

	WISCONSIN EMERGENCY MANAGEMENT	
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POLICY: Emergency Manager Certification Program

I. PURPOSE

The Wisconsin Emergency Manager Certification Program is designed for dedicated professionals who seek certification in the field of emergency management. It is open to county, tribal, and municipal emergency managers as well as anyone else at the state, tribal, local, or private sector who works in a position related to emergency management. The training curriculum, while voluntary, provides a well-defined path for individuals who wish to enhance their career development and expand their knowledge and helps to foster a training culture among the state’s emergency management professionals.

II. PROCEDURES

A. Curriculum

1. The list of courses attached is divided between two levels, basic and professional. It is not strictly necessary to take courses in the order listed.
2. The curriculum does build upon itself and course prerequisites should be observed.
3. Participants can reasonably expect to complete the curriculum within three to five years.

B. Certificates of Completion

1. Candidates may request certificates of completion for each level of the curriculum.
2. They will submit certificates for the required classes to their Regional Office for review and submission to the State Training Officer through their WEM Regional Director.

C. Written Exam

1. After completion of the each level, those seeking to become a Wisconsin Certified Emergency Manager (WCEM) are required to take an exam. When

the student feels they have completed the necessary courses for certification, they need to complete the following steps:

- a) Submit a letter addressed to the state training officer and copied to the regional director requesting to take the examination
 - b) Complete the required course list noting the date that each of the required courses was completed
 - c) Attach a copy of the certificates for the required courses
2. The multiple-choice exam will draw on the curriculum covered in all courses for that level of the program. The test is administered in person by the Regional Director or the State Training Supervisor designee. If applicants do not pass the exam, they must wait three months to take it again. Upon successful completion of the exam the participant will be awarded a certificate either at the basic or professional level signed by the President of the Wisconsin Emergency Management Association (WEMA), the Adjutant General, and the Governor. Recipients are awarded their certificate at the annual Governor's Conference on Emergency Management and Homeland Security.
 3. All courses and certification testing must be completed by the 31st of December in order to receive their certificate at the annual Governor's Conference on Emergency Management and Homeland Security of the following year, usually held in March.

D. Professional Development – Continuing Education

1. The FEMA Professional Development Series includes independent study courses that provide a well-rounded set of fundamentals for those in the emergency management profession. All required classes are included in the first two levels of the curriculum.
2. When a student has completed all required courses, the Independent Study Program Office (ISPO) automatically sends a Certificate of Completion directly to the student.
3. These certificates must be up-loaded by the student into their transcript on the WEM training registration website <http://www.trainingwisconsin.org>.
4. Participants who have completed the entire curriculum will also satisfy the requirements for the FEMA Advanced Professional Series, which provides training in practical emergency management skills in a classroom setting.
5. Participants who have fulfilled the requirements must submit the respective certificates to the State Training Officer, who will verify the information and forward it to FEMA. For more information regarding the Advanced Professional Series, please visit <http://training.fema.gov/emiweb/aps/>.
6. Continuation of training and professional activities following completion of the curriculum is encouraged. It is strongly recommended that graduates continue to take WEM, DHS, FEMA and National Domestic Preparedness Consortium (NDPC) courses.

III. CONCLUSION

The Wisconsin Certified Emergency Manager program provides a clear path through the many available training courses and promotes those courses that are relevant to a wide range of emergency management professionals. It provides a clear overall goal as well as intermediate goals that allow participants to track their progress.

IV. ATTACHMENTS

Basic and Professional Emergency Management Certificate Program Training Curriculum chart