



PEMA Directive


Number:	D2022-02
Effective Date:	July 5, 2022
Termination Date:	N/A
Rescinds Directive Number:	2017-02

Subject:
Commonwealth of Pennsylvania Emergency Management Certification Program

Scope:
This Directive affects appointed county and municipal emergency management coordinators, their staff, and practitioners of emergency management from other public, private, and non-governmental entities.

- Distribution:**
- www.pema.pa.gov
 - County and Municipal Coordinators
 - Keystone Emergency Management Association
 - PA County Commissioners Association
 - PA State Association of Boroughs
 - PA State Association of Township Supervisors

By Direction of:



David R. Padfield
Director, PA Emergency Management Agency

I. PURPOSE

The purpose of this Directive is to prescribe the training required to develop and maintain competency in individuals serving as appointed county and municipal emergency management coordinators (EMC), their staff, and practitioners of emergency management from other agencies or organizations. Public comment from emergency management professionals at various levels of government and the public was part of this document’s development. It is designed to help emergency management practitioners at all levels work towards advancing their careers, achieve additional certifications from other entities as a means of professional development, and contribute to the professionalization of emergency management. Additionally, this certification program will ensure that the base of knowledge for all practitioners in emergency management within Pennsylvania is consistent.

II. TITLE 35 AUTHORITIES

- A. **Section 7502(b). County coordinator** – A coordinator shall be appointed in all counties with approval of the Director of the Agency. The executive officer or governing body of the county shall recommend a coordinator whose recommendation must be endorsed by the Director of the Agency prior to appointment by the Governor.

Comments and Questions Regarding this Directive Should be Directed to:
Bureau of Planning, Training & Exercise/ RA-emtraining@pa.gov

ATTACHMENT A

CERTIFICATION LEVELS AND PROGRAM DESCRIPTION

A. County EMC and Staff Certification Levels and Program Description:

1. County Associate Emergency Management Certification requires successful completion of the following:
 - a. Coursework:
 - P-002: Duties and Responsibilities (in-person or virtual)
 - P-003: Headquarters Orientation *Required for coordinators. County staff may attend at the county's discretion (in-person or virtual)
 - P-004: Initial Damage Reporting (in-person or virtual)
 - P-010: Area Office Orientation (in person)
 - P-012: Resource Request Process Training (virtual)
 - IS-29: Public Information Officer Awareness
 - G-191: ICS/EOC Interface (classroom or virtual)
 - IS-230: Fundamentals of Emergency Management
 - G-235: Emergency Planning
 - IS-1000: Public Assistance
 - IS-2000: National Preparedness Goal and System Overview
 - IS-2200: Basic Emergency Operations Center Functions
 - IS-2500: National Prevention Framework, an Introduction
 - IS-2600: National Protection Framework, an Introduction
 - IS-2700: National Mitigation Framework, an Introduction
 - IS-2900: National Disaster Recovery Framework Overview
 - IS-2901: Community Lifelines
 - b. Attend two In-Service Training (IST) sessions provided by PEMA (annually).
 - c. Attend one emergency management related conference annually (coordinator only).
 - d. Achievement of a passing score on written exam (appointed coordinator only).
 - e. Successful completion of a functional exercise designed by PEMA to meet required components, or submission of a package that documents real world experience in lieu of an exercise (appointed Coordinator only). The checklist for substitution of real world experience can be found in Attachment I.

- f. Written endorsement by the PEMA Area Director.
 - g. Submission of County Associate Certification Checklist (See Attachment C), with all signature blocks completed along with all supporting documentation attached.
2. County Professional Emergency Management Certification requires successful completion of the following:
- a. Coursework:
 - AWR-401W: Threat and Hazard Identification and Risk Assessment and Stakeholder Preparedness Review (virtual)
 - AWR-923W: Radiological Emergency Management (virtual)
 - IS-5: An Introduction to Hazardous Materials
 - IS-26: Guide to Points of Distribution
 - K/L-146: Homeland Security Exercise and Evaluation Program Training Course (HSEEP)
 - G-271: Hazardous Weather and Flooding Preparedness
 - G-290: Basic Public Information Officers Course or E/L-105: Public Information Basics*
 - G-393: Mitigation for Emergency Managers
 - IS-922: Applications of GIS for Emergency Management
 - IS-1300: Introduction to Continuity of Operations
 - K/E-2300: Intermediate Emergency Operations Center Functions
 - b. Service at the Associate Certification level for one year.
 - c. Attend two IST sessions provided by PEMA (annually).
 - d. Attend one emergency management related conference annually (coordinator only).
 - e. Written endorsement of PEMA Area Director.
 - f. Completion of all requirements no later than three years following appointment (appointed coordinator only).
 - g. Submission of County Professional Certification Checklist (See Attachment D), with all signature blocks completed along with all supporting documentation attached.

* The G-290 course will be retired by FEMA in the Fall of 2022. PEMA will continue to offer/accept the G-290 course until December 31, 2023 while L-105 instructors are trained for in-state deliveries.

B. Appointed Municipal EMC and Staff Certification Levels and Program Description:

1. Municipal Associate Emergency Management Certification requires successful completion of the following:
 - a. Coursework:
 - P-002: Duties and Responsibilities (in-person or virtual)
 - P-004: Initial Damage Reporting (in-person or virtual)
 - P-012: Resource Request Process Training (virtual)
 - IS-29: Public Information Officer Awareness
 - G-191: ICS/EOC Interface (classroom or virtual)
 - IS-230: Fundamentals of Emergency Management
 - G-235: Emergency Planning
 - IS-1000: Public Assistance
 - IS-2000: National Preparedness Goal and System Overview
 - IS-2200: Basic Emergency Operations Center Functions
 - IS-2500: National Prevention Framework, an Introduction
 - IS-2600: National Protection Framework, an Introduction
 - IS-2700: National Mitigation Framework, an Introduction
 - IS-2900: National Disaster Recovery Framework Overview
 - IS-2901: Community Lifelines
 - b. Attend two In-Service Training (IST) sessions provided by PEMA or the county EMA.
 - c. Written endorsement of the jurisdiction's county coordinator.
 - d. Submission of Municipal Associate Certification Checklist (See Attachment E), with all signature blocks completed along with all supporting documentation attached.
3. Municipal Emergency Management Professional Certification requires successful completion of the following:
 - a. Coursework:
 - AWR-401W: Threat and Hazard Identification and Risk Assessment and Stakeholder Preparedness Review (virtual)
 - AWR-923W: Radiological Emergency Management (virtual)
 - IS-5: An Introduction to Hazardous Materials
 - IS-26: Guide to Points of Distribution
 - IS-120: Introduction to Exercises
 - G-271: Hazardous Weather and Flooding Preparedness

- G-290: Basic Public Information Officers Course or E/L-105: Public Information Basics*
 - G-393: Mitigation for Emergency Managers
 - IS-922: Applications of GIS for Emergency Management
 - IS-1300: Introduction to Continuity of Operations
 - K/E-2300: Intermediate Emergency Operations Center Functions
- b. Service at the Associate Certification level for one year.
 - c. Attend two IST sessions provided by PEMA or county EMA.
 - d. Written endorsement of jurisdiction's county coordinator.
 - e. Submission of Municipal Professional Certification Checklist (See Attachment F), with all signature blocks completed along with all supporting documentation attached.
- * The G-290 course will be retired by FEMA in the Fall of 2022. PEMA will continue to offer/accept the G-290 course until December 31, 2023 while L-105 instructors are trained for in-state deliveries.

C. Emergency Management Practitioner Certification Levels and Program Description

1. Emergency Management Associate Practitioner Certification requires successful completion of the following:
 - a. Coursework:
 - P-002: Duties and Responsibilities (in-person or virtual)
 - P-004: Initial Damage Reporting (in-person or virtual)
 - IS-29: Public Information Officer Awareness
 - G-191: ICS/EOC interface (classroom or virtual)
 - IS-230: Fundamentals of Emergency Management
 - G-235: Emergency Planning
 - IS-1000: Public Assistance
 - IS-2000: National Preparedness Goal and System Overview
 - IS-2200: Basic Emergency Operations Center Functions
 - IS-2500: National Prevention Framework, an Introduction
 - IS-2600: National Protection Framework, an Introduction
 - IS-2700: National Mitigation Framework, An Introduction
 - IS-2900: National Disaster Recovery Framework Overview
 - IS-2901: Community Lifelines

- b. Attend two emergency management-related in-service trainings per year (via a conference or another emergency management-related professional development opportunity).
 - c. Written endorsement of organization's senior management.
 - d. Submission of Associate Practitioner Certification Checklist (See Attachment G), with all signature blocks completed along with all supporting documentation attached.
2. Emergency Management Practitioner Professional Certification requires successful completion of the following:

a. Coursework:

- AWR-401W: Threat and Hazard Identification and Risk Assessment and Stakeholder Preparedness Review (virtual)
- AWR-923W: Radiological Emergency Management (virtual)
- IS-5: An Introduction to Hazardous Materials
- K/L-146: Homeland Security Exercise and Evaluation Program Training Course (HSEEP)
- G-271: Hazardous Weather and Flooding Preparedness
- G-290: Basic Public Information Officers Course or E/L-105: Public Information Basics*
- G-393: Mitigation for Emergency Managers
- IS-1300: Introduction to Continuity of Operations
- K/E-2300: Intermediate Emergency Operations Center Functions

- b. Service at the Associate Certification level for one year.
- c. Attend two emergency management-related in service trainings per year (via a conference or another emergency management-related professional development opportunity).
- d. Written endorsement of organization's senior management.
- e. Submission of Professional Practitioner Certification Checklist (See Attachment H), with all signature blocks completed along with all supporting documentation attached.

* The G-290 course will be retired by FEMA in the Fall of 2022. PEMA will continue to offer/accept the G-290 course until December 31, 2023 while L-105 instructors are trained for in-state deliveries.

ATTACHMENT B

EMERGENCY MANAGEMENT RECERTIFICATION REQUIREMENTS

All current EM Professionals in any category holding the Professional Certification who wish to maintain that certification will need to re-certify at five year intervals. To re-certify, the following must be submitted:

1. Recertification application cover sheet (can be found on PEMA website)
2. A minimum of 75 Continuing Education Training Hours in 3 of the 5 mission areas (as follows; please include the training sheet found in the application packet):
 - a. Prevent-related training (max of 25 hours)
 - b. Protect-related training (max of 25 hours)
 - c. Respond-related training (max of 25 hours)
 - d. Recover-related training (max of 25 hours)
 - e. Mitigation-related training (max of 25 hours)

Note: Training hours submitted cannot be more than five years old at the time of recertification. Single trainings cannot count for more than 25 hours, regardless of length of course. Individual trainings may only count for one Mission Area.

3. Four (4) contributions to the emergency management profession since the date of last certification/re-certification, but no older than five years (submit documentation with re-certification packet; only one contribution per category will be counted per recertification period). Contributions that count are as follows:
 - a. **Membership** in either KEMA, NEMA, or IAEM for at least three of the previous five years. Verify by providing a copy of membership information or invoice for membership.
 - b. **Elected or Appointed Leadership** in an emergency management organization or committee. Examples include: KEMA Executive Board, IAEM committees, LEPC leadership, etc. Verify by providing appointment letter or minutes describing the election/appointment.
 - c. **Speaking/Presenting** in a conference or panel participation relating to emergency management for a minimum of 30 minutes. Examples include presenting at PEMA In-Service Trainings, KEMA Conference, IAEM Conferences, FEMA Conferences/Symposiums/Technical Assistances, etc. Verify by providing a letter from the organizer, agenda with times showing a presentation of a minimum of 30 minutes.
 - e. **Instructing** PEMA, FEMA or ICS courses as a PEMA or OSFC-qualified instructor, instructor through an Educational Training Authority (ETA), or through FEMA (EMI/NFA/Consortium School). Verify by providing a letter from the hosting entity outlining the course(s) taught with dates.

- f. **Publication** of an emergency management news article in a newsletter, newspaper, or journal, a research paper (Advanced or Executive Academy, educational institution, etc.), or a book or other credible instructional document. Verify by providing a copy of the published work (or a link to it, if a book/instructional document. Applicant's name should clearly be identifiable).

- g. **Awards or special recognition** within the emergency management community or in conjunction with an emergency preparedness activity, activation, or response. Examples can include (but are not limited to): awards from FEMA, PEMA, KEMA, IAEM, NEMA, and/or a state, county, or local elected official as part of a disaster response or preparedness initiative.

- h. **Legislative Engagement:** Have an informational interaction or correspondence with a State or Federal legislative representative on an emergency management-related issue. Examples may include testifying before a legislative Committee, sitting on a legislative committee, advocating for a change to legislation that helps emergency management via a meeting or working group, or correspondence with (to and from) a legislator. Verify by providing copies of the correspondence, copies of testimony before Legislature, documentation of advocacy work on EM legislation/issues, committee charter showing applicant's name as a member, etc.



CHECKLIST

ATTACHMENT C

COUNTY ASSOCIATE CERTIFICATION

Name:

Title:

Email:

Agency:

FEMA SID #:

Applicant Position:

Requirement	Date Completed	Cert Attached	Requesting Equivalency <i>Enter Course ID</i>
P-002: Duties and Responsibilities (In-person or Virtual)			
P-003: Headquarters Orientation - Required for coordinators and deputies. County staff may attend at the county's discretion. (In-person or Virtual)			
P-004: Initial Damage Reporting (In-person or Virtual)			
P-010: Area Office Orientation (at Area Office only)			
P-012: Resource Request Process Training (Virtual)			
IS-29: Public Information Officer Awareness			
G-191: ICS/EOC Interface (In-Person or Virtual)			
IS-230: Fundamentals of Emergency Management			
G-235: Emergency Planning			
IS-1000: Public Assistance			
IS-2000: National Preparedness Goal and System Overview			
IS-2200: Basic Emergency Operations Center Functions			
IS-2500: National Prevention Framework, an Introduction			
IS-2600: National Protection Framework, an Introduction			
IS-2700: National Mitigation Framework, an Introduction			
IS-2900: National Disaster Recovery Framework Overview			
IS-2901: Community Lifelines			
Attend two In-Service Training (IST) sessions provided by PEMA annually	Session 1: Session 2:		Cert: Cert:
Attend one emergency management related conference annually (coordinator only)	Provider: Date:		Cert:



CHECKLIST

ATTACHMENT C

COUNTY ASSOCIATE CERTIFICATION

Requirement	Date Completed
Achievement of a passing score on written exam (Coordinator only)	
Successful completion of a functional exercise designed by PEMA to meet required components, or submission of a package that documents real world experience in lieu of an exercise (Appointed Coordinator only)	
County Agency Recommendation (Signed Below)	
PEMA Area Office Recommendation (Signed Below)	

I confirm that all the information contained in this checklist including all supporting documentation is valid and true to the best of my knowledge.

Signature:

Date:

County Agency Recommendation:

Signature:

Printed Name:

Agency:

Date:

PEMA Area Office Recommendation:

Signature:

Printed Name:

Area Office:

Date:

PEMA Training & Exercise Division Review:

Verified & Recommended

Signature:

Printed Name:

Date:

Signed Certificate:



CHECKLIST

ATTACHMENT D

COUNTY PROFESSIONAL CERTIFICATION

Name:

Title:

Email:

Agency:

FEMA SID #:

Applicant Position:

Requirement	Date Completed	Cert Attached	Requesting Equivalency <i>Enter Course ID</i>
AWR-401W: Threat and Hazard Identification and Risk Assessment and Stakeholder Preparedness Review (Virtual)			
AWR-923W: Radiological Emergency Management (Virtual)			
IS-5: An Introduction to Hazardous Materials			
IS-26: Guide to Points of Distribution			
K/L-146: Homeland Security Exercise and Evaluation Program Training Course (HSEEP)			
G-271: Hazardous Weather and Flooding Preparedness			
G-290: Basic Public Information Officers Course or E/L-105: Public Information Basics			
G-393: Mitigation for Emergency Managers			
IS-922: Applications of GIS for Emergency Management			
IS-1300: Introduction to Continuity of Operations			
K/E-2300: Intermediate Emergency Operations Center Functions			
Service at the Associate Certification level for one year	Cert Date:		Cert:
Attend two In-Service Training (IST) Sessions provided by PEMA annually	Session 1:		Cert:
	Session 2:		Cert:
Attend one emergency management related conference annually (coordinator only)	Provider:		
	Date:		Cert:
PEMA Area Office Recommendation (Signed Below)	Date Completed:		
Completion of all requirements no later than three years following appointment (coordinator only)	Appointment Date:		
Successful completion of Program Review by appropriate Area Office (appointed Coordinators only).	Review date:		

I confirm that all the information contained in this checklist including all supporting documentation is valid and true to the best of my knowledge.

Signature:

Date:



CHECKLIST

ATTACHMENT D

COUNTY PROFESSIONAL CERTIFICATION

County Agency Recommendation:

Signature:

Printed Name:

Agency:

Date:

PEMA Area Office Recommendation:

Signature:

Printed Name:

Area Office:

Date:

PEMA Training & Exercise Division Review:

Verified & Recommended

Signature:

Printed Name:

Date:

Signed Certificate:

Expiration Date (5 years):



CHECKLIST

ATTACHMENT E

MUNICIPAL ASSOCIATE CERTIFICATION

Name:

Title:

Email:

Agency:

FEMA SID #:

Applicant Position:

Requirement	Date Completed	Cert Attached	Requesting Equivalency <i>Enter Course ID</i>
P-002: Duties and Responsibilities (Virtual)			
P-004: Initial Damage Reporting (Virtual)			
P-012: Resource Request Process Training (Virtual)			
IS-29: Public Information Officer Awareness			
G-191: ICS/EOC Interface (Classroom or Virtual)			
IS-230: Fundamentals of Emergency Management			
G-235: Emergency Planning			
IS-1000: Public Assistance			
IS-2000: National Preparedness Goal and System Overview			
IS-2200: Basic Emergency Operations Center Functions			
IS-2500: National Prevention Framework, an Introduction			
IS-2600: National Protection Framework, an Introduction			
IS-2700: National Mitigation Framework, an Introduction			
IS-2900: National Disaster Recovery Framework Overview			
IS-2901: Community Lifelines			
Attend two In-Service Training (IST) Sessions provided by PEMA or the County EMA	Session 1:		Cert:
	Session 2:		Cert:
Jurisdiction's County Coordinator Recommendation (Signed Below)	Date Completed:		

I recommend the applicant for certification.

Signature:

Date:

Municipal Supervisor or Elected Official



CHECKLIST

ATTACHMENT E

MUNICIPAL ASSOCIATE CERTIFICATION

County Agency Recommendation:

Signature:

Printed Name:

Agency:

Date:

PEMA Area Office Recommendation:

Signature:

Printed Name:

Area Office:

Date:

PEMA Training & Exercise Division Review:

Verified & Recommended

Signature:

Printed Name:

Date:

Signed Certificate:



CHECKLIST

ATTACHMENT F

MUNICIPAL PROFESSIONAL CERTIFICATION

Name:

Title:

Email:

Agency:

FEMA SID #:

Applicant Position:

Requirement	Date Completed	Cert Attached	Requesting Equivalency <i>Enter Course ID</i>
AWR-401W: Threat and Hazard Identification and Risk Assessment and Stakeholder Preparedness Review (Virtual)			
AWR-923W: Radiological Emergency Management (Virtual)			
IS-5: An Introduction to Hazardous Materials			
IS-26: Guide to Points of Distribution			
IS-120: An Introduction to Exercises			
G-271: Hazardous Weather and Flooding Preparedness			
G-290: Basic Public Information Officers Course or E/L-105: Public Information Basics			
G-393: Mitigation for Emergency Managers			
IS-922: Applications of GIS for Emergency Management			
IS-1300: Introduction to Continuity of Operations			
K/E-2300: Intermediate Emergency Operations Center Functions			
Service at the Associate Certification level for one year.	Cert Date:		Cert:
Attend two In-Service Training (IST) Sessions provided by PEMA or the County EMA	Session 1:		Cert:
	Session 2:		Cert:
Jurisdiction's County Coordinator Recommendation (Signed Below)	Date Completed:		
Completion of all requirements no later than three years following appointment (Appointed Coordinator only)	Appointment Date:		

I recommend the applicant for certification.

Signature:

Date:

Municipal Supervisor or Elected Official



CHECKLIST

ATTACHMENT F

MUNICIPAL PROFESSIONAL CERTIFICATION

County Agency Recommendation:

Signature:

Printed Name:

Agency:

Date:

PEMA Area Office Recommendation:

Signature:

Printed Name:

Area Office:

Date:

PEMA Training & Exercise Division Review:

Verified & Recommended

Signature:

Printed Name:

Date:

Signed Certificate:

Expiration Date (5 years):



CHECKLIST

ATTACHMENT G

PRACTITIONER ASSOCIATE CERTIFICATION

Name:

Title:

Email:

Organization:

FEMA SID #:

Requirement	Date Completed	Cert Attached	Requesting Equivalency <i>Enter Course ID</i>
P-002: Duties and Responsibilities (Virtual)			
P-004: Initial Damage Reporting (Virtual)			
IS-29: Public Information Officer Awareness			
G-191: ICS/EOC Interface (Classroom or Virtual)			
IS-230: Fundamentals of Emergency Management			
G-235: Emergency Planning			
IS-1000: Public Assistance			
IS-2000: National Preparedness Goal and System Overview			
IS-2200: Basic Emergency Operations Center Functions			
IS-2500: National Prevention Framework, an Introduction			
IS-2600: National Protection Framework, an Introduction			
IS-2700: National Mitigation Framework, an Introduction			
IS-2900: National Disaster Recovery Framework Overview			
IS-2901: Community Lifelines			
Attend two emergency management related In-Service Training (IST) Sessions per year (via a conference or another emergency management related professional development opportunity)	Training 1:		Cert:
	Training 2:		Cert:
Organization's senior management recommendation (Signed Below)	Date Completed:		

I confirm that all the information contained in this checklist including all supporting documentation is valid and true to the best of my knowledge.

Signature:

Date:



CHECKLIST

ATTACHMENT G

PRACTITIONER ASSOCIATE CERTIFICATION

Organization's Senior Management Recommendation:

Signature:

Printed Name:

Organization:

Date:

PEMA Training & Exercise Division Review:

Verified & Recommended

Signature:

Printed Name:

Date:

Signed Certificate:



CHECKLIST

ATTACHMENT H

PRACTITIONER PROFESSIONAL CERTIFICATION

Name:

Title:

Email:

Organization:

FEMA SID #:

Requirement	Date Completed	Cert Attached	Requesting Equivalency <i>Enter Course ID</i>
AWR-401W: Threat and Hazard Identification and Risk Assessment and Stakeholder Preparedness Review (Virtual)			
AWR-923W: Radiological Emergency Management (Virtual)			
IS-5: An Introduction to Hazardous Materials			
IS-26: Guide to Points of Distribution			
K/L-146: Homeland Security Exercise and Evaluation Program Training Course (HSEEP)			
G-271: Hazardous Weather and Flooding Preparedness			
G-290: Basic Public Information Officers Course or E/L-105 Public Information Basics			
G-393: Mitigation for Emergency Managers			
IS-922: Applications of GIS for Emergency Management			
IS-1300: Introduction to Continuity of Operations			
K/E-2300: Intermediate Emergency Operations Center Functions			
Service at the Associate level for one year	Cert Date:		Cert:
Attend two emergency management related In-Service Training (IST) Sessions per year (via a conference or another emergency management related professional development opportunity).	Training 1:		Cert:
	Training 2:		Cert:
Organization's senior management recommendation (Signed Below)	Date Completed:		

I confirm that all the information contained in this checklist including all supporting documentation is valid and true to the best of my knowledge.

Signature:

Date:



CHECKLIST

ATTACHMENT H

PRACTITIONER PROFESSIONAL CERTIFICATION

Organization's Senior Management Recommendation:

Signature:

Printed Name:

Organization:

Date:

PEMA Training & Exercise Division Review:

Verified & Recommended

Signature:

Printed Name:

Date:

Signed Certificate:

Expiration Date (5 Years):

Attachment I: Checklist for Prior Experience in Lieu of Certification Exercise for Emergency Management Coordinators

Applicant's Name: _____

Applicant's County: _____

Date of Submission by County: _____

Date of Area Office Review: _____

Step	Requirement	Completed (check off)
<ul style="list-style-type: none"> • County Coordinator has submitted a comprehensive packet of documentation of real-world experience (minimum of 2 large, complex incidents) showing they can meet the following relevant objectives: 	<ul style="list-style-type: none"> • Activation of EOC 	
	<ul style="list-style-type: none"> • Directing EOC operations 	
	<ul style="list-style-type: none"> • Gathering/providing information (ie: situational awareness) 	
	<ul style="list-style-type: none"> • Identify/addressing issues 	
	<ul style="list-style-type: none"> • Prioritize and provide resources 	
	<ul style="list-style-type: none"> • Support & coordinate the incident response 	
	<ul style="list-style-type: none"> • Demobilization of the EOC 	
<ul style="list-style-type: none"> • The EMC has supplied the following documentation for each incident: 	<ul style="list-style-type: none"> • ICS 203's showing the applicant in the EOC Manager (or equivalent) role 	
	<ul style="list-style-type: none"> • Incident Action Plans from the incidents 	
	<ul style="list-style-type: none"> • Situation Reports from the incidents 	
	<ul style="list-style-type: none"> • After Action Report for the incident 	
	<ul style="list-style-type: none"> • (Optional) Other documents that show the complexity of the incident and experience of the applicant as an EOC Manager during a longer duration (ie: WebEOC documentation, completed Position Task Books for EOC Manager, etc.) 	

- B. **Section 7502(c). Municipal level** – At the municipal level, the coordinator shall be appointed by the Governor upon recommendation of the executive officer or governing body of the political subdivision.
- C. **Section 7502(d). Qualifications.** – The coordinator shall be professionally competent and capable of planning, effecting coordination among operations agencies of government, and controlling coordinator operations by local emergency preparedness forces.
- D. **Section 7502(e). In-service training** – Each appointed coordinator (county or municipal) shall:
1. Attend and successfully complete the first phase of the career development program as prescribed by the agency within one year after appointment. [Note: This will now be known as the Associate level.]
 2. Attend and successfully complete the second phase of career development program as prescribed by the agency within three years after appointment. [Note: This will now be known as the Professional level.]
 3. Attend basic and advanced seminars, workshops and training conferences called by the State Director and/or official having responsibility for providing the coordinator with in-service training.
 4. Failure to attend the instructions described in this subsection or failure to attend a prescribed training conference for a period of two consecutive years shall be cause for replacement. The State Director of Emergency Management may grant credit toward meeting the requirements of this subsection to appointed coordinators based on prior experience and training.
- E. **Section 7502(f). Responsibility for training** – Responsibility for the professional in-service training of each [appointed] coordinator rests with each successive higher political subdivision than the one in which the coordinator is functioning [e.g., PEMA is responsible for providing in-service training for county EMA; county EMAs are responsible for providing in-service training for municipal EMA].

III. DEFINITIONS

- A. **Agency:** The Pennsylvania Emergency Management Agency (PEMA).
- B. **Appointed Coordinator:** An EMC appointed by the jurisdictional governing body or agency at the county or municipal levels.
- C. **Associate Certification:** The requirements prescribed by the Director of the Agency to satisfy the “first phase of the career development program.” Appointed coordinators shall complete the appropriate program within one year after appointment. Attachment A provides the requirements for the Emergency Management Certification and Career Development Program.

- D. **County Coordinators:** Emergency Management Coordinator of one of the 67 counties in Pennsylvania.
- E. **Municipal Coordinator:** Coordinators in municipal or multiple-municipal regional emergency management organizations in Pennsylvania.
- F. **Practitioner:** Any professional practitioner of emergency management outside of county and municipal emergency management staff, to include PEMA staff. This includes specialized fields such as healthcare, schools, universities, private sectors, VOADs, or other state agencies.
- G. **Professional Certification:** The requirements prescribed by the Director of the Agency to satisfy the “second phase of the career development program.” Appointed coordinators shall complete the appropriate program within three years after appointment. Attachment A provides the requirements for the Emergency Management Certification and Career Development Program.
- H. **Staff:** Employees or volunteers of county or municipal emergency management agencies who are not the appointed coordinators. This includes the Deputy Director.
- I. **Training Records:** Documentation providing who was trained, when they were trained, and what skills they have mastered.

IV. GENERAL INFORMATION

- A. The Director of the Agency, authorized under section 7502(e), prescribes the career development programs described herein for appointed county coordinators, appointed municipal coordinators, and staff to develop key competencies in emergency management.
- B. This Directive has been expanded to include a certification track for those emergency management practitioners who fall outside of the purview of Title 35, but still want to attain certification for professional development purposes. This is voluntary and optional for emergency management practitioners who fall outside of county and municipal government.
- C. This Directive has also been expanded to include a recertification requirement should the certified individual wish to maintain their certification. This is intended to keep career emergency management professionals current in the field, as well as allow emergency management professionals to use the certification towards additional professional development certifications, such as the International Association of Emergency Management (IAEM)’s Associate Emergency Manager (AEM) and Certified Emergency Manager (CEM), etc.
- D. Comprehensive emergency management involves an integrated all-hazards and all-risks approach to planning, response, recovery, and mitigation. The career development programs for the Pennsylvania emergency management community present similar material in classroom and self-study formats for both county and municipal coordinators and staff.

- E. The certification levels and both program descriptions are in Attachments A and B of this Directive. The accompanying checklists are provided as Attachments C - H of this Directive.
- F. This Directive is effective on the date of issue and applies to all municipal and county coordinators and their staff, as well as emergency management practitioners in state government, the private sector, non-governmental organizations (NGO), etc. Certifications granted under previous Directives will be grandfathered for a period of five (5) years, after which they will need to recertify as outlined in this Directive should they wish to maintain their certification.
- G. Individuals currently working towards a certification level under Directive 2017-02 shall have twelve (12) months from the date of this Directive to complete their certification under Directive 2017-02's criteria. The recertification criteria will apply to these individuals.
- H. All certifications issued prior to this Directive's Effective Date will remain valid for a period of five (5) years. After that date, should the individual wish to remain certified at the highest level, they will need to submit a recertification package.
- I. The appropriate Area Office Director shall review and verify that the county/municipal applicant has completed all required activities for certification and recommend the applicants for certification.
- J. PEMA Training & Exercise Division staff shall review and verify that the EM Practitioner applicant has completed all required activities for certification and recommend the applicant for certification.
- K. Recertification packets will be reviewed by PEMA Training and Exercise Division staff.
- L. PEMA Training & Exercise Division will forward all complete applications for recommendation to the Director. Incomplete applications will be returned to the applicant for correction and resubmission.
- M. Every effort will be made to process certification and recertification packets within 30 days of receipt at PEMA HQ. Longer processing times may occur depending on the volume of applications received.
- N. Requirements established under federal grant guidance shall be separate and distinct from this certification program (to include required NIMS courses as outlined in the [*Pennsylvania NIMS Implementation Strategy*](#)).
- O. Pre-requisites for coursework are not included in this Directive and should be completed independently.

V. RESPONSIBILITIES

A. **Appointed County Coordinators**

Appointed county coordinators shall comply with the requirements of this Directive and complete the Associate and Professional levels of certification as required under Title 35, Section 7502 (e). Appointed county coordinators shall complete Associate certification within one year of appointment and Professional certification within three years of appointment.

B. **Appointed Municipal Coordinators**

Appointed municipal coordinators shall comply with the requirements of this Directive and complete the Associate and Professional levels of certification as required under Title 35, Section 7502(e). Appointed municipal coordinators shall complete Associate certification within one year of appointment and Professional certification within three years of appointment.

C. **Area Office Directors**

The PEMA Area Office Directors are responsible for initial review and concurrence with requests for certification and for forwarding these requests to the Training and Exercise Division for further review. The Area Offices shall maintain a training record for appointed county coordinators.

D. **County Staff**

County emergency management personnel, to include the deputy coordinator, should complete Associate and Professional levels of certification. County emergency management staff may be required to complete their county's requirements in addition to PEMA's. The certification program for staff personnel is the same for appointed county coordinators, except that the deputy and staff do not complete the certification exercise, exam, or the program review.

E. **Municipal Staff**

Municipal emergency management personnel, to include the deputy coordinator, should complete Associate and Professional levels of certification. Municipal emergency management staff may be required to complete local training requirements in addition to PEMA's. The certification program for staff personnel is the same for appointed municipal coordinators.

F. **PEMA Director**

The PEMA Director shall issue certification as recommended by PEMA Training & Exercise Division.

G. **Practitioners**

Emergency management practitioners not at the county level (i.e., PEMA staff, hospital, school, university, private sector, etc.) are encouraged to complete the Associate and Professional levels of certification to help ensure their base of knowledge is identical to what county and municipal staff are required to take. *This is an optional certification process for this group.*

H. Training and Exercise Division

The Training and Exercise Division shall receive requests for county and municipal certification from the Area Office Directors and receive and review the practitioner submission packets. PEMA Training & Exercise Division will make recommendations on the applicants to the Director. Program changes may be recommended by PEMA Training & Exercise Division to the Director.

VI. CERTIFICATION AND RECERTIFICATION COURSES

- A. Courses for certification and recertification come from the Federal Emergency Management Agency (FEMA) Independent Study (IS) program; the FEMA G-Series program (state delivery of FEMA programs); PEMA-developed curricula; Incident Command System (ICS) training programs, and other approved sources (such as the IAEM course listing), which may be a combination of virtual and/or classroom delivery. G-Series courses hosted by another state can be used to satisfy the requirements under this Directive if a state-level certificate is provided.
- B. Courses with the IS prefix are part of the FEMA Emergency Management Institute (EMI) IS program. FEMA EMI and IS program courses can be found on the [EMI Website](#).
1. FEMA occasionally updates the IS program courses; when this occurs, the numbering scheme following the course name is also updated. Courses that have been updated are identifiable by the ‘. a,’ ‘. b,’ (etc.) at the end of the course number. It is conceivable that the alphanumeric appendage to the course number will progress alphabetically as FEMA updates the courses. For that reason, this Directive does not include the specific version of each course to allow for flexibility.
 2. All iterations of IS courses will be accepted for certification; however, the latest version is strongly recommended to maintain currency.
 3. When a course needed for certification is removed by EMI or another institution due to updating or retiring it, that course will be waived if another acceptable alternative is not available. PEMA Training and Exercise Division may make modifications to the course listing as necessary to account for retired courses or courses under revision, and a notification of those changes will be sent out to county training officers and posted on PEMA’s website.
- C. Courses with the E/G/K/L prefixes are FEMA programs, some of which are delivered at the state level. In Pennsylvania, the G courses are taught by PEMA-approved instructors. All E/G/K/L courses may be requested through PEMA Training and Exercise Division, taken online if available in a virtual format, taken as a resident at EMI in Emmitsburg, MD, or can be held by a county using a qualified instructor that they procure directly. The qualified instructor list for G-series courses is available at each Area Office or by contacting PEMA Training and Exercise Division. “AWR,” “MGT,” etc. courses may be obtained from consortium schools.

- D. The following PEMA-developed courses are available to support coordinator training and provide more Pennsylvania-specific information. Courses may be obtained via TRAIN PA or the PEMA Area Offices, as indicated below:
1. P-002: Duties and Responsibilities of the Emergency Management Coordinator (virtual or in person)
 2. P-003: PEMA Headquarters Orientation for County Emergency Management Coordinators (virtual or in person)
 3. P-004: Initial Damage Reporting (virtual or in person)
 4. P-010: Area Office Orientation (Only available at PEMA Area Offices)
 5. P-012: Resource Request Process Training (virtual)

VII. RECOGNITION OF PRIOR EXPERIENCE AND WAIVERS

- A. Written justification and supporting documents must be provided for equivalency and/or experience credit for both training and certification exercises. The State Training Officer can approve other equivalent courses and/or previous experience on a case-by-case basis after review by appropriate subject matter expert(s) and PEMA leadership.
1. Pre-approved courses that may be considered for equivalencies are available on the International Association of Emergency Managers' website, here (<http://www.iaem.org/certification/resource-center/training-allocation-tables>).
 2. Courses taken as part of an Emergency Management-related degree from an accredited institution may be considered for equivalency. A copy of the course's syllabus must be submitted to ra-empqs@pa.gov along with the name of the course that the applicant is requesting that it be substituted for to determine whether it meets the same or similar objectives as the required course.
 3. County Coordinators requesting that real world experience be substituted for the certification exercise should submit a comprehensive package to the Area Office that includes examples of the coordinator serving in an EOC Manager (or equivalent) role during at least two longer duration (several operational periods), complex events. This should include Incident Action Plans (IAPs) showing the applicant in the EOC Manager role, completed Position Task Books (PTBs) for an EOC Manager or similar role, ICS 203s showing the applicant in an EOC Manager role, etc. (Checklist is provided as Attachment I to this Directive). Questions on acceptable documentation can be directed to ra-empqs@pa.gov.

4. Candidates requesting a waiver of time for certification shall submit a package containing documented proficiency in their position, as well as a recommendation letter from a superior. Packets can be sent to ra-empqs@pa.gov.

VIII. RECERTIFICATION

- A. To ensure that emergency management personnel are remaining current within the field, recertification will be required every five (5) years for all Pennsylvania Professional Emergency Managers who wish to maintain that certification. Recertification will require the applicant to engage in training in each of the five mission areas in emergency management: Mitigation, Prevention, Protection, Response, and Recovery as well as professional contributions to the field.
- B. Applicants will be responsible for keeping track of when their recertification is due, and subsequently applying if they wish to maintain certification.
- C. Recertification requirements can be found in Attachment B of this Directive. Recertification Applications will be available on PEMA's website, under the [Training and Exercise Page](#).
- D. The recertification application packet will be evaluated by PEMA Training & Exercise personnel. Successful candidates will receive their recertification certificate via email. Candidates who need to provide additional documentation will be contacted via email.

IX. TRAINING RECORDS

- A. PEMA Area Offices shall maintain training records for programs conducted for county and municipal coordinators and their staff. The Area Offices shall maintain training profiles for appointed county coordinators.
- B. County EMCs shall maintain rosters for all classes conducted by their agency and maintain a training profile for their staff, as well as local EMCs.
- C. Training records for EM Practitioners are the responsibility of the practitioners' organization or the practitioner themselves to maintain.
- D. Transcripts from FEMA National Training & Exercise Division (NTED) providers are an acceptable form of documentation in lieu of certificates.
- E. PEMA Training & Exercise Division will maintain a record of all certifications and recertifications issued.

X. SCHEDULES AND ANNOUNCEMENT OF COURSES

Course schedules are available via the [Integrated Preparedness Calendar](#) and/or through TRAIN PA. Please note that this may not be a comprehensive list. Federal Course announcements and schedules can be found on the [FEMA Training](#) website.

XI. REVIEW AND MAINTENANCE

This Directive will be reviewed every two years or when significant substantive changes occur to course availability.

Carbon Copy: Office of the Director
Office of the State Fire Commissioner
Executive Deputy Director
Deputy Director for 9-1-1
Deputy Director for Operations
Deputy Director for Recovery
Director of Administration
Director, Innovation & Business Transformation
External Affairs Office
Communications Office
Chief Counsel's Office
Legislative Affairs/Policy Office
Bureau of Technological Hazards
Bureau of Planning, Training, and Exercise
Bureau of Grants Management
PEMA Area Offices
PEMA Website

Attachments:

Attachment A Certification Levels and Program Descriptions
Attachment B Recertification Program Description
Attachment C County Associate Certification Checklist
Attachment D County Professional Certification Checklist
Attachment E Municipal Associate Certification Checklist
Attachment F Municipal Professional Certification Checklist
Attachment G Practitioner Associate Certification Checklist
Attachment H Practitioner Professional Certification Checklist
Attachment I Recognition of Prior Experience in Lieu of Certification Exercise for EMCs Checklist