



Alabama Emergency Management Agency
Certified Local Emergency Manager (CLEM) Basic Information

In accordance with Act 2007-462, as passed by the Alabama legislature and signed into law by Governor Bob Riley, the following procedures are to be used in certifying local emergency management directors.

Any individual not currently a local director that has been granted the CLEM certification prior to October 10, 2013 will now be deemed CLEM eligible. Persons with CLEM eligible designation will be considered CLEM certified when applying for state emergency management positions.

To be deemed CLEM eligible, see the attached memo of October 10, 2013.

The following list outlines the documentation required for validation.

- 1) Two years of college level education (64 semester or 96 quarter hours). These hours do not have to be on a transcript, only applicable to a transcript at an accredited institution of higher education. (Any person serving as a local emergency management director on the date of passage of this act shall be deemed to satisfy the college requirement providing he or she has a minimum of five years' work experience as a local emergency management director).

Proof of compliance: Transcript or a degree path showing courses as requirements. A letter concerning any foreign school credits should be attached.

- 2) Three years of work experience in emergency response, emergency management, or qualified military service

Proof of compliance: A letter on official letterhead from the agency acknowledging your employment/involvement with the agency; or proper documentation from branch of the military stating service and or deployment assignments and the length of service.

- 3) Two hundred hours of course work in emergency management, as established by the Alabama Emergency Management Agency Director (See attachment A).

Proof of compliance: A copy of course certificates, transcript with course listed, or copy of AAEM Advanced certification.

Requirements are subject to change as determined by the governing board of the Alabama Local Government Training Institute established in Section 11-3-44, Code of Alabama 1975.

ATTACHMENT A

Credit for the two hundred hours of coursework in emergency management can be accomplished by either of the two ways described below:

- 1) Successful completion of the following FEMA Independent Study courses:

Professional Development Series-

IS-139	Exercise Design – No longer available
IS-230.d	Fundamentals of Emergency Management
IS-235.b	Emergency Planning
IS-240.b	Leadership & Influence
IS-241.b	Decision Making & Problem Solving
IS-242.b	Effective Communications
IS-244.b	Developing & Managing Volunteers

-AND-

IS-1.a	Emergency Manager: Orientation to the Position
IS-22	Are You Ready? – No longer available
IS-100.b	Intro to Incident Command System (ICS100)
IS-120.a	An Introduction to Exercises
IS-200.b	Command Structure
* IS-275	EOC Role in Community Preparedness, Response, and Recovery (Replaced by IS-324)
IS-288.a	The Role of Volunteer Organizations in Emergency Management
ICS-300	Intermediate Incident Command for Expanding Incidents (Resident Course)
IS-317	Intro to Community Emergency Response Teams
* IS-324.a	Community Hurricane Preparedness Program (Replaced IS-275)
IS-362.a	Multi-Hazard Emergency Planning for Schools
IS-393.a	Intro to Hazard Mitigation
ICS-400	Advanced Incident Command for Command and General Staff (Resident Course)
* IS-630	Intro to Public Assistance (Replaced by IS-634)
* IS-634	Introduction to FEMA's Public Assistance Program (Replaced IS-630)
IS-700.a	National Incident Management System (NIMS), An Introduction
IS-775	EOC Management and Operations
IS-800.b	National Response Framework, An Introduction
* Q-534	Introduction to Emergency Response to Terrorism (Replaced by Q-890)
* Q-890	Introduction to Emergency Response to Terrorism (Replaced Q-534) (Q-890 is located at http://apps.usfa.fema.gov/nfacourses/catalog/details/67)

* Denotes a course requirement change. If the original course has been completed, completion of the replacement course is not required.

- 2) Any person holding a current Advanced Level certification from the Alabama Association of Emergency Managers will be deemed as meeting the coursework requirements provided that ICS-100,200,300,400,700, & 800 have been completed.