APPLICATION FOR PEM RENEWAL
PEM CONTINUING EDUCATION

MAINTAINING CERTIFICATION

The designation Professional Emergency Manager (PEM) is earned by those who seek professional recognition in Indiana as an emergency manager of the highest caliber. It is important that PEMs take every opportunity to remain current with their training and experience. The continuing education process reinforces your commitment to excellence in emergency management.

MAINTENANCE REQUIREMENTS

The PEM certificate is valid for four years, during which PEMs must complete 60 hours of continuing education training. Continuing education must be completed after issuance of your certificate and before the renewal deadline. PEMs may opt to take all 60 hours in a classroom environment or may combine hours as follows:

- <u>All students must</u> successfully complete a minimum of 30 classroom hours of emergency management, homeland security, or emergency preparedness training.[1]

- May receive up to 12 hours of PEM continuing education credit from an accredited college for successful completion of an emergency management, homeland security, emergency preparedness, or public safety-related course (1.0 college credit = 4.0 PEM continuing education credits). Students using this option must submit a current college transcript with the renewal application.[1]

- May receive up to 12 hours of credit for successful completion of emergency management, homeland security, or emergency preparedness-related conference or workshop attendance. Students using this option must submit a final conference roster with their name as well as a copy of their conference badge or ID tag.

- May receive up to 8 additional hours of credit for successful completion of online, independent study, or distance learning courses on emergency management, homeland security, or emergency preparedness-related topics. Online credit* may be granted for courses from the following agencies:

    o Federal Emergency Management Agency

- U.S. Department of Homeland Security-sponsored courses
- Indiana's Learning Management System

    * 1.0 Continuing Education Unit = 10 Contact Hours

CREDIT ALLOWABILITY

Emergency Management is a broad discipline. The purpose of the Professional Emergency Manager program is to promote professionalism in the Emergency Management discipline. PEMs should have a broad understanding of the public safety and emergency response field; therefore, **no more than 15 hours in the same subject area may be used for continuing education credit**, i.e., bio-terrorism, agro-terrorism, weapons of mass destruction, logistics planning, incident command, natural disasters, hazardous materials, and so on.
Note: Non-public safety courses (Microsoft, Photoshop, and general computer courses) will not be given credit.

At least 50 percent of your continuing education hours must be from the Emergency Management discipline (you cannot count more than 30 hours of fire, law enforcement, emergency medical, or military training[2] toward your continuing education). You may wish to submit a few additional hours in case of overages on credit allowance in any one subject area. Please keep this to a reasonable amount.

[1] The PEM committee may consider bachelor's-level college curriculum credit to satisfy the required 60 classroom hours of emergency management training on a case-by-case basis if a candidate can provide an official course syllabus and an official copy of their college transcript.

[2] The PEM committee may consider military service and technical school courses to satisfy the required 60 classroom hours on a case-by-case basis if a candidate is working toward the Military Emergency Management Specialist (MEMS) certification. Candidate must provide an official copy of their MEMS course certificates or transcript.

TRAINING SOURCES

Training sources which may qualify for credit are:

- Federal agencies (FEMA, EPA, DOT, DOE, etc.)
- State and local agencies (IDHS, ISDH, etc.)
- Regionally accredited 2-year and 4-year institutions
- Military programs (including MEMS)
- Private organizations
- Professional societies, organizations, associations

Workshop, seminar, and/or course **SAMPLE** subject matter acceptable for submission:

- Civil Defense Systems, Programs, and Policies
- Criminal Justice for Homeland Security and Emergency Management
- Disaster Preparedness
- Disaster Technology, Equipment, and Information Systems
- Emergency Management Foundations/Introduction to Emergency Management
- Emergency Medical Training
- Emergency Operations Centers
- Emergency Planning and Crisis Management
- Exercise Courses
- Hazards Analysis and Capabilities Assessment
- Hazards Assessment
- Health, Safety, and Environmental Management
- Incident Command
- Public Information
- Radiological Monitoring, Detecting, etc.
- Safeguards and Security
- Safety Technology
- Shelter Management
- Training and Instruction
- Urban Search and Rescue

SAMPLE ALLOCATION OF HOURS

Institution	Course #	Course Title	Total Hours	Allowable Hours	Date (M/D/YY)
FEMA	IS-240	Leadership & Influence	9	8	6/7/07
IDHS	ICS 300	ICS 300	18	15	2/7/07
FEMA	E-237	National Training & Exercise Conference	28	12	5/14/09
FEMA	L-146	HSEEP	24	15	4/29/07
TEEX	TNG 40S	Disaster Logistics Specialist	40	15	9/02-6/08
West Virginia University	N/A	Homeland Security Planning for Campus Executives	4.5	4.5	7/1/09
		Total	91.5	69.5	

1. **Name:**
2. **PSID:**
3. **Agency:**
4. **Title:**
5. **County:**
6. **Phone #:**
7. **Mailing Address:**
8. **Email Address:**
9. **PEM Certificate Expiration Date:**

Be sure to include copies of certificates, transcripts, etc., with your application packet. Credit will not be granted for courses or conferences which have no documentation.

Institution	Course #	Course Title	Total Hours	Allowable Hours	Date (M/D/YY)

Mail application to Indiana Department of Homeland Security, PEM Coordinator,
302 W. Washington St., Room E208, Indianapolis, IN 46204, or fax 317-234-0736.