Illinois Professional Emergency Manager Standards & Accreditation Program Application

NEW APPLICANT

Revised 01/01/2017

Applicant Information

Name (As it will appear on certificate):

Agency/Organization:

Address:

E-mail:

City:

State:

Zip Code:

Work Phone:

Home Phone:

Number of Years Involved in the Emergency Management Field:

Training Requirements

Use the checklist below to ensure all coursework has been completed and the appropriate certificates have been submitted to IEMA.

- ☐ Illinois PDS Certificate*
- ☐ EOC Management & Ops
- ☐ Disaster Assistance Process
- ☐ Debris Management
- ☐ HazMat Awareness
- ☐ ICS 400: Advanced ICS **
- ☐ IS 393.a Intro to Mitigation
- ☐ IS 700.a NIMS, An Introduction
- ☐ EOP Dev. and Revision
- ☐ IS 702.a Public Info System
- ☐ IS 703.a NIMS, Res Mgt
- ☐ IS 800.b NRF, An Introduction
- ☐ 12 hours of IEMA, FEMA, or IESMA sponsored training or conferences***

*Reference the Illinois Professional Development Series link on the IEMA web site
**Command & General Staff or All Hazard Incident Management Training can be used to substitute for ICS 400
***See the IPEM web page for a list of acceptable training

Exercise Requirements

Exercise Name:

Type: ☐ Full Scale ☐ Functional

Exercise Date:

Location:

The acceptable exercise-related positions are listed below. **After clicking on your assigned position in the exercise, a drop-down box will provide you with the specific narrative, documentation and verification letter requirements that you will need to provide.** As you complete this part of the IPEM application, remember that the narrative, documentation and verification letter are three separate elements. If you are a member of the Inject Writing/MSEL Team, you cannot be a participant of the exercise.

Select Position

- ☐ Exercise Director/Co-Director
- ☐ Lead Evaluator
- ☐ Injects Writing/MSEL Team
- ☐ Lead Controller

☐ **Exercise Narrative**

The narrative is specific to each of the four positions. It should include a detailed description of your activities based on your position. Although you will be asked for specific information, you need to pay special attention to two items. These include providing enough information to allow the IPEM Application Review Committee to have a thorough understanding of your involvement and identifying the lessons learned that you will take forward. When completed, this narrative should provide a baseline that not only documents where you stand today, but also help identify how you can improved your capacity to be a more productive member when developing, controlling and evaluating future exercises or managing future real-world/pre-planned events. There is no minimum length. The narrative should be a double-spaced, single-sided Word document that is to be included with your IPEM application.

☐ **Exercise Documentation**

The listed documents are specific to each of the four positions. Attach as many of the documents as possible. Identify in your narrative if any of the documents are not available, why they are not available and if you are attaching any other documentation in their place.

☐ **Verification Letter**

A letter verifying the applicant's role in the exercise.

Professional Contributions Requirements

New applicants must complete five of the 19 listed contributions. Please check the five contributions that are being submitted.

☐ Professional Membership	☐ Professional Development	☐ Officer/Leadership Role	☐ Teaching/Instructing
☐ Publication	☐ Award/Special Recognition	☐ Mitigation Activity	☐ Special Assignment
☐ Speaking Engagements	☐ Training	☐ Disaster Experience	☐ Mentoring (internal)
☐ Mentoring (external)	☐ Shadowing	☐ Higher Education Degree	☐ Audiovisual/Interactive Product
☐ Development of a Real-World or Pre-Planned Event Related Plan/Annex	☐ Development of Pre-Event Related Plan/ Annex		☐ Other Contribution

Reference Letter and Experience Requirements

☐ Submit a letter validating the documented role and number of years in the role, along with a copy of the current job description.

Acceptable sources of the letter include: current or past supervisor (within the required number of years), Emergency Management Officials (Municipal, County, State or Federal) and Chief Elected Official in your jurisdiction.
*Applicant may petition the IPEM Application Review Committee for roles not listed below.

Please check the box that represents the applicant's level of experience.

☐ Three years Emergency Management Role at the Municipal, County, State or Federal level (full, part-time or volunteer). At least one year must be Illinois based.

☐ Two years Emergency Management Role, with a Bachelor's Degree in Emergency Management or Homeland Security, at the Municipal, County, State or Federal level (full, part-time or volunteer). At least one year must be Illinois based.

☐ Five years Public Safety Role in Law Enforcement, Fire, EMS, Public Health, Military, National Weather Service, Human Services, Non-Governmental Organization. At least one year must be Illinois based.

☐ Five years Private Sector Role in Risk Management, Safety, Emergency Management Preparedness Specialist, Security/Emergency Response Specialist, Security Coordinator, Access Control Coordinator. At least one year must be Illinois based.

Completed applications shall be submitted to the IEMA director, post marked no later than July 15th, for consideration of accreditation for that particular year. The current IPEM Application Review Committee meeting schedule is listed under the "Review Committee Meeting Dates" link. To ensure that there is adequate time for the committee to review your application, please submit your application as early as possible.

I agree with the information included in this form.

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Signature of Applicant

Mail Completed Applications to:
IEMA Director
2200 South Dirksen Parkway
Springfield, IL 62703-4528
Attn: IPEM Application Review Committee