



Arizona Emergency Managers Certification Handbook

A guide to professional certification and career development in Arizona

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Letter from the Steering Committee Co-Chairs

Dear AzEM Members and Emergency Management Professionals,

Welcome to the Arizona Association of Emergency Managers (AzEM) Certification Handbook. On behalf of the AzEM Certification Steering Committee, we are honored to present this handbook as your guide to Arizona's professional certification program. Whether you are pursuing your first credential as an Arizona Emergency Associate (AZ-EA) or striving to achieve the distinction of Arizona Master Emergency Manager (AZ-MEM), we commend your commitment to professional excellence and lifelong learning.

Emergency management is a profession built on service, collaboration, leadership, and resilience. The responsibilities entrusted to our profession continue to evolve, requiring emergency managers to continually expand their knowledge, develop new skills, and lead with integrity.

The AzEM Certification Program was established to recognize those professionals who have demonstrated the education, training, experience, and leadership necessary to meet Arizona's unique emergency management challenges. More than a credential, certification reflects a personal commitment to continuous improvement, ethical practice, and the advancement of our profession. It signifies that you have invested in your own professional development while strengthening the capabilities of the agencies, organizations, tribal nations, jurisdictions, and communities you serve.

This handbook has been developed to provide a clear roadmap through the certification process. Beyond outlining program requirements, it is intended to be a practical resource that supports your professional growth through training guidance, planning tools, application checklists, documentation examples, and best practices gathered from emergency management professionals throughout Arizona.

As Arizona continues to face increasingly complex hazards, including wildfires, extreme heat, flooding, severe weather, public health emergencies, cybersecurity threats, and other emerging risks, the need for highly qualified, well-trained emergency managers has never been greater. Through certification, we collectively demonstrate our commitment to maintaining the highest standards of preparedness, mitigation, response, recovery, and leadership.

Thank you for your dedication to the emergency management profession and for choosing to invest in your continued growth. We hope this handbook serves as both a valuable resource and a source of inspiration throughout your certification journey. Together, we are building a stronger, more resilient Arizona through professional emergency management.

With appreciation,



Eliza Coll, MHA, CEM, MEP, Az-MEM



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AzEM Certification Steering Committee Co-Chairs

Purpose

The Arizona Association of Emergency Managers (AzEM) Certification Program exists to establish and promote a recognized standard of professional excellence within the emergency management profession. Through a progressive, competency-based certification framework, the program recognizes individuals who have demonstrated education, training, experience, leadership, and professional contributions necessary to effectively support Arizona's preparedness, mitigation, response, recovery, and resilience efforts.

The certification program is designed to encourage continuous professional development while providing a consistent benchmark for evaluating the qualifications and capabilities of emergency management professionals across the public, private, nonprofit, healthcare, tribal, and academic sectors.

By recognizing professional achievement and fostering lifelong learning, the AzEM Certification Program strengthens the emergency management workforce and supports Arizona's ability to prepare for, respond to, recover from, and mitigate the impacts of disasters and emergencies.

Why Certification Matters

Emergency management is a dynamic profession requiring a diverse blend of technical knowledge, operational experience, leadership, collaboration, and strategic thinking. As threats continue to evolve, wildfires and extreme heat to cybersecurity incidents, public health emergencies, and complex disasters, so too must the professionals responsible for protecting Arizona's communities.

Professional certification demonstrates an individual's commitment to maintaining current knowledge, expanding their capabilities, and upholding the highest standards of the profession. Certification provides confidence to employers, partners, elected officials, and the public that emergency management professionals possess the competencies necessary to effectively lead before, during, and after disasters.

Guiding Principles of the Certification Program

The AzEM Certification Program is founded on the following principles:

- Professional Excellence — Recognizing demonstrated competence, achievement, and commitment to the profession.
- Integrity — Upholding ethical standards, accountability, and public trust.

- Continuous Learning — Encouraging lifelong education, training, and professional growth.
- Leadership — Developing leaders who inspire collaboration and innovation.
- Service — Supporting communities through preparedness, mitigation, response, and recovery.
- Collaboration — Strengthening partnerships across all levels of government, tribal nations, nonprofit organizations, healthcare systems, academia, and the private sector.
- Resilience — Building stronger communities through effective emergency management leadership and practice.

Figure 1- Certification Guiding Principles

AZEM CERTIFICATION PROGRAM GUIDING PRINCIPLES

The AzEM Certification Program is founded on these core principles that shape our profession and strengthen Arizona's communities.

PROFESSIONAL EXCELLENCE

Recognizing demonstrated competence, achievement, and commitment to the profession.

RESILIENCE

Building stronger communities through effective emergency management leadership and practice.

COLLABORATION

Strengthening partnerships across all levels of government, tribal nations, nonprofit organizations, healthcare systems, academia, and the private sector.

SERVICE

Supporting communities through preparedness, mitigation, response, recovery, and resilience.

INTEGRITY

Upholding ethical standards, accountability, and public trust.

CONTINUOUS LEARNING

Encouraging lifelong education, training, and professional growth.

LEADERSHIP

Developing leaders who inspire collaboration, innovation, and resilience.



Benefits

For Individuals

Certification is an investment in your professional future. It formally recognizes your knowledge, experience, and dedication while providing a structured pathway for career advancement and lifelong learning.

Certified professionals benefit from:

- Recognition of professional competence and achievement
- Increased credibility among peers, leadership, and partner agencies
- Enhanced opportunities for career advancement and promotion
- A structured roadmap for continuing education and professional development
- Greater confidence in applying emergency management principles and best practices
- Expanded professional networking opportunities within Arizona's emergency management community
- Demonstrated commitment to ethical leadership and public service
- Preparation for advanced leadership roles and increased organizational responsibility
- A professional credential that distinguishes you within the emergency management profession

For Employers

Employers benefit by developing and retaining highly qualified emergency management professionals who possess standardized knowledge, demonstrated experience, and a commitment to continuous improvement.

Organizations employing certified professionals gain:

- Increased organizational capability and operational readiness
- Greater confidence in staff qualifications and professional competencies
- Consistency in emergency management practices and decision-making
- Improved planning, preparedness, and operational performance
- Enhanced credibility with elected officials, stakeholders, and community partners
- Stronger succession planning and workforce development
- Reduced training gaps through structured professional development
- Increased employee engagement and retention through investment in professional growth

- Demonstrated commitment to nationally recognized emergency management principles and industry best practices

For the State of Arizona

A professionally certified emergency management workforce contributes directly to the safety and success of Arizona's communities.

Certification strengthens Arizona by:

- Building a highly qualified and professionally recognized emergency management workforce
- Promoting consistent emergency management practices across local, county, tribal, state, nonprofit, healthcare, educational, and private-sector organizations
- Improving statewide coordination and interoperability during emergencies and disasters
- Supporting implementation of the National Incident Management System (NIMS) and Comprehensive Preparedness Guide (CPG) principles
- Encouraging innovation, collaboration, and information sharing across jurisdictions
- Strengthening whole-community preparedness and resilience
- Increasing public confidence in emergency management professionals and programs
- Developing future leaders capable of addressing Arizona's evolving hazards and risks
- Supporting a culture of continuous improvement and professional excellence throughout Arizona's emergency management community

About AzEM Certification

The concept of a professional certification program for Arizona emergency managers has been discussed for many years as the profession continued to mature and evolve. Early exploration of a state certification program began in 2008, recognizing the need for a credential that reflected Arizona's unique emergency management environment while supporting nationally recognized professional standards.

The initiative gained renewed momentum following feedback during the 2023 AzEM Annual Conference, where members expressed strong interest in developing a statewide certification program that would recognize professional achievement, encourage continuing education, and establish consistent standards for the profession.

In early 2024, the AzEM Board established a Certification Steering Committee composed of experienced emergency management professionals representing multiple disciplines and jurisdictions throughout Arizona. The Steering Committee was tasked with researching certification models from across the country and developing a program tailored specifically to Arizona's emergency management community.

The Steering Committee engaged emergency management associations and certification programs across the nation including the International Association of Emergency Managers (IAEM), the National Emergency Management Association (NEMA), and the Tribal Emergency Managers Association. This collaborative effort ensured that Arizona's certification program would incorporate nationally recognized best practices while remaining responsive to Arizona's unique operational environment.

Following the development of an initial certification framework, extensive stakeholder engagement was conducted throughout 2024. Input was solicited from AzEM members, the Arizona Tribal Executive Committee (AZTEC), Regional Emergency Managers (REM), the Arizona Department of Emergency and Military Affairs (DEMA), Arizona State University (ASU), the Maricopa County Department of Emergency Management (MCDEM), and numerous emergency management professionals across the state. This collaborative review helped ensure that the certification standards reflected the broad spectrum of emergency management practice in Arizona.

Additional program guidance, documentation standards, and applicant resources were developed during 2025, culminating in the creation of an online application system and the official launch of the Arizona Emergency Managers Certification Program during the third quarter of 2025.

Today, the AzEM Certification Program represents a significant milestone in the continued professionalization of emergency management within Arizona. The program recognizes individuals who have demonstrated excellence in education, training, operational experience, leadership, and service while fostering a culture of continuous improvement, collaboration, and professional development across the state's emergency management community.

Certification Requirements

All applicants must be AzEM Members in good standing to apply for the Arizona Emergency Professional Certification.

All Applicants must pay the Certification fee. The fee will not be waived for those serving on the AzEM Board or Subgroups affiliated with the Association.

Certification Levels

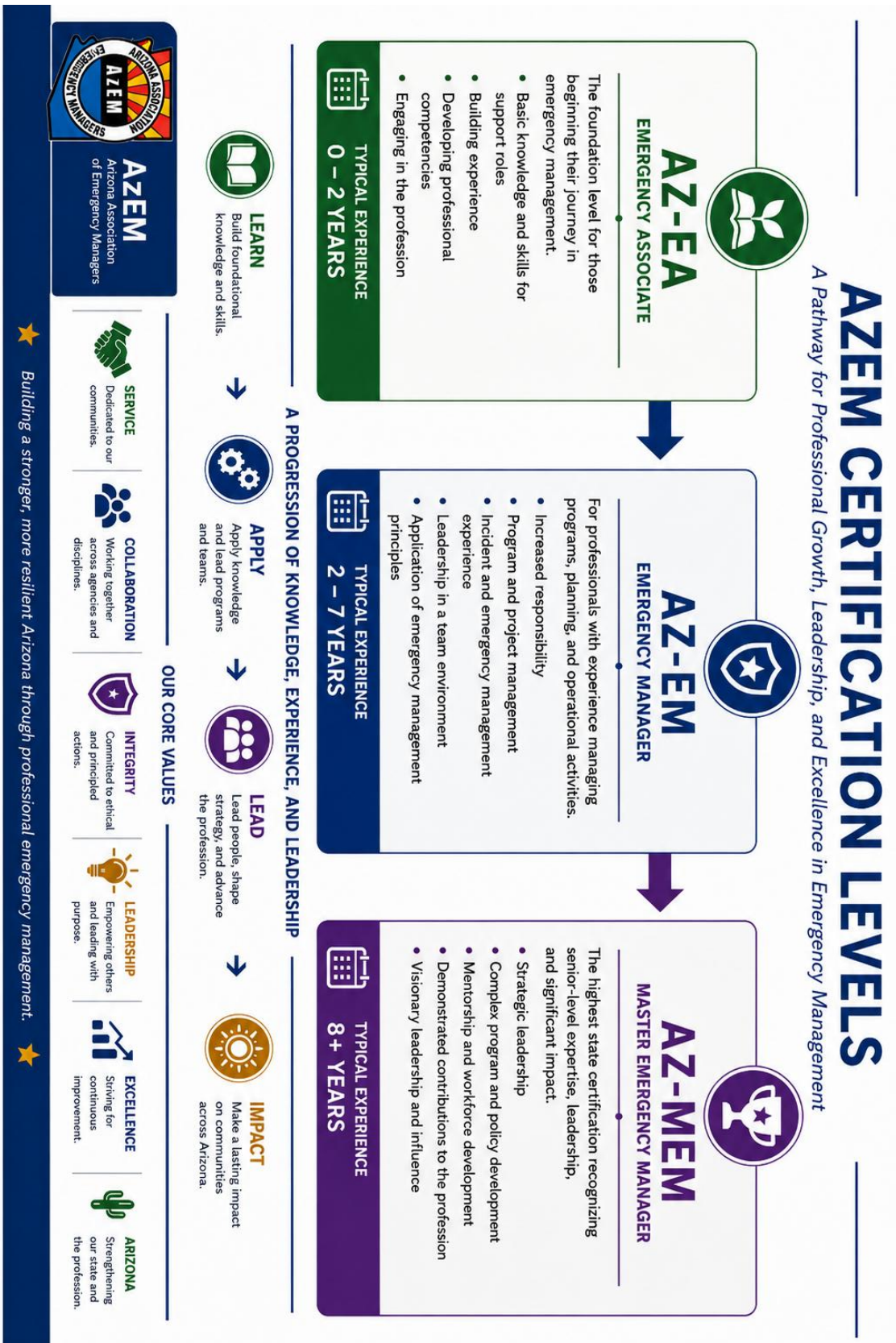
The AzEM Certification Program is designed to recognize professional growth throughout an emergency management career. Whether you are beginning your journey, managing emergency programs, or leading complex operations and organizations, there is a certification level that reflects your current experience, accomplishments, and commitments to the profession.

Each Certification level progresses in mastery by recognizing increasing levels of education, training, operational experience, leadership, and professional contribution. Applicants should carefully review the requirements of each level and apply for the credential that best represents their current qualifications.

Certification is an ongoing professional development pathway that encourages continuous learning, expanded leadership responsibilities, and meaningful contributions to Arizona's emergency management community.

As your knowledge, experience, and professional involvement grows, so too can your certification.

Figure 2- Certification Levels



Arizona Emergency Associate (AZ-EA)

Building the Foundation

The Arizona Emergency Associate (AZ-EA) certification is designed for individuals who are entering the emergency management profession or are building the foundational knowledge and experience necessary for a successful career.

Ideal applicants include:

- New emergency management professionals
- Emergency management interns
- Students nearing completion of an emergency management-related degree
- Professionals transitioning into emergency management from related disciplines
- Individuals supporting preparedness, response, mitigation, or recovery activities

The AZ-EA certification recognizes a commitment to professional development and demonstrates that the applicant has established a strong foundation in emergency management principles, training, and community involvement.

Focus Areas:

- Foundational knowledge
- Professional development
- Basic emergency management experience
- Community engagement
- Building professional credibility

Checklist located in **Annex 2.1**

Arizona Emergency Manager (AZ-EM)

Developing Professional Excellence

The Arizona Emergency Manager (AZ-EM) certification recognizes experienced emergency management professionals who have demonstrated increasing responsibility, operational experience, technical competence, and leadership within their organizations.

Applicants pursuing the AZ-EM credential have progressed beyond foundational responsibilities and are actively managing emergency management programs, participating in complex exercises and incidents, and contributing to the advancement of the profession.

This certification demonstrates the ability to translate emergency management principles into effective planning, coordination, preparedness, response, recovery, and mitigation activities.

Focus Areas:

- Program management
- Operational leadership
- Exercise and incident participation
- Professional contributions
- Organizational collaboration

Checklist located in **Annex 2.2**

Arizona Master Emergency Manager (AZ-MEM)

Leading the Profession

The Arizona Master Emergency Manager (AZ-MEM) is the highest professional certification awarded by the Arizona Association of Emergency Managers.

This credential recognizes senior emergency management professionals who have demonstrated sustained excellence through leadership, operational expertise, strategic planning, mentorship, and significant contributions to the emergency management profession.

AZ-MEM recipients are expected to serve not only as leaders within their organizations, but also as mentors, innovators, and ambassadors for the profession across Arizona.

The Master certification recognizes individuals whose careers have made a lasting impact on emergency management programs, organizational resilience, and the communities they serve.

Focus Areas:

- Executive leadership
- Strategic emergency management
- Complex incident management
- Mentorship and workforce development
- Innovation and professional advancement
- Service to Arizona's emergency management community

Checklist located in **Annex 2.3**

Application Process

Cost

Applicants will be required to submit payment of \$200.00 per application for the certification. The cost applies to all levels of certification and covers the duration of the 5-year certification period. Funds will be collected prior to the review process.

Application Submission

- Applications shall be submitted through the AzEM online portal <https://azemergencymanagers.org>
- Required documents must be uploaded; the system will prevent submission of incomplete applications.
 - **Please note** that the portal currently used for submission does not allow you to save and revisit your application – you must submit all documents at one time.

Application Windows

The following annual schedule will apply unless otherwise noted:

- Q1 (Jan- Mar): Open application period (Cohort 1)
- Q2 (Apr-Jun): Application review period and determination
- Q3 (Jul-Sep): Open application period (Cohort 2)
- Q4 (Oct-Dec): Application review period and determination

Application Screening process

The automated system will conduct an initial screening of all applicants for accuracy in category and completeness. Once this is completed, all applicants are then assigned to their initial reviewer.

Each application will have 2 reviewers assigned; reviewers will recuse themselves from evaluating candidates they know personally or have worked with directly. Should there be a need, a third reviewer will be assigned in cases of disagreement between reviewers.

Review outcomes

Reviewed applications will receive one of the following determinations:

- Approved
- Additional Review/Additional Information Needed

- This determination provides applicants with an additional 30 days to provide additional information or additional documentation to fulfill required criteria.
- Denied

Communication

Applicants are notified by AzEM through the info@azemergencymanagers.org email at the following intervals:

1. When the application is received and payment has been completed
2. When the application has been assigned to initial review, and secondary review
3. When the review outcome is determined (i.e., application has been approved, needs additional information, or is denied)

Appeals process

Applicants that receive certification denials can appeal the decision by submitting a letter within 30 days of notification of denial. The AzEM Steering Committee will review the appeal within 45 days.

Appeal letters must include the following:

- Description of why the applicant believes denial was inaccurate **and**
- Additional description of documentation that was not accepted

Records Retention

Application files will not be retained by AzEM. Applicants should maintain documentation of all application materials for their own records. Requests for copies of application documentation will not be accepted.

Any files received will be used for the sole purpose of certification and will not be shared or distributed outside of the review process.

Evaluation Criteria

Applications are reviewed against the published standards for each level referenced in the AzEM Certification Levels.

Relevant Work Experience

This is defined as full-time equivalent work (paid or unpaid) for the time duration specified by certification level. The position should have a primary focus on emergency management inclusive of any/all phases (i.e., preparedness, mitigation, response, recovery), but the organization may be from a variety of disciplines (government, public health, healthcare, private sector, education, etc.).

Part-time work may be considered (or average hours per week) at the discretion of the Review Team.

Documentation should include:

- Resume with dates worked

It is recommended to provide:

- Position Description or similar documentation with key job duties

Significant Role in Exercise

A significant role in an exercise will be defined as either an exercise player or exercise management position. Exercise player roles may include Policy Group, EOC Director, EOC Manager, Section Chief, and other active roles. Exercise management roles may include Exercise Director, Lead Planner, Lead SimCell, etc. Roles such as observer, evaluator, scribe, etc., will not count towards this requirement.

Documentation examples include:

- Sign in sheet, exercise Incident Action Plan, After-Action Report, or other exercise document clearly identifying the applicant's role in the exercise, or
- Supervisor's (or individual in a position of authority) letter indicating the applicant's role in the exercise.

It is strongly recommended that applicants provide a brief accompanying description to assist the reviewer by stating the exercise name, date, applicant's role in the exercise, and how the supporting documentation demonstrates fulfillment of the requirement.

Significant Role in Activation

A significant role in an activation will be defined as Policy Group, EOC Director, EOC Manager, Section Chief, Liaison Officer, Public Information Officer, other EOC roles, Crisis

Management Lead, Business Continuity Lead; in some instances, roles at an Incident Command Post will be considered such as Incident Commander, Planning Section Chief, etc. An activation is a real world event or incident that may be planned or unplanned.

Documentation examples include:

- Sign in sheet, signed Incident Action Plan, or incident document clearly identifying the applicant's role.
- Supervisor's (or individual in a position of authority) letter indicating the applicant's role in the incident.

It is strongly recommended that applicants provide a brief accompanying description to assist the reviewer by stating the incident name, date, applicant's role, and how the supporting documentation demonstrates fulfillment of the requirement.

Significant Role in Recovery

A significant role in an incident recovery will be defined as Command or Policy Group levels in the ICS structure. Examples are EOC Director, EOC Manager, Section Chief, Liaison Officer, Public Information Officer, other EOC roles, Crisis Management Lead, Business Continuity Lead or similar.

Documentation examples include:

- Sign in sheet, signed Incident Action Plan, or incident document clearly identifying the applicant's role.
- Supervisor's (or individual in a position of authority) letter indicating the applicant's role in the incident.

It is strongly recommended that applicants complete a brief accompanying description to assist the reviewer by stating the incident name, date, applicant's role, and how the supporting documentation demonstrates fulfillment of the requirement.

Training Guide

For initial certification, training must have been completed within the preceding 10 years of the application submission date. For renewal certification, training must have been completed after the previous certification was approved.

Acceptable Training Allocations for Certification can be found on the [AzEM Website](#), however training from institutions providing CEUs, CE, CU, and university/College credit hours will be accepted if course description matches Emergency Management or General Leadership topics.

Requirements for Independent Verification / Documentation of Training

- Date of completion
- Title of training
- Applicant name
- Training hours
- An official description of the course content and course objectives, such as a syllabus or similar document which includes subjects of discussion, for items not included in the Sample Training Allocation Chart.

Emergency Management (EM) Training

Training may count for Emergency Management if a majority of course content:

- Trains the audience on developing and/or improving emergency management skills related to one or more of the functional areas of Emergency Management (mitigation, prevention, preparedness, response, recovery), and/or
- Directly contributes to, enhances, and/or improves emergency management knowledge, skills, and abilities.

Examples of Emergency Management Subject Areas:

- Disaster Preparedness
- Emergency Management Foundations (Phases of Emergency Management)
- Emergency Operations Centers
- Emergency Planning and Crisis Management
- Exercise Design
- Hazard Mitigation - Technical
- Health, Safety, and Environment Management
- Incident Command
- Mass Care

- Public Information
- Recovery
- A hazard-specific or technical topic or skill

Leadership or General Management (GM) Training

Training may count for General Management if it:

- Contributes to or increases management skill sets.
- Improves an individual's ability to function as an effective supervisor or employee by improving on an existing skill or learning a new skill.
- Is generally applicable to a wide variety of non-emergency management professions.
- Where the class provides general awareness for an emergency management subject, the applicant will list this as GM training.
- For example:
 - Continuity of Operations technical skill development – EM class
 - General awareness of Continuity of Operations – GM class

Classes completed for a master's degree, PhD, or subsequent baccalaureate/bachelor's degrees may be used towards the General Management Training requirement only.

Coursework completed for these additional degrees is accepted outside of the ten year window for general management training only.

Examples of General Management Subject Areas:

- Behavioral and Social Sciences
- Communication: Written and Oral
- Decision-Making and Problem-Solving
- Ethics
- Executive and Management Development
- Financial Management and Budgeting
- Grantsmanship (Development, Evaluation and Reporting)
- Human Resource/Personnel Management
- Instructor Development
- Leadership and Influence
- Logistics
- Marketing and Public Relations and Media Management
- Organizational Behavior
- Public Speaking
- Public Policy

- Cultural competency
- Strategic and Tactical Planning
- Technology, Equipment, and Information Systems
- Train-the-Trainer (TTT)
- Volunteer Resources

Professional Contributions

The examples listed are intended to illustrate the types of professional contributions that demonstrate meaningful advancement of the emergency management profession.

Applicants may submit other contributions that clearly support emergency management practice, education, preparedness, response, recovery, mitigation, resilience, or professional development. The certification review team reserves authority to determine equivalency.

All documentation for contributions must be dated within the last 10 years for initial certification, and within the last 5 years for each applicable re-certification.

For a list of acceptable contributions see **Annex 1**.

Recertification

Purpose

To ensure certified emergency management professionals continue their professional development and contribution to the field and maintain high standards of performance through a structured recertification process.

Recertification overview

Each certification (Emergency Associate – AZ-EA, Emergency Manager – AZ-EM, Master Emergency Manager – AZ-MEM) is valid for five (5) years from the date of certification. To maintain certification, holders must successfully complete recertification requirements by the last day of the 5th year following the year of their previous certification/recertification.

Recertification shall:

- Demonstrate continued professional development.
- Recognize ongoing contributions to the practice of emergency management.
- Ensured competency through training, education, and service.

General Recertification Requirements (Applicable to all levels)

To recertify at any level, the applicant must meet the following:

Recertification Application

Submit a complete recertification application through the official AzEM portal with supporting documentation before the deadline.

Recertification Fee

Pay the recertification processing fee of \$150.00 through the AzEM Portal. Fee must be paid before the recertification application is formally reviewed.

Note: Fee amounts are subject to change annually

Timing

All training, contributions, and professional activities submitted for recertification must occur within the current five-year certification period.

Recertification cycles are as follows:

- Q1 (Jan- Mar): Open application period (Cohort 1)

- Q2 (Apr-Jun): Application review period and determination
- Q3 (Jul-Sep): Open application period (Cohort 2)
- Q4 (Oct-Dec): Application review period and determination

Recertification Requirements by Certification Level

Emergency Associate (AZ-EA)

Goal: Demonstrate ongoing engagement with emergency management fundamentals.

Required Every 5 Years:

- Training & Education: Minimum of 40 hours of continuing education directly related to emergency management or related fields (e.g., phase-specific EM courses, incident management systems, hazard mitigation, recovery planning).
- Professional Contributions: At least 2 contributions demonstrating engagement or leadership in the profession (examples below).
- Documentation: official certificates, attendance logs, or verification of service.

Emergency Manager (AZ-EM)

Goal: Show advanced professional growth and increased leadership responsibility since initial certification.

Required Every 5 Years:

- Training & Education: Minimum of 60 hours of continuing education — with at least:
 - 40 hours in emergency management topics, and
 - 20 hours in related professional skills (leadership, management, communications).
- Professional Contributions: At least 4 contributions (examples below), with at least 4 accomplished in Arizona.
- Optional/Recommended: Participation in jurisdictional working groups, roles within AzEM committees, and/or disaster/emergency event support activities.

Master Emergency Manager (AZ-MEM)

Goal: Validate advanced mastery, influence, and service in emergency management.

Required Every 5 Years:

- Training & Education: Minimum of 80 hours of continuing education — including:
 - 40 hours in emergency management topics, and
 - 40 hours in management, policy, or executive leadership.
- Professional Contributions: At least 8 contributions (examples below), with at least 4 accomplished in Arizona..
- Service Requirement: Demonstrated leadership in state, regional, or national emergency management roles (e.g., task forces, boards).

Certification Advancement Process

Purpose

The Certification Advancement Process is meant for those applicants that qualify for a level increase in certification within the 5-year certification period. For instance, if a previously certified AZ-EM completes all the qualifications of the AZ-MEM between 2025 and 2030, they may ask for an additional application review.

Application

For an AzEM member to request a Certification Advancement, they must provide a summary description of all criteria completed between initial certification and advancement request that fulfills the requirements of the certification level they are wishing to advance to.

Fee: \$50.00 will be assessed for certification advancement

Timing: Although Certification advancement is an option for members wishing to level their certification up, recertification will be required under the initial certification date.

For Example: If an Az-EA is initially certified in 2025, advances to an Az-EM in 2027 they will still need to be recertified in 2030.

Documentation: all documentation will need to be received through the Certification portal on the AzEM website.

For questions email info@azemergencymanagers.org

Recertification/Advancement Extensions & Appeals

- Extension Requests: Applicants may request deadline extensions due to documented extenuating circumstances; review by the Certification Committee is required.

- Appeals: Denied applications may be appealed within 30 days of notification, providing additional substantiating information.
- Extension Requests and Appeals must be completed through email to info@azemergencymanagers.org

Lapse & Reinstatement

If a certification lapses due to missed recertification:

- Reinstatement may be allowed within a specified grace period upon meeting current requirements plus a reinstatement fee.

After the grace period, the applicant must follow procedures for re-certification as a new applicant

Frequently Asked Questions

Coming 2027

Annex 1- Professional Contributions

1- Membership/Service Role: Participate in a collaborative group, committee, task force, coalition, or similar (e.g. Local Emergency Planning Committee, Tribal Emergency Response Committee, Arizona Coalition for Healthcare Emergency Response, etc.) for a professional or jurisdictional organization related to comprehensive emergency management.

Evidence: To satisfy this requirement, attach documentation that includes 1) the candidate's name, 2) description of service, 3) description of organization's mission and relation to emergency management, and 4) dates/duration of participation

2- Professional Conference: Attend disaster/emergency management-related conference(s) with cumulative contact hours of forty (40) hours. It is acceptable to submit multiple conferences to meet the forty (40) hour minimum. The conference must be primarily focused on disaster/emergency management. Please note credit cannot be claimed in both training AND conferences for the same event.

Evidence: To satisfy this requirement, attach documentation that includes 1) the candidate's name, 2) conference date(s), 3) contact hours. Candidates must demonstrate they attended the conference (i.e., a certificate of attendance. An invoice or registration confirmation will not be accepted). If no contact hours are included on the certificate, a maximum of 6 hours per date of conference will be credited.

Examples of appropriate documentation include:

- Attendance certificate with name, date(s), contact hours
 - Letter or email from event organizer confirming candidate attended the conference with date(s) and contact hours

If it is unclear that the workshop/conference is disaster/emergency management focused, an agenda and/or course descriptions should be included to aid Reviewers in determining eligibility

3- Leadership Role: Serve in a leadership position such as an officer on a board of directors, committee chair, task force lead, or special project lead for a professional or jurisdictional organization related to comprehensive emergency management. Examples can include voluntary positions with a professional/jurisdictional organization or contributing to special projects for voluntary agencies (i.e. Red Cross). The entity may be the same as the organization from Contribution A: Membership/Service Role, but should be a different role (i.e., in addition to general member) than the role used to fulfill other contributions.

Evidence: To satisfy this requirement, attach documentation that includes 1) the candidate's name, 2) description of service, and 3) description of organization's mission and relation to emergency management.

4- Special Assignment: Involvement in a special assignment for a committee, task force, or work group addressing a substantive disaster/emergency management issue. The resulting product or decisions must make a significant contribution to, or impact on, the disaster/comprehensive emergency management profession.

Evidence: To satisfy this requirement, attach documentation that includes 1) the candidate's name, 2) description of service, 3) description of the special assignment and relation to emergency management.

Examples can include:

- Letter from organization official outlining assignment role, description of service, description of special assignment's mission supporting disaster/emergency management
- Thank you letter or certificate of appreciation for the role the candidate played as part of the special assignment

5- Speaking: Develop and participate in one speaking engagement or panel (including conference, radio, podcast, television, educational, video, etc.) related to disaster/emergency management, minimum of 30 minutes in duration.

Evidence: To satisfy this requirement, attach documentation that includes 1) the candidate's name, 2) description of speaking engagement/audience, 3) speaking engagement's relation to emergency management.

Examples can include:

- Letter from organization official outlining speaking engagement, audience, and relation to emergency management
- Thank you letter from organization official confirming candidate conducted speaking engagement
- Certificate of appreciation or commendation confirming speaking engagement
- Copy of agenda or program with candidate's name and description of speaking topic

Please note copies of PowerPoint deck, media, or speaking content is not required and cannot be used as proof of submission.

6- Teaching: Complete formal teaching or instruction commitment(s) relating to disaster/emergency management that equals or exceeds three (3) cumulative hours of platform instruction. Each course must be a minimum of one (1) hour, and multiple courses may be provided as evidence to reach the three (3) hour cumulative requirement. Courses must be disaster/emergency management in nature.

Evidence: To satisfy this requirement, attach documentation that includes 1) the candidate's name, 2) course name, 3) course description/syllabus 4) confirmation candidate completed the teaching engagement. Please note: each course must be at least one (1) hour in length. If more than one course is provided to meet the cumulative total of three (3) hours, please provide documentation for each course.

Examples can include:

- Course syllabus/course description including topics covered and length of training **AND**
- Course roster or registration information with candidate listed as instructor **OR**
- Letter from organization official indicating candidate delivered training

7- Course Development: Play a significant role in the development or extensive revision of educational emergency management course(s) that equal or exceed three (3) cumulative hours in length.

Evidence: To satisfy this requirement, attach documentation that includes 1) the candidate's name, 2) course name, 3) course description/syllabus, 4) confirmation candidate developed/revised course. Please note: each course must be at least one (1) hour in length. If more than one course is provided to meet the cumulative total of three (3) hours, please provide documentation for each course. For this contribution, it is acceptable to submit the same course for both teaching and course development, as these are different competencies.

Examples can include:

- Course syllabus or course description including topics covered and length of training **AND**
- Letter from organization official indicating candidate developed/revised course

8-Publications: Publish a substantive disaster/emergency management article, research project, or other publication relating to the emergency management field. Publication in online periodicals qualifies. Publication must be peer reviewed and/or outside the editorial control of the candidate. Please note blogs, self-published work, and other similar formats will not be accepted. Candidate must be a major contributing author.

Evidence: To satisfy this requirement, attach documentation that includes 1) the candidate's name as author, 2) article content.

Examples can include:

- Article copy or link to article **AND**
- Candidate's name is listed as author. If it is not clear the candidate is the author, a letter from an organization official indicating the candidate writing the material is acceptable

9- Audio-Visual and Interactive Products: Personally develop content, video, computer software, or another audio-visual tool. The candidate must be the primary developer. Blogs, PowerPoint presentations, and podcasts will not receive credit in this category but may be applicable in other categories.

Evidence: To satisfy this requirement, attach documentation that includes 1) a description of the audio-visual tool and pictures/screenshots 2) independent verification the candidate developed the tool.

Examples can include:

- Description of tool(s) with pictures/screenshots **AND**
- Letter from an agency official, supervisor, or other independent individual attesting that the candidate was the primary developer of the audio-visual product

10-Awards or Special Recognition: Receive an award for disaster/emergency management related activities. The award must be addressed to the candidate and not a group, department, or organization.

"Thank you" letters, certificates of appreciation, and/or letters of support or contribution do not qualify for this category. An award indicates more weight in recognition and is tied to a specific accomplishment or contribution, typically outside of normal job duties (including a response).

Evidence: To satisfy this requirement, attach documentation that includes 1) a copy or picture of the award, certificate, or commendation 2) award, certificate, or commendation must be addressed to the candidate.

Examples can include:

- Picture or copy of the award
- Copy of letter or award notification
- Additional supporting documentation, if it is not clear from the award, the circumstances and/or background for the award

11-Certification Related to Emergency Management: Earn a certification or recertification as an emergency manager through a government agency, state/province/tribal association or professional association that is emergency management related (not including AzEM).

Please note applicable certifications must have a renewal cycle and ongoing continuing education requirements. Examples of applicable certifications include IAEM CEM, DRII's CBCP/MBCP, Certified Healthcare Emergency Professional, or other state Emergency Management certifications. Examples which do not meet this requirement include FEMA's Professional Development Series, Advanced/Basic Academies, Master Exercise Practitioner or CSTI's Emergency Management Specialist Certificate.

Evidence: To satisfy this requirement, attach documentation that includes 1) a copy or picture of the certification, certificate, or letter designating certification, 2) documentation must indicate the candidate has received certification designation, 3) the certification must have an expiration date and ongoing maintenance.

Examples can include:

- Picture or copy of the certification and/or certificate
- Copy of letter or certification notification
- Additional supporting documentation, if it is not clear from the certification, the requirements, maintenance and/or relation to emergency management for the certification

12- Conducting Research: Play a significant role in the development and execution of an emergency management research project. Examples can include research papers for the FEMA Advanced Academy, Center for Homeland Defense and Security Capstone projects, peer reviewed research articles, Master or Doctoral degree thesis papers, or other similar documents.

Evidence: To satisfy this requirement, attach documentation that includes 1) a copy of the research paper and 2) candidate's name must be indicated as author.

Examples can include:

- Copy of journal, research paper, or link to paper **AND**
- Candidate's name is listed as author. If it is not clear the candidate is the author, a letter from an organization official indicating the candidate writing the material is acceptable

13- Public Outreach: Lead the development and execution of three public outreach events or campaigns; this can be a combination of events, outreach campaigns, and material distribution. The candidate must have a significant role in the campaign. This includes: organizing a public event, setting up a table at the event and staying for the

entirety, launching a social media campaign that lasts over a period of an entire week (7 days of posts) or a monthly campaign (posting a new message or video on a specific topic at least once weekly for a 30 day period), and/or creating and distributing public awareness materials (e.g., preparedness brochures, flyers).

The candidate must demonstrate a clear impact on the community through these activities. Routine tasks like attendance at events or reposting information on social media will not receive credit in this category.

Evidence: To satisfy this requirement, attach documentation that includes:

- Description of each of the (3) public outreach activities. Provide a detailed description of each of the outreach campaigns or events. This includes: the target audience, objectives, and the candidate's specific contributions. Include supporting materials such as event flyers, screenshots of social media campaigns, or copies of brochures distributed.

AND

- Independent Verification: Provide a letter or statement from an agency official, supervisor, or other independent individual attesting that the candidate played a primary role in the development and execution of the public outreach activity. The letter should confirm the candidate's involvement in organizing events, creating outreach materials, and/or managing public engagement through social media.

14-Disaster Experience: Evidence of significant disaster and recovery management experience delineates that candidate was actively involved in the response or recovery of an actual disaster in Arizona or as part of an Arizona supported deployment. This documentation must show proof of at least twenty-four (24) hours of active involvement in a single disaster incident. *This incident must be different than the example provided in Exercise/Activation Experience.*

Evidence: To satisfy this requirement, attach documentation that includes:

- Summary description of event, role, and duration of involvement. **AND**
- Incident Action Plan/Incident Support Plan listing candidate's name and role. **OR**
- Letter from Incident Commander (or comparable supervisory role) attesting that the candidate was actively involved in the response or recovery event.

15- Technical Experience – Exercise: Significant role in the design and/or development of a disaster exercise either full scale, functional, or tabletop. This documentation must demonstrate active involvement in the design and/or development of an exercise, as well as describe the lessons learned as a result of the simulation. The exercise must follow FEMA Homeland Security Exercise and Evaluation Program guidelines. *This exercise must be different than the example provided in Exercise/Activation Experience.*

Evidence: To satisfy this requirement, attach documentation that includes:

- Summary description of exercise and role.
- Planning meeting minutes or some other documentation demonstrating participation and role (e.g., supervisor letter attesting to the candidate's involvement).
- One final exercise document (e.g., Exercise Plan, Situation Manual, After-Action Report)

16- Technical Experience – Plan Development: Significant role in the development or revision of a preparedness, mitigation, response, or recovery plan for an organization. This documentation must demonstrate active involvement in the development (e.g., listed as author or documented in planning meeting minutes) and final plan approval/adoption.

Evidence: To satisfy this requirement, attach documentation that includes:

- Summary description of plan and role.
- Planning meeting minutes or some other documentation demonstrating participation and role (e.g., supervisor letter attesting to the candidate's involvement or name listed in Record of Changes).
- Final plan document.

17-Technical Experience – Program Certification: Significant role in an organization's process to achieve national recognition through the Emergency Management Accreditation Program (EMAP), Center for Disease Control and Prevention Operational Readiness Review, NACCHO Project Public Health Ready, Public Health Accreditation Board, The Joint Commission, or other accrediting body. This documentation must demonstrate active involvement and participation in the accreditation process (e.g., documented in planning meeting minutes). Formal decision by the accrediting body may still be pending at the time of submission.

Evidence: To satisfy this requirement, attach documentation that includes:

- Summary description of certification, process, and role.
- Planning meeting minutes or some other documentation demonstrating participation and role (e.g., supervisor letter attesting to the candidate's involvement).
- Document of approval by accrediting body and/or proof of submission (if still pending).

18-Technical Experience - Mitigation Activity: Contributions toward or activities in support of reducing your community's vulnerabilities to hazards. The applicant must document a local mitigation activity that supports reducing your community hazard vulnerability (e.g., active member of the community's local mitigation strategy team, development of a mitigation program, etc.). This may also include a significant internal programmatic performance management/process improvement activity.

Evidence: To satisfy this requirement, attach documentation that includes:

- Summary description of activity and role. Include narrative about the importance/relevance of the activity (e.g., identified in the hazard mitigation plan or risk assessment).
- Planning meeting minutes or some other documentation demonstrating participation and role (e.g., supervisor letter attesting to the candidate's involvement).

19-Receipt of the Arizona Qualification System (AQS) recognition: This contribution is applicable for AQS recognition in the following roles: EOC Director/Manager role (for Master EM or EM candidate), any command level role (for Master EM or EM candidate), or any general staff role (for EM candidate).

Evidence: Submit copy of gold card or completed and approved position task book.

20- Other: Other contributions may be recognized if they do not apply to one of the other established categories. An example is volunteering to go on a disaster assignment not in your jurisdiction/for your home organization. This also may include a significant contribution or project to enhance an emergency management project within the State of Arizona, development of a tool or product, program development outside of typical job duties, or other novel initiative that benefits the emergency management profession or the communities served.

Evidence: To satisfy this requirement, attach documentation that would help the Reviewers understand the activities the candidate completed and evidence to support the claims.

Annex 2 – Application Checklists

Before you apply

While you work to complete training, professional contributions, and gather your recommendations, ensure that you are also considering the following steps.

- ☐ Ensure that you are an AzEM member
- ☐ Review of the Certification Handbook
- ☐ Select the certification level that best matches your qualifications
- ☐ Understand the Application requirements
- ☐ Create a digital folder to organize your documentation
- ☐ Check for application deadlines
- ☐ Verify your AzEM contact information is correct
- ☐ Check to see if your agency would pay for your certification

Annex 2.1-Emergency Associate (AZ- EA) Checklist

Eligibility

- ☐ Current AzEM Member
- ☐ One (1) year of relevant emergency management experience **OR**
- ☐ Emergency Management-related degree **OR**
- ☐ Currently enrolled with at least 90 credit hours completed

Training

- ☐ FEMA IS-100
- ☐ FEMA IS-200
- ☐ FEMA IS-700
- ☐ FEMA IS-800
- ☐ FEMA IS-2200
- ☐ 24 additional hours of Emergency Management training

Training Certificates Organized

- ☐ Yes
- ☐ No

Exercise / Preparedness Experience (Pick One)

- ☐ Participated in preparedness Committee of Event
- ☐ Local EM Committee participation
- ☐ Exercise participation
- ☐ Internship
- ☐ Volunteer event
- ☐ Training or Exercise Event

References

- ☐ Letter of recommendation, signed on letterhead & current

Professional Contributions (Complete four (4))

- ☐ Contribution 1
- ☐ Contribution 2
- ☐ Contribution 3
- ☐ Contribution 4
- ☐ Minimum two (2) completed in Arizona

Documentation

These are examples of acceptable documentation, letters from supervisors on letterhead are also acceptable to show participation or contribution to a certification requirement.

☐ Resume☐ Training Certificates☐ Exercise Documentation☐ Recommendation Letter☐ Professional Contribution

Documentation (4 different Contributions required)

Annex 2.2-Emergency Manager (AZ- EM) Checklist

Eligibility

☐ Current AzEM Member

☐ Four (4) years emergency management experience

Required Training

☐ FEMA IS-100

☐ FEMA IS-235

☐ FEMA IS-200

☐ FEMA IS-240

☐ FEMA IS-700

☐ FEMA IS-241

☐ FEMA IS-800

☐ FEMA IS-242

☐ FEMA IS-2200

☐ FEMA IS-244

FEMA Professional Development Series

☐ FEMA IS-120

☐ 50 additional hours Emergency Management training

☐ FEMA IS-230

Exercise & Incident Experience

☐ Participation in an exercise; functional or full-scale

☐ Participation in a real/response incident activation or major planned event documentation

References

☐ Letter of recommendation, signed on letterhead & current

Professional Contributions (Complete six (6))

☐ Contribution 1

☐ Contribution 5

☐ Contribution 2

☐ Contribution 6

☐ Contribution 3

☐ Minimum four (4) completed in Arizona

☐ Contribution 4

Documentation

These are examples of acceptable documentation, letters from supervisors on letterhead are also acceptable to show participation or contribution to a certification requirement.

- | | |
|---|---|
| ☐ Resume | ☐ Incident Documentation |
| ☐ Training Certificates | ☐ Recommendation Letter |
| ☐ Exercise Documentation | ☐ Professional Contributions |

Annex 2.3-Master Emergency Manager (AZ- MEM) Checklist

Eligibility

☐ Current AzEM Member

☐ Eight + (8) years of emergency management experience

Required Training

☐ FEMA IS-100

☐ FEMA IS-230

☐ FEMA IS-200

☐ FEMA IS-235

☐ FEMA IS-700

☐ FEMA IS-240

☐ FEMA IS-800

☐ FEMA IS-241

☐ FEMA IS-2200

☐ FEMA IS-242

☐ FEMA ICS-300

☐ FEMA IS-244

☐ FEMA ICS-400

☐ 50 hours Emergency Management Training

☐ FEMA G-191

☐ 24 hours Leadership / General Management

FEMA Professional Development Series

☐ IS-120

Operational Experience

☐ Command staff exercise experience

☐ Incident recovery experience

☐ Command staff incident experience

References

☐ Letter of recommendation, signed on letterhead & current

☐ Arizona Emergency Management Leader recommendation

Professional Contributions (Complete ten (10))

☐ Contribution 1

☐ Contribution 5

☐ Contribution 2

☐ Contribution 6

☐ Contribution 3

☐ Contribution 7

☐ Contribution 4

☐ Contribution 8

☐ Contribution 9☐ Minimum 5 of the 10 contributions completed in Arizona☐ Contribution 10**Documentation**

These are examples of acceptable documentation, letters from supervisors on letterhead are also acceptable to show participation or contribution to a certification requirement.

☐ Resume☐ Recovery Documentation☐ Training Certificates☐ Professional Contributions☐ Exercise Documentation☐ Recommendation Letters☐ Incident Documentation

Annex 4- Recertification Checklist

Coming 2027

Annex 5- Certification Advancement Checklist

Coming 2027