



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
 - IS-230 Principles of Emergency Management
 - IS-235.b Emergency Planning Course
 - IS-240.b Basic Skills in Leadership & Influence
 - IS-241.b Decision Making & Problem Solving
 - IS-242.b Basic Skills in Effective Communications
 - IS-244.b Developing & Managing Volunteers
- AND-
- IS-001 Emergency Manager: Orientation to the Position
 - IS-022 Are You Ready?
 - IS-100.b Intro to Incident Command Structure Orientation
 - IS-120 to Community Disaster Exercises Basic Incident
 - IS-200.b Command Structure
 - * IS-275 EOC Role in Community Preparedness, Response, and Recovery
(Replaced by IS-324)
 - IS-288 Role of Volunteer Agencies
 - IS-300 Intermediate Incident Command for Expanding Incidents (Resident Course)
 - IS-317 Intro to Citizens Emergency Response Team
 - * IS-324 Community Hurricane Preparedness Program (Replaced IS-275)
 - IS-362 Multi-Hazard Planning for Schools
 - IS-393 Intro to Mitigation
 - IS-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.b National Incident Management System
 - IS-775 EOC Management and Operations
 - IS-800.b National Response Plan
 - * Q-534 Introduction to Emergency Response to Terrorism (Replaced by Q-890)
 - * Q-890 Introduction to Emergency Response to Terrorism (Replaced Q-534)
(Course Located on NFA Website)

* 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.



ROBERT BENTLEY
GOVERNOR


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ART FAULKNER
DIRECTOR

MEMORANDUM

DATE: October 10, 2013
TO: Certified Local Emergency Managers
FROM: Art Faulkner, Director 
RE: CLEM Certification

In 2007, the Certified Local Emergency Manager Program (CLEM) was designed to create standards and promote professionalism for the Local Emergency Management Directors in the State of Alabama. In the last five years, the CLEM program has issued certifications to numerous emergency managers and other individuals. However, the original intent of the law (Ala. Code §31-9-61, et. seq.) was for local emergency management directors only to be CLEM certified. Therefore, effective immediately:

1. Only individuals currently serving as Local Emergency Management Agency Directors will have the designation of CLEM.
2. Any individual that is not a director and has been given CLEM designation prior to this date will retain the CLEM eligible status but will not have the full CLEM designation until he or she is hired as a Local Emergency Management Agency Director.
3. In the future, only individuals currently serving as a Local Emergency Management Agency director may petition the Alabama Emergency Management Agency to be CLEM designation by providing verifiable documentation for meeting prerequisites. Documentation will not be verified, eligibility will be determined on face value.

If an individual is not currently serving as a county EMA director, he/she may submit CLEM prerequisite paperwork to the Alabama Emergency Management Agency (AEMA) for review of completion. After the material has been reviewed, AEMA will notify the person submitting CLEM material on status of completion but no certification will be awarded until the applicant is hired as a Local Emergency Management Agency Director.

If a CLEM Director separates from the county he/she should notify AEMA if they would like to remain CLEM eligible. Former Directors and those individuals deemed CLEM eligible will remain so as long as they continue to meet the CLEM requirements.