



Michigan State Police Emergency Management and Homeland Security Division *Informational Bulletin*

Issue: 13-05

October 4, 2013

Michigan's Professional Emergency Manager (PEM) Program Revision

The Michigan State Police, Emergency Management and Homeland Security Division (MSP/EMHSD) previously outlined upcoming modifications to the Michigan PEM program in [Information Bulletin 12-01](#) and [Information Bulletin 13-03](#). This information bulletin outlines the finalized requirements emergency management professionals must follow to receive and maintain a Michigan PEM designation.

Revised Michigan PEM Program Requirements

To receive a Michigan PEM designation, the following four components must be completed within a four-year period:

1. Complete all of the required coursework in the table below.

Course Title	Learning Mode	Length
FEMA Independent Study (IS) Professional Development Series	Online	Self-Paced
NIMS Training (IS-100, 200, 700, 800 and classroom course ICS-300)	Online and Classroom	Self-Paced ICS-300, 2 Days
Michigan Core Emergency Management Knowledge Requirements (MI-CEMKR) Note: FEMA IS Professional Development Series and NIMS Training are prerequisites.	Classroom	3 Days
Hazard Mitigation/Comprehensive Plan Interface (G626)	Classroom	2 Days
Exercise Design, Development, Evaluation and Improvement Planning Course (G120/G130)	Classroom	3 ½ Days
Basic Public Information Officers (PIO) Workshop (G290)	Classroom	2 Days

2. Pass a comprehensive exam based on all required coursework.
3. Have a minimum of two years of experience in emergency management or related field.
4. Engage in Annual Continuing EM Participation (ACEP) by completing any three of the five options below with a certification of achievement:
 - Attend online or classroom training—8 hour minimum (time substantiation required)
 - Attend a relevant conference—(certification proof required)
 - Exercise planning or participation, not only observation—(planning team leader letter of substantiation required)
 - Write publication or article—(copy and description of relevance required)
 - Significant real-world incident or event or a large-scale planned event (e.g., G8 Summit, Super Bowl, etc.)—(proof of participation required)

NOTE: Emergency management professionals who begin and do not complete the Michigan PEM designation within a four-year period will have to go before the PEM Advisory Board for approval to continue.

Michigan's Professional Emergency Manager (PEM) Program Revision

Page 2

Annual Continuing EM Participation (ACEP) Requirement

The ACEP requirement period goes from October 1, 2013, to September 30, 2014. The MSP/EMHSD is moving from a calendar year cycle to a fiscal year (FY) cycle to better coordinate with the state's budgeting cycle. All submissions for renewal must be submitted by October 30 for the past fiscal year.

The MI-TRAIN ACEP site will not be ready to use until January 2014. An announcement will be made via e-mail to all current PEMs when the site is available. Due to the delay in modifying the program, training from 2012 and 2013 can also be used as part of this upcoming ACEP submission. This only applies for this cycle. Subsequent cycles will only accept continuing education submissions from the current fiscal year.

The MSP/EMHSD will no longer review conference agendas for possible training hour credits. If a relevant conference is attended and proof of attendance is provided, credit will be given. If a training course takes place during a conference, separate documentation—such as a course completion certificate—must be provided.

NOTE: ACEP submissions must be submitted via MI-TRAIN. Completion documentation must be retained for a minimum of five years.

Michigan Core Emergency Management Knowledge Requirements (MI-CEMKR)

The MI-CEMKR is a new three-day course that contains a set of mandatory modules required for achieving the Michigan PEM designation. Topics covered include:

- . Michigan Emergency Management Act (Public Act 390 of 1976, as amended)
- . Michigan Emergency Management Plan
- . Damage Assessment and Declaration Process
- . Michigan Local Planning
- . Training and Exercise
- . Planning for Disaster Resistant Communities
- . Michigan Planning
- . Mutual Aid Box Alarm System (MABAS) and Michigan Emergency Management Assistance Compact (MEMAC)
- . Michigan Emergency Communications and Warning
- . Online MSP/EMHSD Grant Module (MI-TRAIN)

The MSP/EMHSD piloted the MI-CEMKR course from September 17-19, 2013. The feedback received from this pilot will be used to improve this key course. There are three additional offerings scheduled in FY 2014. For more information about upcoming courses, reference the FY 2014 Emergency Management and Homeland Security Training Center course catalog at www.michigan.gov/emhds-training.

MI-TRAIN Registration and Course Tracking

MI-TRAIN is the Michigan State Police's learning management system. Although not required, it is preferable that all outside course certificates be uploaded to MI-TRAIN after course completion. This enables the MSP/EMHSD to better track the progress of emergency management professionals obtaining and maintaining a Michigan PEM designation.

Courses provided by the MSP/EMHSD for the PEM program will have certificates automatically loaded into the student's MI-TRAIN account upon successful completion and verification. Course certificates are required to be uploaded to MI-TRAIN or submitted by e-mail before permission will be granted to take the comprehensive exam for the Michigan PEM designation.

Program Authority

In accordance with the Michigan Emergency Management Act, the MSP/EMHSD is required to provide training to professionalize emergency managers in Michigan.

Further Information

Questions concerning this initiative should be directed to Ms. Carol Wolfinger at (517) 636-0734 or via e-mail at WolfingerC1@michigan.gov.