



# 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.

### MAINTAINANCE REQUIREMENTS

The PEM certificate is now under the new program valid for 4 years during which PEMs must complete 60 hours of continuing education training. Continuing education must be completed after issuance of your certificate and before renewal deadline. PEMs may opt to take all 60 hours in a classroom environment or may combine hours as follows:

- All students must successfully complete a minimum of 30 classroom hours of emergency management, homeland security, or emergency preparedness training.<sup>1</sup>
- 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 cont. ed. credits). Students using this option must submit a current college transcript with renewal application.<sup>1</sup>
- May receive up to 12 hours of credit for successful completion of emergency management, homeland security, or emergency preparedness related conference/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:
  - ◇ Federal Emergency Management Agency
  - ◇ US Department of Homeland Security sponsored courses
  - ◇ Indiana's Learning Management System

\* 1.0 CEU = 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 / 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, et cetera. *Non-public safety courses (i.e. Microsoft, Photoshop, and general computer courses) will not be given credit.*

At least 50% of your continuing education hours must be from the Emergency Management discipline (you cannot count more the 30 hours of fire, law enforcement, emergency medical, or military training<sup>2</sup> 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.



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<sup>1</sup> The PEM committee may consider Bachelor-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.

<sup>2</sup> The PEM committee may consider military service / 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 & 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
- Emergency Management Foundations/Introduction to Emergency Management
- Emergency Medical Training
- Emergency Operations Centers
- Emergency Planning and Crisis Mgt.
- 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
- Disaster Technology, Equipment, and Information Systems
- Training and Instruction
- Urban Search and Rescue



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## SAMPLE ALLOCATION OF HOURS

<b>Institution</b>	<b>Course #</b>	<b>Course Title</b>	<b>Total Hours</b>	<b>Allowable Hours</b>	<b>Date</b>
FEMA	IS-240	Leadership & Influence	9	8	5/7/10
IDHS	ICS 300	ICS 300	18	15	2/7/10
FEMA	E-237	National Training & Exercise Conference	28	8	5/14/10
FEMA	L-146	HSEEP	32	24	4/29/10
TEEX	TNG 40S	Disaster Logistics Specialist	40	15	
West Virginia Univ.	N/A	Homeland Security Planning for Campus Executives	4.5	4.5	7/1/010
		<b>Total</b>	91.5	74.5	



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1. Name: \_\_\_\_\_ 2. Title: \_\_\_\_\_
3. Mailing address: \_\_\_\_\_ 4. City/State/Zip: \_\_\_\_\_
5. County: \_\_\_\_\_ 6. Phone #: ( ) - \_\_\_\_\_
7. Email: \_\_\_\_\_ 8. P.S.I.D. - \_\_\_\_\_
9. Agency represented: \_\_\_\_\_
10. PEM certificate expiration date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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

Mail application to Indiana Dept. of Homeland Security, PEM Coordinator, 302 W.

Institution	Course #	Course Title	Total Hours	Allowable Hours	Date (m/d/yy)
			0.00	0.00	
			0.00	0.00	
			0.00	0.00	
			0.00	0.00	
			0.00	0.00	
			0.00	0.00	
			0.00	0.00	
			0.00	0.00	
			0.00	0.00	
			0.00	0.00	
			0.00	0.00	
			0.00	0.00	
			0.00	0.00	
			0.00	0.00	
<b>Total</b>					