



WEST VIRGINIA EMERGENCY MANAGEMENT COUNCIL
ACCREDITATION APPLICATION

Last Updated 04/15/2015

Program Outline & Accreditation Application

The field of emergency management is emerging into higher visibility in communities throughout the nation as they are victimized by disasters that are increasing in severity and numbers. With this, comes greater responsibilities for the emergency managers, and the local government leaders that appoint them to their positions. In our effort to professionalize the emergency management workforce, this accreditation program has been developed by the West Virginia Emergency Management Council and West Virginia Division of Homeland Security and Emergency Management. Agencies and jurisdictions employing emergency management personnel are encouraged to include as a position requirement, that the individual hired be accredited through the West Virginia Emergency Management Council Accreditation Program.

The Emergency Manager Accreditation you are applying for emphasizes applied skills in disaster operations, alongside of and building on professional development, management and coordination skills. The ability to perform essential work in a disaster requires skills in emergency operations and management. We have an opportunity to make emergency management an essential part of everyday life, not something that only matters when we have a disaster. We have an opportunity to help people build safer communities, maintain their economies, and recover more quickly from disasters.

Any professional in the field of emergency management may apply for this accreditation, which is offered by the West Virginia Emergency Management Council. The West Virginia Emergency Management Accreditation Program provides a structured accreditation program for professional development by all emergency managers (full-time paid, part-time and/or volunteer) and their support staff. Those that are successful in becoming accredited will have demonstrated their ability to coordinate the following emergency management activities, training and professional projects:



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- (1) Analyzing hazards and identifying risks;
- (2) Developing mitigation strategies to reduce risks and eliminate hazards;
- (3) Identifying resources that can be used to meet emergency needs;
- (4) Writing and coordinating emergency plans;
- (5) Developing, conducting and critiquing emergency exercises;
- (6) Conducting public education and public information programs;
- (7) Recruiting, integrating and managing volunteer agencies capable of supporting emergency management (i.e. American Red Cross);
- (8) Coordinating emergency response and recovery operations, including the operation of an emergency operations center;
- (9) Managing the administrative, budgetary, staffing and other program requirements of the emergency management program;
- (10) Training;
- (11) Demonstrate a competency in understanding and following laws and ordinances related to emergency management activities; and,
- (12) Ability to coordinate emergency communications and emergency public information/warning.

An Evaluation Committee consisting of the West Virginia Division of Homeland Security and Emergency Management Training Officer and at least two active members of the West Virginia Emergency Management Council will be responsible for reviewing each application. The Committee will be responsible for assuring that accreditation is given for applicable training courses as described in the Emergency Management and Professional Development curriculums. The Evaluation Committee will then make a recommendation to the Director of the West Virginia Division of Homeland Security and Emergency Management concerning the approval or the lacking program requirements of an applicant of the West Virginia Emergency Management Accreditation Program.

I. LEVELS OF ACCREDITATION

Throughout the State of West Virginia, Emergency Managers have been appointed on full-time, part-time and, even in some cases, volunteer basis. In an effort to take into consideration those individuals circumstances, three levels of accreditation are available:

1. WV Emergency Manager I [beginning level]
2. WV Emergency Manager II [advanced level]
3. WV Emergency Manager III [highest accreditation level]



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II. CURRICULUM

Applicable training courses include those conducted by the:

1. West Virginia Division of Homeland Security and Emergency Management AND West Virginia Department of Military Affairs and Public Safety;

2. FEMA's Emergency Management Institute [resident and Independent Study courses].

- Applicants are to submit hour credit for these courses as assigned by FEMA in a published catalog and/or as indicated on the course certificate.

- Each Independent Study Course will be given hours as assigned on the certificate.

- Only half of the total curriculum hours for each level of accreditation can be obtained by Independent Study courses.

3. One-hour can be claimed for each WV Emergency Management Council meeting and Director's meeting that is attended.

4. The training requirement may also be met by the completion of an associate's degree (minimum 60 hours) or bachelor's degree (minimum 120 hours) or a master's degree in emergency management, contingent upon review and approval by the Evaluation Committee.

5. For degrees and other courses [those that are not WVDHSEM, WVDMAPS, or EMI] please provide a copy of the degree/certificate for the Evaluation Committee to review. Training transcripts of state sponsored training can be obtained by contacting the WVDHSEM Training Officer.

The Evaluation Committee will be responsible for assuring that each course meets the requirements for accreditation.

A. Technical Hours Development Curriculum:

The Technical Hours Development Curriculum is the backbone for emergency managers. Allowable training courses will include instruction focusing on each of the four phases of emergency management (mitigation, preparedness, response and recovery) and the integration of functions, resources, organizations and individuals into these phases. For example:

(1) Training programs in such areas as natural hazards (earthquakes, flooding, winter storms) and technological hazards (hazardous materials, radiological protection).

(2) Courses designed to develop in-depth knowledge and skills related to the exercise development process, including management, control, simulation and evaluation.

(3) Instruction in mitigation strategies to eliminate or reduce the long-term risk to human life and property posed by earthquakes, floods, tornadoes, dam failures, landslides and other natural hazards.



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(4) Courses designed to provide a basic understanding of the roles and responsibilities of the local community, State and the Federal government in providing disaster assistance.

(5) Officer level fire/EMS/law enforcement, military, etc. curriculums as pertaining to Emergency Management.

B. Professional Development Curriculum:

In most communities the strength of the emergency management system is related directly to the skills of the local emergency management professionals. Protection of life and property begins on the local level where the emergency impact is felt immediately. Prompt, effective response and speedy recovery is the result of planning done over the years. The creation of a viable emergency management system, one that can tap needed resources from both public and private agencies can be attributed to those individuals who took leadership roles in their communities.

Professional Development training addresses skills and abilities required by the emergency management professional in today's complex environment. Whether dealing with natural, technological or national security hazards, the emergency manager must be prepared to exercise a leadership role that extends far beyond his or her own department.

Examples of classes that will be credited toward the Professional Development Curriculum are: Leadership, Decision Making and Problem-Solving, Effective Communication, Developing Volunteer Resources, Basic Public Information Officer Course, and Instructional Presentation Skills. Computer and managerial classes from other curriculums are also applicable. Hours over the required number of each level of accreditation can be applied to the Technical Hours Development Curriculum.

C. Project Development Curriculum:

Candidates for accreditation must demonstrate competency in developing emergency management policies and procedures for emergency management activities and the implementation of necessary policies and procedures to respond to and recover from a disaster. Materials submitted must be verified as having been developed either personally or in a team effort by the applicant. Documents which are not original work (such as plans or procedures developed by substituting names and phone numbers in a model example) do not meet the requirements for competency. Applicants are to submit one project from four of the following five categories to submit with your West Virginia Emergency Management Accreditation Program Application:



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- (1) A jurisdiction or agency Emergency Operations Plan, annex, Mitigation Plan, or Administrative Plan;
- (2) A suggested operating procedure (SOP) or position checklist;
- (3) Exercise design for a tabletop, functional or full-scale exercise (include HSEEP-Compliant After Action Report.
- (4) A public education presentation or materials used for distribution to the public; and,
- (5) Miscellaneous projects developed for emergency management activities to be accompanied by a petition letter (i.e. commodities flow study, hazards vulnerability analysis).

III. ACCREDITATION REQUIREMENTS

Application packages will be accepted from April 15 through May 15 each year, with accreditation being awarded at the Emergency Management Conference.

Courses submitted for accreditation must have been taken within a ten year period from the date of the applicants WV Emergency Management Accreditation Program application.

A. West Virginia Emergency Manager I

- 4 Project Development Curriculum projects;
- 100 hours of training in the Technical Hours Development; and
- 60 hours in the Professional Development Curriculum

B. West Virginia Emergency Manager II

- 4 Project Development Curriculum projects;
- 200 hours of training in the Technical Hours Development; and
- 120 hours in the Professional Development Curriculum

C. West Virginia Emergency Manager III

- 4 Project Development Curriculum projects;
- 300 hours of training in the Technical Hours Development; and
- 180 hours in the Professional Development Curriculum

Training hours are cumulative. Therefore, if you are accredited at level I you will only need to submit the difference of hours between a level I and level II in order to be accredited at the next level.

If you are applying for the next level of accreditation within a 6 month period from your last application, you will not be required to submit new Project Development materials.



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Applicants will be required to submit their Technical and Professional Development hours and a copy of the Project Development Curriculum form submitted with their last application package.

IV. RECIPROCITY

A. Individuals certified by the International Association of Emergency Managers will submit a completed WV Emergency Management Accreditation Application for review by the Evaluation Committee. West Virginia accreditation will be granted if training and experience requirements as outlined in this program are met. Such applicants may be asked to furnish documentation showing the length of training courses and course descriptions, which are not conducted in West Virginia. Once accredited the applicant must meet all West Virginia requirements for re-accreditation independent of their national status.

B. Emergency management personnel of other states who meet the requirements for accreditation may apply for West Virginia accreditation. Such applicants will be required to submit a completed WV Emergency Management Accreditation Application for review by the Evaluation Committee. West Virginia accreditation will be granted if training and experience requirements as outlined in this program are met. Such applicants will be asked to furnish documentation showing the length of training courses and course descriptions, which are not conducted in West Virginia. Once accredited the applicant must meet all West Virginia requirements for re-accreditation independent of their national status.

V. RE-ACCREDITATION

Accreditation at any level will be valid for three years. To re-certify at the end of the three year accreditation period, the individual must complete a re-accreditation application and show proof of:

- (1) Current active involvement in the profession, either in filling a paid or volunteer professional staff position, membership and participation in professional associations or writing/teaching in emergency management topics.
- (2) Participation in at least two functional and one full-scale exercise or in one actual disaster response in the EOC role and two functional exercises. HSEEP After Action Reports with sign in sheets are required for documentation.
- (3) Completion of at least 40 hours annually (120 total) of continuing education in emergency management.
- (4) Submit a new Project Development Curriculum.



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West Virginia Emergency Management Accreditation Program Accreditation Application

Please complete this application either by typing or printing legibly. Read the complete application form before starting to complete it to be certain that you understand it in its entirety. Do not send originals, as we are unable to return materials to you.

Full Name

Address _____

Telephone (Work) _____ E-Mail _____

Agency _____

Job Title _____

Number of Years Employed: Employment Status: _____

I am applying for the accreditation of (an):
 WV Emergency Manager I
 WV Emergency Manager II
 WV Emergency Manager III

I certify that the information contained in this application is correct and that I meet the requirements for accreditation as a West Virginia Emergency Manager.

Signature

Date:



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Mitigation	Preparedness	Response	Recovery	TOTAL Technical	Professional Development



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PROJECT DEVELOPMENT Curriculum

Attach examples of your work in the following categories. If the document is not clearly identified as your work or has no reference to you as the author(s) or as a member of the planning/development team, have your supervisor sign the verification statement in the block for the category.

⚡ **JURISDICTION OR AGENCY EMERGENCY OPERATIONS PLAN OR ANNEX OR MITIGATION PLAN OR ADMINISTRATIVE PLAN**

Director/Supervisor's Certification: The attached document was developed by and/or with the assistance of the candidate for accreditation.

Signature:

⚡ **A SUGGESTED OPERATING PROCEDURE (SOP) OR POSITION CHECKLIST**

Director/Supervisor's Certification: The attached document was developed by and/or with the assistance of the candidate for accreditation.

Signature:

⚡ **EXERCISE DESIGN FOR A TABLETOP, FUNCTIONAL OR FULL-SCALE EXERCISE (INCLUDE HSEEP Compliant After Action Report)**

Director/Supervisor's Certification: The attached document was developed by and/or with the assistance of the candidate for accreditation.

Signature:

⚡ **A PUBLIC EDUCATION PRESENTATION OR MATERIALS USED FOR DISTRIBUTION TO THE PUBLIC**

Director/Supervisor's Certification: The attached document was developed by and/or with the assistance of the candidate for accreditation.

Signature:

⚡ **MISCELLANEOUS PROJECTS (I.E. COMMODITIES FLOW STUDY, HVA)**

Director/Supervisor's Certification: The attached document was developed by and/or with the assistance of the candidate for accreditation.

Signature:



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Please email your completed application to the West Virginia Emergency Management Accreditation Committee, Tom Hart, Chairman, between April 15 and May 31, 2015. Your email should include:

- Your Signed and Completed Application Form
- Proof of your training requirements (copies of transcripts or certificates)
- Copies of your Projects for the Project Development Curriculum
- Your Project Development Curriculum page, signed by your supervisor
- If you are applying for re-accreditation, please provide a copy of your last accreditation certificate.

Please email all information to thart@marshallcountywv.org

If you have questions or need assistance with your email submission, please contact Tom Hart at 304-843-1130.