

PEM Prerequisites						
PDS	FEMA Professional Development Series: 1. IS 139: Exercise Design 2. IS 230: Fundamentals of Emergency Management 3. IS 235: Emergency Planning 4. IS 240: Leadership and Influence 5. IS 241: Decision Making and Problem Solving 6. IS 242: Effective Communication 7. IS 244: Developing and Managing Volunteers PLUS 1. IS 630: An Introduction to the Public Assistance Process 2. IS 631: Public Assistance Operations Level 1 3. IS 703: NIMS Resource Management 4. IS 775: EOC Management & Operations					
	PEM	Course	Offering Type		Professional Contributions	Exercise
		Classroom	Online			
Legal Issues in Emergency Management		x		Complete 6 of 20 (your choice) professional contributions	Type: Operations-based (Drill, functional, or full-scale) Role: Evaluator, Simulator, Controller, Facilitator, Designer	2 yrs for EMA staff; 5 years for other public safety. See below for details.
Homeland Security Exercise & Evaluation Program (HSEEP)		x				
Comprehensive Emergency Management Planning		x				
Introduction to Emergency Management		x				
Debris Management		x				
Damage Assessment	x	Pending ¹				
CEM ²	100 hrs Emergency Management training	x	x	Complete 6 of 15 (your choice) professional contributions	Exercise experience or real-life disaster. See CEM guidance.	At least 3 years. See CEM guidance.
	100 hrs general management training	x	x			
	Emergency management essay	x	x			

¹ This class is in the process of being transferred into online course on the IDHS Learning Management System. We anticipate they will be available late 2010. Until then, we will continue to offer them as classroom-based courses.

² If pursuing a CEM, the PEM program and prerequisites will feed into the CEM. This means CEM candidates will be able to apply PEM courses and contributions directly to the CEM certification process. IDHS reimbursement for the CEM will be provided for EMA Director and Deputy Director only for 100% of CEM application and testing fee (\$450).

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.

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

*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).

• **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 Community Emergency Response Team (CERT) member or IDHS certified CERT trainer. (Provide a copy of your certification from IDHS.)
19. 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.)
20. 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.)