



FEMA Professional Development Series (PDS)		Online		
IS 120: Introduction to Exercises IS 230: Fundamentals of Emergency Management IS 235: Emergency Planning IS 240: Leadership and Influence IS 241: Decision Making and Problem Solving IS 242: Effective Communication IS 244: Developing and Managing Volunteers				
Professional Emergency Manager (PEM)/National Emergency Management Basic Academy				
Course	Online	Contributions	Exercise	Work Experience
IS 100: Introduction to the Incident Command System IS 120: Introduction to Exercises IS 200: ICS for Single Resources IS 230: Fundamentals for Emergency Management IS 235: Emergency Planning IS 240: Leadership and Influence IS 241: Decision Making and Problem Solving IS 242: Effective Communication IS 244: Developing and Managing Volunteers IS 700: National Incident Management System, An Introduction IS 800: National Response Framework, An Introduction IS 29: Public Information Officer Awareness *All 12 online courses must be completed before applying for L0101, and IS 29 must be completed before applying for L0105.		Complete 6 of 19 (your choice) professional contributions	Type: operations-based (drill, functional or full-scale)  Role: evaluator, simulator, controller, facilitator, scribe or designer	2 Years of EMA staff; 5 years for other public safety
Course	Classroom			
L0101: Foundations of Emergency Management L0102: Science of Disaster L0103: Planning: Emergency Operations L0105: Public Information Basics L0146: Homeland Security Exercise and Evaluation Program (HSEEP)	(40 hours) 5 days (24 hours) 3 days (16 hours) 2 days (16 hours) 2 days (16 hours) 2 days			
*FEMA will only give credit for HSEEP if the training has been scheduled through EMI and the participant received an EMI course completion certificate.				

\*PDS course work does not have to be completed before work on PEM courses begins.

\*Work experience: At least one year of experience must be Indiana-based. If you serve in one of the following roles, you may be eligible to earn a PEM certification.

\*Time spent on volunteer/internship duties may also be counted, but applicants must provide documentation of the total time devoted to disaster/emergency management duties. 4,000 hours of documented time are required (1 yr = 2,000 hrs).

Emergency Management Roles	Public Safety Roles	Private Sector/Academia Roles
2 Years of Experience county, state, or federal emergency management agency director, deputy director, staff, or volunteer, and campus emergency management director	5 Years of Experience law enforcement, fire service, emergency medical services, public health	5 Years of Experience risk management, safety, professor, educator in the emergency management discipline, emergency management consultant



**Only one project will be allowed per professional contribution.  
Using a project for more than one will not be allowed.**

1. Author or co-author an article and publish it in a scientific or emergency services professional publication. And provide the article or a reader's digest version with authors' credits.
2. Facilitate an After Action Review (AAR) meeting and author a written AAR report of an exercise or actual event. Written report must include identification of shortfalls and strong points, corrective action plans, and lessons learned.
3. Conduct a research project on an emergency management or homeland security-related problem that is applicable to Indiana. Research project should include a review of reports, documents, maps, or other articles related to the problem or a similar problem; in-depth analysis to define the problem including origin, cause, or contributing factors to the problem; and a conclusion stating the logical solution or a recommendation for future research.
4. Conduct a hazard analysis of your jurisdiction. List the probable hazards or threats. Develop a Risk Assessment to define the likelihood of occurrence. Develop a Vulnerability Analysis to determine How vulnerable your community is to the hazards or threats. Study your jurisdiction's Comprehensive Emergency Management Plan and other plans for addressing those hazards. Address any weaknesses and propose solutions through development of a prevention or protection strategy.
5. Be a FEMA Master Exercise Practitioner through EMI's MEP Program. (With verification of current status.)
6. Be a FEMA Master Trainer through the EMI's Master Trainer Program. (With verification of current status.)
7. Develop a course of at least 6 hours in length pertaining to emergency management or homeland security issues. Course must be compliant with the US DHS Office of Grants and Training guidelines. Guidelines include development of a period of instruction, lesson plans, agenda, instructor guide and student manual, visuals, and a training support package consisting of handouts, exams, answer sheets, and any other materials related to the course.
8. Teach (as an adjunct instructor, lecturer, or professor) emergency management course work at a higher education (post-high school) institution. Provide a copy of the course syllabus and date(s) course was conducted.
9. Provide proof of legislative contact related to an improvement of emergency management or homeland security policy or law. Proof may be legislative session minutes, written documentation from a supervisor attesting to your role, or a transcript.
10. Assist in the design or development of standard operating procedures for an agency, department, business, or any public or private entity (hospital, school, disaster shelter, specialty public safety teams, et cetera).
11. Assist in the design or development of a continuity of operations plan for an agency, department, business, or any public or private entity (hospital, school, disaster shelter, specialty public safety teams, et cetera).
12. Be involved in creating or revising a local ordinance or state statute, resolution, proclamation, or executive order related to emergency management, homeland security, public health, or public safety. Examples include NIMS resolution, No Burn ordinances, Debris Management ordinance, and Emergency Management ordinance.
13. Serve in a leadership role for a local, district, or state-level emergency management committee, task force, organization, or advisory board. Examples include Chairperson, Secretary, Treasurer, Vice Chair, Task Force Commander, or Training Officer.



14. Be a current member of the International Association of Emergency Managers, the National Emergency Management Association, or the Indiana Emergency Management Alliance. (With verification of current status. Example: current card, roster, or paid dues receipt.)
15. Be a member of a specialty team such as a tactical team, search and rescue, water rescue, HAZMAT team, et cetera. (With verification of current status Example: with letter from team commander or chief elected official, or other official.)
16. Provide a seminar or workshop on any emergency management or homeland security subject in your jurisdiction. With copy of agenda indicating you as a keynote speaker.
17. Be an active participant or a volunteer of the Emergency Operations Center staff or fill a command or general staff position in the Incident Command System at an actual incident. (With verification of current status Example: with letter from team commander or chief elected official, or other official.)
18. Be a member of the local Citizens Corps Council or be a volunteer with the Council. (Provide a letter from the Citizen Corps Council Director citing your involvement. Letter should include details such as your name, how long you've served with the Council, and your job duties.)
19. Receive an award or special recognition for excellence in emergency management or public safety. (Choose one of the following: Provide a picture of you with your award; provide a newspaper clipping or VALID internet link recognizing your achievement; or provide a copy of the award if it is a letter or certificate.)