service, human services or non-governmental organizations.\* At least one year must be Illinois-based.
- Five years in private sector role in risk management, safety, emergency management preparedness specialist, security/emergency response specialist, security coordinator or access control coordinator.\* At least one year must be Illinois-based.

\*Applicant may petition IPER Review Committee for roles not listed here.

## Professional Contributions

New applicants are required to complete only five of the 19 current professional contributions. The current list is available on the IPEM link.

## IPEM Accreditation Application Process

An IPEM application must be received by IEMA with a postmark no later than July 15 for consideration of accreditation for that particular year. The IPEM application must include the following:

- A letter to the director of IEMA requesting IPEM accreditation.
- A copy of the completed application form.
- A copy of the applicant's highest educational degree/diploma.
- A copy of all appropriate training course completion certificates that are not currently listed on the applicant's IEMA training transcript. It is the responsibility of the applicant to maintain a record of course completion certificates or other appropriate supporting documentation. Applicants are asked to review their IEMA training transcript to assist in ensuring that all required training has been completed.
- A copy of the required exercise documentation.
- A copy of the reference letter verifying the applicant's documented role and number of years in the role, along with a copy of the current job description.
- A copy of the information/documentation required for only five professional contributions.

The application packet should be mailed to:

IEMA Director  
2200 South Dirksen Parkway  
Springfield, Illinois 62703-4528  
Attn: IPEM Application

## IPEM Application Review Committee

The IPEM Application Review Committee meets to conduct a review of all submitted IPEM applications and renewal applications. The committee shall consist of the following members:

- IEMA director or designee
- IESMA president or designee
- IEMA state training officer
- IESMA Professional Standards Committee chair
- IESMA president designee

Additional members may be appointed upon the concurrence of the IEMA director and IESMA president. Members of the committee shall not be present while their own applications are being reviewed.

## **IPEM Application Review Committee Meeting Schedule/Quorum Requirements**

The committee is scheduled to meet on a quarterly basis. Meeting dates are established by the IEMA state training officer. A quorum of at least three members is needed to conduct the review. Member participation via conference call or electronic format is acceptable.

## **IPEM Application Review Process**

The committee will review new applications to verify that all current requirements have been met. After an application has been approved, the applicant will be notified and advised of the award ceremony for the official presentation of the IPEM certificate.

If the committee identifies any needed revisions, the application will be returned to the applicant with a detailed list of revisions, along with a deadline to resubmit. If the revisions are not submitted by the deadline, a letter will be sent notifying the applicant that the current application has been rejected. Applicants are encouraged to submit a new application at a later date. Rejection of an application is not the end of the process, but merely another step.

## **Presenting the IPEM Certificate**

IEMA will present an IPEM certificate to each successful applicant at the annual IEMA Training Summit. A letter recognizing the IPEM recipient's accomplishments, signed by the IEMA director and IESMA president, will be sent to the recipient's supervisor. During the reception, recipients will have the opportunity to provide the name and address of their supervisors. They will also have the opportunity to provide the name and address of the local newspaper so that a press release can be sent to acknowledge their accomplishment.

The accreditation will be valid for a three-year period. The three-year period begins on the opening date of the IEMA Training Summit at which they received their certificate.

## **IPEM Renewal Application Requirements**

During each three-year period of renewal, the applicant must complete the following elements.

### **Training**

Applicant must successfully complete 72 hours of IEMA/FEMA/IESMA-sponsored training and/or conferences. This can include successfully completed independent study courses from FEMA. Up to six courses, two hours each, may be submitted for credit. Petitions can be submitted for up to 36 hours of successfully completed training from other related agencies or for conducting training for these other related agencies. Other related agencies include, but are not limited to, the American Red Cross, National Weather Service, Salvation Army, U.S. Military and the U.S. Army Corps of Engineers. Credit hours from accredited college institutions will also be accepted. For other agencies' training, the applicant must submit the training curriculum objectives and agenda, with heavy emphasis on issues relevant to emergency management.

The IPEM Renewal Application Form includes the current list of training requirements that have been revised since 2016 and must be successfully completed for renewal.

If a previously completed training requirement has been revised, a copy of the completion certificate for the revised course must be included with the IPEM renewal application in case this course is not

listed on the IEMA training transcript. These courses can be counted toward the 72 required training hours. All revised training requirements will be listed on the “application renewal” link every September following the IEMA Training Summit.

### Exercise\*\*

The approved list of exercise-related positions includes exercise director/co-director, lead evaluator, lead controller, and injects writing/MSEL team. Based on the applicant’s assigned position, the following documentation must be submitted:

- **Exercise Narrative:** A double-spaced, single-sided Word document that addresses all of the required narrative information listed. This detailed narrative will allow the applicant to provide an in-depth picture of his or her involvement, with special attention given to what the applicant felt he or she did well and the challenges faced. These “lessons learned,” along with the applicant’s explanation of how and why decisions were made, provide a baseline of the applicant’s strengths and what areas he or she can improve on during future exercises. The length of the narrative will depend on the space required for the applicant to address all of the necessary information for his or her assigned position, with emphasis on “lessons learned.” If the required information is not provided, the narrative will be returned to the applicant for revision and resubmission. Drop-down boxes that detail the required information for each position are available on the IPEM link.
- **Exercise Documents:** Copies of the documents specific to the applicant’s assigned position.
- **Verification Letter:** A letter from the exercise director/co-director or the IEMA central or regional office verifying that the applicant accomplished the tasks related to his or her assigned position and that the information included in the narrative is accurate.

\*\* Renewal applicants are allowed to substitute a real-world/pre-planned event for the exercise requirement. This real-world/pre-planned event must have been of a magnitude that required the involvement of multiple agencies or multiple jurisdictions and must have required the applicant to serve in either a command/general staff or EOC position. The applicant would be required to submit the following:

- **Real-World/Pre-Planned Event Narrative:** A double-spaced, single-sided Word document that addresses all of the required narrative information listed. This detailed narrative will allow the applicant to provide an in-depth picture of his or her involvement, with special attention given to what the applicant felt he or she did well and the challenges faced. These “lessons learned,” along with the applicant’s explanation of how and why decisions were made, provide a baseline of the applicant’s strengths and what areas he or she can improve on during future real-world/pre-planned events. The length of the narrative will depend on the space required for the applicant to address all of the necessary information for his or her assigned position, with emphasis on “lessons learned.” If the required information is not provided, the narrative will be returned to the applicant for revision and resubmission. Drop-down boxes that detail the required information for each position are available on the IPEM link.
- **Exercise Documents:** Copies of the documents specific to the applicant’s assigned position.
- **Verification Letter:** A letter from the jurisdiction that was impacted by the event, EOC manager/assistant manager (EOC management position), incident/unified commander/safety

officer (command/general staff position) or IEMA regional/central office staff verifying that the event took place and that the renewal applicant served in the position described.

### **Reference Letter**

Applicant should submit a letter validating the documented role\* and number of years in the role. Acceptable sources of the letter include current or past supervisor (from one of the roles defined below), emergency management officials (municipal, county, state or federal), and chief elected official in applicant's jurisdiction. The following list outlines the minimum number of years required in various roles.

### **Experience (by date of application)**

- Three years in emergency management role at the municipal, county, state or federal level (full-time, part-time or volunteer). At least one year must be Illinois-based.
- Two years in emergency management role at the municipal, county, state or federal level (full-time, part-time or volunteer) with a bachelor's degree in emergency management or homeland security. At least one year must be Illinois-based.
- Five years in public safety role in law enforcement, fire, EMS, public health, military, national weather service, human services or non-governmental organizations.\* At least one year must be Illinois-based.
- Five years in private sector role in risk management, safety, emergency management preparedness specialist, security/emergency response specialist, security coordinator or access control coordinator.\* At least one year must be Illinois-based.

\*Applicant may petition IPEM Review Committee for roles not listed above.

The experience requirement will be removed from renewal applications beginning in 2019. By that time, all of the renewal applicants will have documented their years of experience. This requirement will remain for all new applications.

### **Professional Contributions**

Renewal applicants are required to complete three of the 19 current professional contributions. The current list is available on the IPEM link.

### **IPEM Renewal Application Process**

The IPEM accreditation must be renewed every three years. The IPEM renewal application must be received by IEMA with a postmark no later than July 15 of the year the accreditation expires for consideration of renewal. The IPEM accreditation renewal application must include the following:

- A letter to the director of IEMA requesting IPEM accreditation renewal.
- A copy of the completed renewal application form.
- A copy of all appropriate training course completion certificates that are not currently listed on the applicant's IEMA training transcript. It is the responsibility of the applicant to maintain a record of course completion certificates or other appropriate supporting

documentation. Applicants are asked to review their IEMA training transcript to assist in ensuring that all required training has been completed.

- A copy of the required exercise or real-world/pre-planned event narrative, exercise documents and verification letter.
- A copy of the reference letter verifying the applicant's documented role and number of years in the role.
- A copy of the documentation required for only three professional contributions.

The renewal application packet should be mailed to:

IEMA Director  
2200 South Dirksen Parkway  
Springfield, Illinois 62703-4528  
Attn: IPEM Application

### **IPEM Renewal Application Review Process**

The IPEM Application Review Committee will review renewal applications to verify that all current requirements have been met. After the application has been approved, the applicant will be notified and advised of the award ceremony for the official presentation of their IPEM renewal seal.

If the committee identifies any needed revisions, the application will be returned to the applicant with a detailed list of revisions, along with a deadline to resubmit. If the revisions are not submitted by the deadline, a letter will be sent notifying the applicant that his or her current renewal application has been rejected. Applicants are encouraged to submit a new application at a later date.

### **Presenting the IPEM Renewal Seal**

Applicants who successfully meet the requirements to renew their IPEM will receive an IPEM renewal seal at the IEMA Training Summit to be affixed to their original certificate. A letter recognizing the IPEM recipient's accomplishments, signed by the IEMA director and IESMA president, will be sent to the recipient's supervisor. During the reception, recipients will have the opportunity to provide the name and address of their supervisors. They will also have the opportunity to provide the name and address of the local newspaper so that a press release can be sent to acknowledge their accomplishment.

The renewal accreditation is valid for three years. The three-year period begins on the opening date of the IEMA Training Summit at which they received their renewal seal.

## Requesting an Extension for submitting the IPEM Renewal Application

A one-year extension is available to all IPEM renewal applicants. The extension request must include detailed reasons why the extension is being requested and must be submitted in writing to the IEMA state training officer no later than July 15 of the year that the application is to be renewed. Requests will be reviewed by the committee, and the applicant will be notified of the decision. Requests can be emailed to [gene.felchner@illinois.gov](mailto:gene.felchner@illinois.gov), faxed to 217/557-1978 or mailed to:

IEMA State Training Officer  
2200 South Dirksen Pkwy  
Springfield, Illinois 62703-4528  
Attn: IPEM Extension Request

## IPEM Program Review Committee

The IPEM Program Review Committee will meet every three years to determine if any revisions are needed to the program.

## IPEM Program Review Committee Meeting Schedule/Quorum Requirements

The Review Committee will meet in the spring of every third year, beginning in 2019. The Review Committee chair will determine and inform the members of the specific date. The Review Committee chair can schedule an additional meeting(s) if needed.

A quorum of at least seven members is needed to conduct the review. Member participation via conference call or electronic format is acceptable.

## IPEM Program Review Committee Members

The 11 members will be as follows:

- IESMA  
Current president  
Current vice president  
Three IESMA president designees
- IEMA  
Regional offices manager  
State exercise officer  
Three regional coordinators determined by the regional offices manager
- Review Committee Chair  
IEMA state training officer

## IPEM Program Review Committee Meeting Agenda

- Review the current IPEM program
- Discuss proposed IPEM program changes
- Vote on any IPEM program changes
- Discuss other current IPEM issues

## Approval/Posting of Proposed Changes

The Review Committee chair sends proposed revisions to the IEMA director and the IESMA president for approval. After approval, the revised IPEM program document is posted to the IEMA/IESMA websites.

Approved and Adopted in January 2017.

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James K. Joseph, Director  
Illinois Emergency Management Agency

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Ron Graziano, President  
Illinois Emergency Services Management  
Association

# Attachment #1

## IPEM Application Process-Professional Contributions

Checklist must be completed and included in the certification application.  
Supporting documentation for each professional contribution to emergency management must show proof of applicant's claim for consideration.

Contribution Number	Contribution Name	Description
1	Professional Membership	Maintained active membership for at least four years in an emergency management-related professional organization. If the mission of the organization is not apparent by its title, it should be provided in verifiable format (such as from the organization's website).
2	Professional Development	Participated in an emergency management-related workshop or conference for a cumulative total of at least 10 contact hours within the past four years. To satisfy this requirement, attendance must be documented with a copy of the certificate of attendance.
3	Officer/ Leadership Role	Served for at least one term as an officer or in a leadership position on a board, committee, task force or a special project for an emergency management-related organization.
4	Instructing	Completed a formal instructing commitment related to an emergency management course that equals or exceeds three hours of actual platform instruction and where a certificate or credits are issued.
5	Publication	Have written and published (in print or on the Internet) an emergency management article, brochure, or instructional packet intended to reach a substantial audience.
6	Award/ Special Recognition	Received an award through a nomination process in the field of emergency management or special recognition in conjunction with an emergency management-related activity.
7	Mitigation Project	Provided contributions toward, or supported, projects that reduce the community's vulnerability to hazards within the past four years.
8	Special Assignment	Involved in a special assignment to a committee, task force or working group addressing emergency management-related issues within the past four years. The resulting product or decisions must make a significant contribution to or impact the emergency management community.
9	Speaking Engagements	Developed and participated in two presentations or panels of a minimum of 20 minutes each (including radio, television, educational, video, etc.) related to emergency management. This could also include presentations at local, state and nationwide events and conferences. Applicant must be an actual presenter and not just the author.

10	<b>Audiovisual/ Interactive Product</b>	Personally developed content for a distributed emergency management video, computer software application, or other audiovisual tool in the field of emergency management. Contributions must clearly demonstrate a commitment to the emergency management profession. PowerPoint or similar presentations are not applicable.
11	<b>Training</b>	Completed advanced level training course that enhanced applicant's emergency management capabilities within the past four years.
12	<b>Disaster Experience</b>	Assigned a position during an actual event that lasted at least 48 hours. The applicant did not have to be involved for the entire 48 hours, but the assignment did need to fall within that time frame.
13	<b>Development of Pre-Event Related Plan/Annex</b>	Developed, or assisted in the development of, a plan/annex prior to an actual event within the past four years.
14	<b>Development of a Real- World/Pre- Planned Event Related Plan/Annex</b>	Developed, or assisted in the development of, a plan/annex related to a real-world/pre-planned event within the past four years.
15	<b>Mentoring (Internal)</b>	Within the past five years provided mentoring to, or worked directly with, someone inside the applicant's jurisdiction/organization to create an environment in which that individual's understanding of emergency management principles and ability to work more efficiently with applicant improved, with the opportunity to continue the relationship over time. This should be outside the applicant's scope of normal job responsibilities.
16	<b>Mentoring (External)</b>	Within the past four years provided mentoring to, or worked directly with, someone outside applicant's jurisdiction/organization to create an environment in which that individual's understanding of emergency management principles and ability to work more efficiently with applicant improved, with the opportunity to continue the relationship over time. This should be outside the applicant's scope of normal job responsibilities.
17	<b>Shadowing</b>	Completed shadowing an individual for a period of time to observe how he or she accomplishes specific emergency management-related tasks that applicant would like more information on or to improve applicant's ability to accomplish those tasks.
18	<b>Higher Education Degree</b>	Completed either an associate, bachelor's, master's, or doctorate degree from a nationally or regionally accredited school, college or university in emergency management, homeland security, disaster preparedness, disaster management or a closely related degree, such as public safety, public policy or public administration, which included a minimum of 18 credit hours in course work directly related to emergency management, homeland security, disaster preparedness or disaster management.
19	<b>Other</b>	Upon request, other contributions that do not fall within those previously listed may be recognized. Contributions must clearly demonstrate a commitment to the emergency management profession.

1. **PROFESSIONAL MEMBERSHIP**

Active membership for at least four years in an emergency management-related professional organization. If the mission of the organization is not apparent by its title, it should be provided in verifiable format (such as from the organization's website).

Attach a copy of the current membership card or membership directory for each year of membership. Documentation from the organization identifying applicant's four-year membership may be used as well. One single membership organization or any combination of organizations over a four-year period will be acceptable. While multiple organizations may be used, documentation for the various years must be provided.

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*Please attach a double-spaced Word document that addresses the following item. Include the contribution name at the top of the document.*

- Describe how the association or organization, if other than IESMA or IAEM, relates to emergency management

## 2. PROFESSIONAL DEVELOPMENT

Participated in an emergency management-related workshop or conference for a cumulative total of at least 10 contact hours within the past four years. To satisfy this requirement, attendance must be documented with a copy of the certificate of attendance. If a certificate is not available, a written document from the sponsoring organization on its letterhead would be acceptable. Unless noted on the certificate of attendance, applicant will receive seven contact hours per workshop/conference day.

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*Please attach a double-spaced Word document, with “Professional Development” listed at the top, which addresses the following item:*

- Identify the lessons applicant learned by attending.

*If a copy of the certificate of attendance is not provided, please include the following items, as well:*

- Name of workshop or conference
- Sponsoring organization
- Date
- Location
- Identify the lessons applicant learned by attending

**3. OFFICER/LEADERSHIP ROLE**

Served for at least one term as an officer or in a leadership position on a board, committee, task force or a special project for an emergency management related organization within the past four years. This role must be separate from your current primary job responsibilities. \*

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*Please attach a double-spaced Word document, with “Officer/Leadership Role” listed at the top, which addresses each of the following items:*

- Name of organization
- Officer/leadership role
- Length of service (time frame)
- Description of role
- Description of applicant’s contribution
- Name and phone number of person to verify applicant’s identified role

#### 4. INSTRUCTING

Completed a formal instructing commitment related to an emergency management-related course, which equals or exceeds three hours of actual platform instruction, where a certificate or credits were issued.

Presentation where a certificate or credits are not issued could be used for #9, "Speaking Engagements."

Addressing a technical skills subject, such as HAZMAT response and fire suppression, would not be applicable.

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*Please attach a double-spaced Word document, with "Instructing" listed at the top, which addresses each of the following items:*

- Date
- Location
- Sponsoring organization
- Length of presentation
- Description of content
- Name and phone number of individual who can verify applicant's instructional commitment

**5. PUBLICATION**

Have written and published (in print or on the Internet) an emergency management-related article, brochure, or instructional packet that was intended to reach a substantial audience (e.g., newsletter, blog, agency website or newspaper article for upcoming exercise/event or current actual event) within the past four years. A press release is not acceptable.

Applicant must have served as author, co-author or contributor.

Please attach a copy of the publication.

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*If a copy of the publication is not available, please attach a double-spaced word document, with "Publication" listed at the top, which addresses each of the following items:*

- Title
- Publication source
- Publication date
- Intended audience
- Name and phone number of individual who can verify the publication and applicant's identified involvement

## 6. AWARD/SPECIAL RECOGNITION

Received an award or special recognition through a nomination process in the field of emergency management, or special recognition in conjunction with an emergency management-related activity.

To satisfy this requirement, applicant may submit any award or special recognition received within the emergency management community or in conjunction with an emergency preparedness activity. The award or special recognition must be personalized (i.e., addressed or inscribed) and refer directly to the applicant. Recognition from a source external to applicant's own organization is more in keeping with the intent of professional contribution. An award for emergency management-related activities given to the applicant from the city/county administrator or board, or a state or federal agency, is an example of the type of recognition envisioned under this category.

Award for longevity (25 years of service) or routine performance awards are not adequate for inclusion under this category. Routine mass mailed thank you letters or certificate of participation/appreciation are not acceptable.

The Professional Development Series (PDS) Advanced Professional Series (APS), Illinois Professional Emergency Manager (IPEM) and Certified Emergency Manager (CEM) certificates do not qualify.

Please attach a copy of the award/special recognition.

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*If unable to attach a copy of the award or special recognition, please attach a double-spaced word document, with "Award/Special Recognition" listed at the top, which addresses each of the following items:*

- Date of award/special recognition
- Title of award/special recognition
- Sponsoring organization
- Description of the award/special recognition and applicant's specific role/contribution that led to selection as the recipient
- Name and phone number of individual who can verify applicant's award/special recognition

## 7. MITIGATION PROJECT

Provided contributions toward or supported projects that reduce applicant's community's vulnerability to hazards within the past four years. This could include being an active member of the community's local mitigation strategy team and developing a mitigation plan, among others.

Please attach a copy of the Mitigation Planning Committee list that includes your name if applicable.

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*Please attach a double-spaced word document, with "Mitigation Project" listed at the top, which addresses each of the following items:*

- Time frame/length of involvement
- Description of mitigation project
- Description of applicant's role in the project
- Description of the results of the project
- List of groups involved in the project
- Name and phone number of individual who can verify applicant's involvement

**8. SPECIAL ASSIGNMENT**

Involved in a special assignment to a committee, task force, or working group addressing disaster/emergency management issues within the past four years. The resulting product or decisions must contribute to or affect the emergency management community.

Documentation is required that shows this assignment was an individual accomplishment rather than a position requirement. A special assignment is something that is a non-routine addition to applicant's core job requirements.

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*Please attach a double-spaced word document, with "Special Assignment" listed at the top, which addresses each of the following items:*

- Time frame/length of service
- Committee/task force title
- Sponsoring organization (be specific)
- Description of assignment
- Description of applicant's contributions to completing the assignment
- Name and phone number of individual who can verify applicant's service on the special assignment

## 9. SPEAKING ENGAGEMENTS

Developed and participated in two separate emergency management-related presentations or panels (including radio, television, educational, video, webinar, etc.) of a minimum of 20 minutes each within the last four years. This could also include presentations at local, state and nationwide events and conferences. Applicant must be an actual presenter and not just the author of the presentation. This does not include instructing a class that provides a certificate or credits.

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*Please attach a double-spaced word document, with "Speaking Engagements" listed at the top, which addresses each of the following items:*

### ENGAGEMENT #1

- Date
- Location
- Sponsoring organization
- Length of engagement
- Description of engagement
- Verification (choose one)

Attach a copy of the thank you letter from sponsor/host organization

OR

Name and phone number of person who can verify applicant's engagement

### ENGAGEMENT #2

- Date
- Location
- Sponsoring organization
- Length of engagement
- Description of engagement
- Verification (choose one)

Attach a copy of the thank you letter from sponsor/host organization

OR

Name and phone number of person who can verify applicant's engagement

**10. AUDIOVISUAL/INTERACTIVE PRODUCT**

Personally developed content for a distributed emergency management video, computer software application, or other audiovisual tool in the field of emergency management. Contributions must clearly demonstrate a commitment to the emergency management profession. PowerPoint or similar presentations are not applicable.

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Please attach the URL, if available.

*If a URL cannot be supplied, please attach a double-spaced word document, with “Audiovisual/Interactive Product” listed at the top, which addresses each of the following items:*

- Product
- Date of production
- Sponsoring organization(s) (be specific)
- Description of product and its contribution to the field of emergency management
- Description of applicant’s contribution to the development of the product
- Name and phone number of individual who can verify applicant’s involvement in the development of the audiovisual/interactive product

11. TRAINING

Completed advanced-level training course that enhanced applicant's emergency management capabilities within the past four years. This could include courses offered through the National Domestic Preparedness Consortium, Emergency Management Institute, Rural Domestic Preparedness Consortium and ICS position-specific courses, among others. The courses must be at least 16 hours in length.

Please attach a copy of the certificate of completion.

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*Please attach a double-spaced word document, with "Training" listed at the top, which addresses the following item:*

- Describe the significant impact that this course had on applicant's capabilities

**12. DISASTER EXPERIENCE**

Assigned a position during an actual event that lasted at least 48 hours. The applicant did not have to be involved for the entire 48 hours, but the assignment did need to fall within that time frame. Applicant cannot use the same actual event experience (renewal application only) that was used to meet the Exercise Requirement.

Please attach a copy of the declaration or proclamation, if available.

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*Please attach a double-spaced word document, with “Disaster Experience” listed at the top, which addresses each of the following items:*

- Type of event
- Date
- Duration
- Location of assignment
- Description of applicant’s involvement
- Description of the lessons learned by applicant’s involvement
- Name and phone number of person who can verify applicant’s identified assignment

**13. DEVELOPMENT OF A PRE-EVENT RELATED PLAN/ANNEX**

Developed, or assisted in the development of, a plan/annex prior to an actual event within the past four years. These plans/annexes could include a local emergency operations plan/annex, continuity of operations, mitigation, hospital/school response, evacuation, hazmat, flood and transportation plan, among others.

Please attach a copy of the plan/annex.

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*Please attach a double-spaced word document, with “Development of a Pre-Event Related Plan/Annex” listed at the top, which addresses each of the following items:*

- Other entities involved
- Description of applicant’s role in developing the plan/annex
- Name and phone number of individual who can verify applicant’s identified role

*If a copy of the plan/annex cannot be attached, please address the following items:*

- Specific plan
- Status of plan

**14. DEVELOPMENT OF A REAL-WORLD/PRE-PLANNED  
EVENT PLAN/ANNEX**

Developed, or assisted in the development of, a plan/annex, related to a real-world/pre-planned event, within the past four years. This plan could include incident action plans, water distribution, financial assistance, damage assessment, debris management, volunteer and donations management, water distribution, after action report/improvement plan, among others. Applicant may not use the same event for #12 and #14.

Please attach a copy of the plan/annex.

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*Please attach a double-spaced word document, with “Development of a Real World/Pre-Planned Event Plan/Annex” listed at the top, which addresses each of the following items:*

- Identify the other entities involved in the event
- Describe applicant’s role in developing the plan
- Name and phone number of individual who can verify applicant’s identified role

*If a copy of the plan cannot be attached, please include the following items, as well:*

- Identify the specific plan
- Name of the event
- Date
- Duration

**15. MENTORING (INTERNAL)**

Within the past four years, provided mentoring to, or worked directly with, someone inside applicant's jurisdiction/organization to create an environment in which that individual's understanding of emergency management principles and ability to work more efficiently with applicant improved, with the opportunity to continue this relationship over time. This should be outside applicant's scope of normal job responsibilities. This could include a newly elected/appointed officer, a new volunteer, staff that is critical to applicant's organization but doesn't know they are critical, those who can help promote applicant's program, those who were identified as a concern in past exercises, the person who will take applicant's place when applicant steps down, among others.

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*Please attach a double-spaced word document, with "Mentoring (Internal)" listed at the top, which addresses each of the following items:*

- Mentored position (no name required)
- Reason for mentoring
- Description of the current mentoring process
- Description of the lessons applicant learned by mentoring

**16. MENTORING (EXTERNAL)**

Within the past four years, provided mentoring to, or worked directly with, someone outside applicant's jurisdiction/organization to create an environment in which that individual's understanding of emergency management principles and ability to work more efficiently with applicant improved, with the opportunity to continue this relationship over time. This should be outside applicant's scope of normal job responsibilities. This could include newly appointed staff in a neighboring jurisdiction, staff outside applicant's jurisdiction/organization who are critical to applicant's success but don't know they are critical, staff with regional responsibilities that include applicant's jurisdiction/organization, among others.

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*Please attach a double-spaced word document, with "Mentoring (External)" listed at the top, which addresses each of the following items:*

- Mentored position (no name required)
- Reason for mentoring
- Description of the current mentoring process
- Description of the lessons applicant learned by mentoring

## 17. SHADOWING

Completed shadowing an individual for a period of time to observe how he or she accomplishes specific emergency management-related tasks that applicant would like more information on or to improve applicant's capability to accomplish those tasks. This could include developing, conducting and evaluating an exercise; revising an emergency operations plan; managing the emergency operations center during an actual activation; developing an after action report/improvement plan; conducting threat/hazard vulnerability assessments; and completing grant application forms, among others.

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*Please attach a double-spaced word document, with "Shadowing" listed at the top, which addresses each of the following items:*

- Position shadowed
- Reason for shadowing
- Description of the current shadowing process
- Description of the lessons applicant learned by shadowing

**18. HIGHER EDUCATION DEGREE**

Completed either an associate, bachelor's, master's, or doctorate from a nationally or regionally accredited school, college or university in emergency management, homeland security, disaster preparedness, disaster management or a closely related degree, such as public safety, public policy or public administration, which included a minimum of 18 credit hours in course work directly related to emergency management, homeland security, disaster preparedness, or disaster management.

Please attach a copy of the degree/diploma.

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*Please attach a double-spaced word document, with "Higher Education Degree" listed at the top, which addresses the following item:*

- Describe the significant impact that this degree has had on applicant's capabilities

**19. OTHER**

Upon request, other contributions that do not fall within those previously listed may be recognized. Contributions must clearly demonstrate a commitment to the field of emergency management.

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*Please attach a double-spaced word document, with "Other" listed at the top, which addresses each of the following items:*

- Identify the contribution
- Date
- Location
- Describe applicant's role or involvement
- Describe how this contribution demonstrates a commitment to the field of emergency management

## Attachment #2

### Exercise Role Descriptions

#### Exercise Director/Co-Director

##### Narrative:

Why were you selected? What was your previous experience/training relevant to this position? Did you choose this position or were you assigned? What do you feel you could have done to better prepare yourself for this position? If you were assigned to identify a person to fill this position in future exercises, what previous experience and/or training do you think would allow a person to be best prepared?

What was your involvement in determining the need for this exercise?

What entities were included on your exercise design team? What was your involvement and what were the selection criteria? What was your involvement in the selection of the controllers and evaluators and what were the selection criteria? What was your involvement in the selection of actors and what were the selection criteria? Describe what you felt you did well and what you need to improve on if you are involved in the selection of controllers, evaluators and actors in future exercises. Please explain your response.

What planning conferences/briefings were you involved with, or that you scheduled/conducted, and what was your role? Do you feel these were productive or could have been more productive and why you feel that way? Describe what you felt you did well and what you need to improve on if you are involved in conducting these planning conferences/briefings in future exercises. Please explain your response.

Describe your role in developing the exercise documents. Which specific documents were you involved with developing and what was your level of involvement? Describe what you felt you did well and what you need to improve on when developing these documents in future exercises. Describe your role during the exercise. Was there any interaction with the controllers, evaluators, members of the exercise design team or simulation cell? Describe what you felt you did well and what you need to improve on when interacting with those positions. Please explain your response.

Were you involved in the exercise Hot Wash? If so, what was your level of involvement? Were you involved in the development of the AAR/IP? If so, how did your involvement and guidance contribute to the completion of the AAR/IP? Describe what you felt you did well and what you need to improve on when conducting an exercise Hot Wash and developing AAR/IPs in future exercises. Please explain your response.

Identify any additional lessons that you learned as the Exercise Director/Co-Director that will allow you to improve your capabilities in future exercises. Please explain your response.

## Documents:

*Copies of the following documents should be included:*

- All pre-exercise documents, in HSEEP format, that the applicant was involved with developing.
- AAR/IP using the HSEEP format.
- Any other exercise-related documents appropriate for the applicant.
- Letter from the jurisdiction conducting the exercise or IEMA regional/central staff verifying the exercise was conducted and that the applicant served in the position described.

## Lead Evaluator

Beginning with the 2019 applications, those submitting the Lead Evaluator position will meet the following additional criteria: Being an active member of the exercise design team, identified in the exercise documents as the Lead Evaluator for the entire exercise and provide a detailed narrative how they selected, trained, coordinated, briefed and debriefed all additional evaluators.

## Narrative:

Why were you selected? What was your previous experience/training relevant to this position? Did you choose this position or were you assigned? With the additional evaluators, what was your involvement in their selection and what were the selection criteria? What do you feel you could have done to better prepare you for this position? If you were assigned to identify a person to fill this position in future exercises, what previous experience and/or training do you think would allow a person to be best prepared?

What briefings were you involved with or that you scheduled/conducted and what was your role? With the additional evaluators, what process was used to assign what they were evaluating and what directions were they given? With the additional evaluators, were there any pre/post-exercise briefings conducted with them? If so, what was your role? Do you feel these were productive or could have been more productive? Please explain your response. Describe what you felt you did well and what you need to improve on if you are involved in conducting these briefings in future exercises. Please explain your response.

Describe your role during the exercise. Was there any interaction with the controllers, evaluators, members of the exercise design team or the simulation cell? Describe what you felt you did well and what you need to improve on when interacting with those positions in future exercises. Please explain your response.

Were you involved in the exercise Hot Wash? If so, what was your level of involvement? Were you

involved in the development of the AAR/IP? If so, how did your involvement and guidance contribute to the completion of the AAR/IP? How were the completed EEGs used in completing the AAR/IP?

Identify any additional lessons you learned as the Lead Evaluator that will allow you to improve your capabilities in future exercises. Please explain your response.

### Documents:

*Copies of the following documents should be included:*

- All HSEEP formatted documents that list the applicant as the Evaluator.
- Letter from the Exercise Director/Co-Director or IEMA regional/central office staff verifying that the event took place and that the renewal applicant served in the position described.

## Real World/Pre-Planned Event-Emergency Operations Center Management Position

### Narrative:

Provide a brief description of the event. Describe why an Emergency Operations Center (EOC) was established. Identify the entities that responded. Were there any other entities that should have responded? Please explain your response. What is the location of the EOC? What were the benefits of this location? Please explain your response. What were the challenges of this location and why? Were there any attempts made during the event to address any of the challenges?

Identify the EOC position that you held. Why were you selected? What is your previous experience/training relevant to this position?

What was the timeline of the event? At what time during the event were you assigned your position? Were you assigned this position for the entire event or were there shift changes? What did you feel your strengths were going into the event? Please explain your response. What did you feel your challenges were going into the event? Please explain your response. Were you able to improve on any of your challenges? If so, how?

What was the schedule for briefings? Who provided the brief? Would you have used a different schedule and why? What was your involvement in developing the content for the briefings? Following the briefings, were you responsible for forwarding the information? If so, why and to whom? Describe what you felt you did well and what you need to improve on if you are asked to develop briefings during future EOC activations. Please explain your response.

What were the timelines for the operational periods and why were they used? Would you have used different periods? If so, why?

Were situation reports (SitReps) developed? If so, who was responsible for developing the SitReps and what was your involvement in the development? If not, what other management documents were used to document the jurisdiction's current status and projected priorities? Describe what you felt you did well and what you need to improve on if you are asked to develop a SitRep or the other EOC-related documents during future EOC activations. Please explain your response.

Was there an AAR/IP developed? If so, what was your involvement? Describe what you felt you did well and what you need to improve on in case you are asked to take the lead in developing an AAR/IP following future real world/pre-planned events. Please explain your response.

Identify any additional lessons you learned during the event that will allow you to improve your capabilities in future actual/pre-planned events. Please explain your response.

### Documents:

*Copies of the following documents should be included:*

- All available SitReps.
- AAR/IP using the HSEEP format
- Any other event-related documents.
- Letter from the jurisdiction that was impacted by the event, EOC Manager/Assistant Manager or IEMA regional/central office staff verifying that the event took place and that the renewal applicant served in the position described.

## Real World or Pre-Planned Event-Command/General Staff Level Position

### Narrative:

Provide a brief description of the event. Describe why an Incident/Unified Command Structure was established. Identify the entities that were involved. Were there any other entities that should have been involved? If so, why? What was the location of the Incident/Unified Command Post? What were the benefits of this location? Please explain your response. What were the challenges of this location? Please explain your response. Were there any attempts made during the event to address any of the challenges?

Identify the Command/General Staff(C&GS) position that you were assigned. Why were you selected? What is your previous experience/training relevant to this position? Did you open a task-book for your position? If so, were you evaluated?

What was the timeline of the event? At what time during the event were you assigned your position? Were you assigned this position for the entire event or were there shift changes? What did you feel

your strengths were going into the event? Please explain your response.

What did you feel your challenges were going into the event? Please explain your response. Were you able to improve on any of your challenges? If so, how?

What timeline was used for briefings? Who provided the brief? Would you have used a different schedule? If so, why? What was your involvement in developing the content for the briefings? Following the briefings, were you responsible for forwarding the information to anyone else? If so, why and to whom? Describe what you felt you did well and what you need to improve on if you are asked to develop briefings at future events. Please explain your response.

What were the timelines for the operational periods and why were they used? Would you have used different periods? Please explain your response.

Was an Incident Action Plan (IAP) developed? Who was responsible for developing the IAP and what was your involvement in this development? Describe what you felt you did well and what you need to improve on if you are asked to develop an IAP at future events. Please explain your response.

Was there an event Hot Wash? If so, what was your involvement? Describe what you felt you did well and what you need to improve on in case you are asked to take the lead in conducting a Hot Wash following future events. Please explain your response.

Was there an AAR/IP developed? If so, what was your involvement? Identify any positive lessons and possible challenges that you observed in case you are asked to take the lead in developing an AAR/IP following future events. Please explain your response.

Identify any additional lessons you learned during the event that will allow you to improve your capabilities in future events/exercises. Please explain your response.

### Documents:

*Copies of the following documents should be included:*

- All available IAPs with the applicant listed in the assigned position.
- AAR/IP using the HSEEP format
- Any other event-related documents.
- Letter from the Incident/Unified Command or Safety Officer for the event or IEMA regional/central office staff verifying that the event took place and that the renewal applicant served in the position described.

## Lead Controller

*Beginning with the 2019 applications, those submitting the Lead Controller position will meet the following additional criteria: Being an active member of the exercise design team, identified in the exercise documents as the Lead Controller for the entire exercise and provide a detailed narrative how they selected, trained, coordinated, briefed and debriefed all additional controllers.*

### Narrative:

Why were you selected? What was your previous experience/training relevant to this position? Did you choose this position or were you assigned? With the additional controllers, what was your involvement in their selection and what were the selection criteria? What do you feel you could have done to better prepare you for this position? If you were assigned to identify a person to fill this position in future exercises, what previous experience and/or training do you think would allow a person to be best prepared?

What briefings were you involved with, or that you scheduled/conducted, and what was your role? Do you feel the briefings were productive or could have been more productive? Please explain your response. With the additional controllers, were there any pre-exercise briefings conducted with them? If so, what was your role? Describe what you felt you did well and what you need to improve on if you are involved in conducting these briefings in future exercises. Please explain your response.

Describe your role during the exercise. With the additional controllers, how did you interact with them? What was your interaction with the Exercise Director/Co-Director, evaluators or others? Was there a simulation cell established? If so, describe your interaction with it? Describe what you felt you did well and what you need to improve on when interacting with the Exercise Director/Co-Director, evaluators and the simulation cell in future exercises. Please explain your response.

Identify and describe any post-exercise conferences/meetings and what your role was during those conferences/meetings.

Identify any additional lessons you learned as the Lead Controller that will allow you to improve your capabilities in future exercises. Please explain your response.

### Documents:

*Copies of the following documents should be included:*

- All HSEEP formatted documents that list the applicant as the Lead Controller.
- Letter from the Exercise Director/Co-Director or IEMA regional/central office staff verifying that the event took place and that the renewal applicant served in the position described.

## Injects Writing/Master Sequence of Events List (MSEL) Team

### Narrative:

Why were you selected? What was your previous experience/training relevant to this position? Did you choose this position or were you assigned? If you were assigned to identify a person to fill this position in future exercises, what previous experience and/or training do you think would allow a person to be best prepared?

What entities were included on the Injects Writing/MSEL Team? Were there other entities that you felt should have been included? Please explain your response.

What conferences/meetings were you involved with and what was your role? Do you feel these were productive or could have been more productive and why? Describe what you felt you did well and what you need to improve on when participating in these types of conferences/meetings in future exercises. Please explain your response.

Describe your role in developing the exercise documents. Which specific documents were you involved with developing and what was your level of involvement? Describe what you felt you did well and what you need to improve on when being a member of the Injects Writing/MSEL Team in future exercises. Please explain your response.

Describe your role during the exercise. Was there any interaction with the controllers, evaluators, members of the design team or simulation cell? Describe what you felt you did well and what you need to improve on when interacting with those entities in future exercises. Please explain your response.

Identify any additional lessons you learned as a member of the Injects Writing/MSEL Team that will allow you to improve your capabilities in future exercises. Please explain your response.

### Documents:

*Copies of the following documents should be included:*

- MSEL Document
- Letter from the Exercise Director/Co-Director or IEMA regional/central office staff verifying that the event took place and that the renewal applicant served in the position described.