MICHIGAN
Professional Emergency Manager Program Manual

The Michigan Professional Emergency Manager (PEM) Program provides the knowledge and skills for emergency managers in the state of Michigan to effectively prevent, prepare for, respond to, recover from, and mitigate the effects of disasters or emergencies in their communities. Since the early 1990s, hundreds of emergency management professionals have completed this PEM Program to help ensure the safety of their communities. The Michigan State Police, Emergency Management and Homeland Security Division (MSP/EMHSD) are proud to continue the high level of excellence this designation is known for through a diverse, challenging program.

This manual provides aspiring and current PEM designees with information needed to successfully complete and maintain the designation. It is intended to be a guide through all the steps of the program and outlines the annual renewal requirements. If you have questions or concerns, please contact the MSP/EMHSD State Training Officer or 517-897-6120.

Thank you for your interest in the Michigan PEM Program and your dedication to making Michigan safer and more resilient.

Achieving the Michigan PEM Designation

Follow the four steps below:

1. Register for the Professional Emergency Manager Program in the Professional Development Learning Center (PDLC). Information on how to create an account in the PDLC can be found here.

2. Complete and pass all the required coursework in the table below (recommended order):

Course Title	Learning Mode	Length
Federal Emergency Management Agency (FEMA) Independent Study (IS) Professional Development Series IS-120: An Introduction to Exercise IS-230: Fundamentals of Emergency Management IS-235: Emergency Planning IS-240: Leadership and Influence IS-241: Decision Making and Problem Solving IS-242: Effective Communication IS-244: Developing and Managing Volunteers	Virtual	Self-Paced
National Incident Management System (NIMS) Training IS-100: Introduction to the Incident Command System IS-200: Basic Incident Command System for Initial Response IS-700: An Introduction to the National Incident Management System IS-800: National Response Framework, An Introduction ICS-300: Intermediate ICS for Expanding Incidents	Virtual and Classroom	Self-Paced ICS-300, 3 Days
IS-29: Public Information Officer Awareness	Virtual	Self-Paced
IS-201: Forms Used for the Development of the Incident Action Plan and Incident Management	Virtual	Self-Paced
IS-393: Introduction to Hazard Mitigation	Virtual	Self-Paced
IS-2200: Basic Emergency Operations Center Functions	Virtual	Self-Paced
MI-CEMKR: Michigan Core Emergency Management Knowledge Requirements	Virtual	2 Days
L-105: Public Information Basics	Classroom	3 Days
G191: Incident Command System/Emergency Operations Center Interface	Classroom	1 Day
G2300 Intermediate Emergency Operations Center Functions	Classroom	3 Days
L0146: Homeland Security Exercise and Evaluation Program (HSEEP) Course	Classroom	16 Hours

3. Have a minimum of two years of experience in emergency management or a related field at the time of the examination application.

4. Register for the comprehensive Professional Emergency Manager Designation Examination, after completing the first three steps above, at least 30 days prior to the examination date. A passing grade of 75 percent or greater on the exam is required.

NOTE:
Applicants must complete the program within a four-year period from the time of registration acceptance. See process clarification and details on page 4.

STEP 1: PEM Application Process

When you register for the PEM program in the PDLC, you will be asked to provide your local emergency manager's name and contact information. It is anticipated you have or will establish a relationship with this person and are, or will become, a resource to the local emergency management program. Active participation in the emergency management field is expected to maintain the PEM designation.

- **Local Emergency Management Coordinators (EMC):** Applicant will automatically be approved.

- **State employees in support of Michigan emergency management functions:** Applicant will be accepted into the program after confirmation of the state agency/department he/she supports.

- **Federal and for-profit employees:** Applicant must provide a letter confirming his/her organization's support of participation in the program.

- **Whole community partners/all other participants**: Applicant must email a letter of recommendation from an immediate supervisor or past supervisor in the emergency management or related field to msp-em@michigan.gov. After the letter is received by the state, the applicant must obtain approval from the EMC identified in their PEM Program application. A copy of the letter of recommendation will be sent to the EMC along with the message below.

This message is to inform you that *[Applicant], [Title and Organization],* has applied for the Michigan Professional Emergency Manager (PEM) Program. They listed you as their local Emergency Management Coordinator.

Do you recommend their participation in this program? If not, please explain. Your reply is requested within 14 days so we can promptly process this request. You may approve or decline participation or defer this decision to the PEM Advisory Board for a final resolution.

Thank you for your time and commitment to the Michigan PEM Program.

Emergency Management and Homeland Security Division
Michigan State Police
517-897-6120
www.michigan.gov/emhsd-training

STEP 2: Complete Required Coursework

Classroom courses registered on the PDLC and completed through the EMHSD, such as L0105: Public Information Basics or L0146: HSEEP, will automatically be verified when you have met the course requirements.

If the course was not registered on the PDLC, such as FEMA Independent Study, verification of course completion must be submitted in your PDLC account by uploading the course certificate onto your PDLC transcript. Directions to upload your certificates are found on page eight.

All registrants will stay in "pending status" until a course manager reviews the registrations. On occasion, the EMHSD must reduce the number of registrants to meet course requirements. When doing so, the following policy will be used:

PEM Course Approval Priority Policy	
Priority	Local, state, and tribal personnel in the emergency management field.
Second Priority	Whole community partners who support emergency management functions within the state.
Third Priority	Federal employees and all others who do not directly support emergency management functions within the state.
Program progress and need for a course for an upcoming exam will also be considered.	

Lodging, meals, and transportation to attend required courses are the responsibility of the student or their organization.

STEP 3: Minimum of Two Years of Experience in Emergency Management

The applicant for consideration shall have at least two years of experience in the emergency management field. Experience may include employment, volunteering, or internship in the following categories:

- Emergency management
- Public safety role with a non-governmental or private organization
- Public safety role with a local, state, or federal government organization
- First responder (fire, law enforcement, or emergency medical services)

STEP 4: PEM Examination Application Process

The applicant must complete all the above requirements prior to applying for the exam. Applicants must complete the steps below at least 30 days prior to the exam:

1. Register for the exam on the PDLC.

2. Complete a PEM Exam Application (link emailed to applicants).

Applications will be reviewed to verify completion of all prerequisites. Applicants will be notified of approval or denial approximately three weeks prior to the examination date with the opportunity to resolve any outstanding requirements. If the application lacks required information, the applicant will have five business days to submit the missing information for review.

Integrity of the Professional Emergency Manager's Designation Exam

Maintaining the integrity of the Professional Emergency Manager's Designation Exam is crucial to ensure fairness and validity in assessing the knowledge and skills of emergency managers. To uphold the integrity of the exam, several measures will be implemented. These measures include:

1. Strict monitoring and proctoring during the exam to prevent cheating or unauthorized assistance.
2. The sharing of test questions, whether verbally or through the use of screenshots or any other recording mechanisms, is strictly prohibited.
3. Implementation of randomized test questions to ensure that each candidate receives a unique set of questions.
4. Cell phones or other communication devices are prohibited in the testing area and must be stored away during the exam.
5. All applications will need to be closed before the start of the exam.

Annual Renewal Requirement

Annually, all PEM designees must complete at least *three of the five* activities listed below. Only one activity per category can be used toward the renewal requirement.

Activity	Description	Examples	Documentation to Support Activity
Classroom or Online Training	Complete eight hours minimum of emergency management training.	Emergency Management Homeland Security Training Center Courses, FEMA Independent Study, National Domestic Preparedness Consortium courses, etc.	Course completion certificate, sign-in sheet, transcript, PDLC records,etc.
Attend a Relevant Conference	Attend eight hours minimum at a conference related to emergency management and public safety fields.	Great Lakes Homeland Security Conference, Michigan Emergency Management Association (MEMA) Conference, etc.	Certificate of attendance, PDLC records, letter from conference organizer confirming attendance, etc.

Develop a publication, article, plan, or presentation	Development of an article for a community newsletter, educational research paper, emergency management plan, educational presentation, etc.	Community newsletter, published paper, Emergency Operations Plan, conference presentation, etc.	Sign-in sheet, proof of your development of the publication, article, plan, or presentation.
Exercise Planning or Participation	Participation in exercise planning or conduct. *Observing an exercise does not qualify.*	Participation on an exercise planning team, playing in an exercise, controlling, or evaluating.	Sign-in sheet, Michigan Critical Incident Management System (MI CIMS) entry, Incident Action Plan (IAP) with your name on it, After-Action Report (AAR).
Significant Actual Incident or Planned Event Participation	Active involvement in an actual incident or planned event that is significant for your community.	Flooding, Super Bowl, county fair, festival, etc.	MI CIMS entry, IAP with your name on it, AAR, sign-in sheet, etc.

PEM designees may claim activities from the list above that occurred from **October 1 to September 30 of the previous year**. In early October, all active PEMs will receive an email containing a link to an Annual Renewal Form (EMD-074). The link will contain a questionnaire to certify the completion of at least three of the five annual renewal requirements and any verification of contact information.

Below is an example of the certification language on the renewal form:

> ☐ *I certify the above information to be true and accurate as of [date of submission] for the fiscal year [previous fiscal year]. Furthermore, I am prepared to provide substantiation documentation as proof of completion within 30 days of being requested to do so.*

PEM designees *will not* be required to submit documentation *at the time of the certification*. A randomized subset of current PEMs will be asked to provide substantiation documentation for review. If selected, one must provide documented proof of completion within 90 days of the request by:

- Uploading documentation into the PEM designee's PDLC account.
- Providing hard copies of the documents.
- Emailing electronic copies of the documents.

Note: Failure to comply with the annual renewal requirements set forth in this PEM Program Manual will result in revocation of use of the "PEM" title by the MSP/EMHSD. Under certain circumstances, the use of the "PEM" title can be restored. Those wishing to restore their PEM status will need to contact the PEM Program Manager for more information.

Program Authority

The Michigan Emergency Management Act, Public Act 390 of 1976, as amended, states that the MSP/EMHSD is required to, "set forth standards and requirements for training and professional development of emergency management coordinators in Michigan."

PEM Advisory Board

According to the Michigan Emergency Management Act, Public Act 390 of 1976, as amended, “the Board shall advise the Michigan Department of State Police, Emergency Management and Homeland Security Division on matters pertaining to the application and registration of emergency management coordinators, and other emergency management personnel, as Professional Emergency Managers in a manner not inconsistent with the constitution and the laws of this state, which may be reasonably necessary for the proper performance of their duties, including methods of procedure in processing before the Board. The members of this Board will serve voluntarily in a manner prescribed by the Michigan Department of State Police, Emergency Management and Homeland Security Division.”

The PEM Advisory Board is composed of one representative appointed from each emergency management district of the state, one recognized subject matter expert from the emergency management community, and one MEMA voting member who will provide opportunities for coordination and collaboration between the Board and the Association.

The PEM Advisory Board follows guidelines, as documented by the PEM Advisory Board Bylaws, regarding Board Membership, PEM Application, PEM Examination, PEM Registration, and PEM Annual Renewal Requirements.

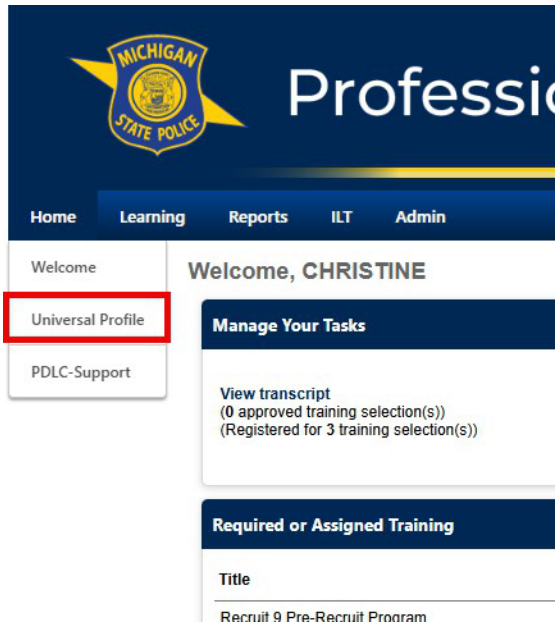
The PEM Advisory Board typically convenes quarterly (four meetings) each calendar year.

Further Information

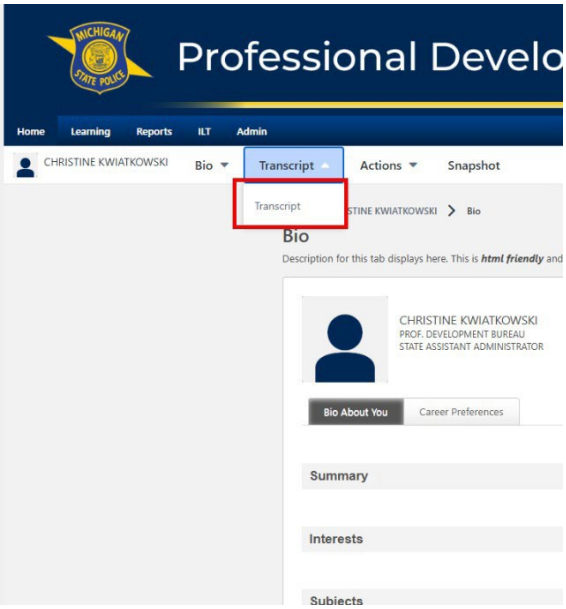
Please direct any questions or concerns regarding the Michigan PEM Program Manual and related emergency management courses to the MSP/EMHSD State Training Officer.

PDLC – Adding External Training

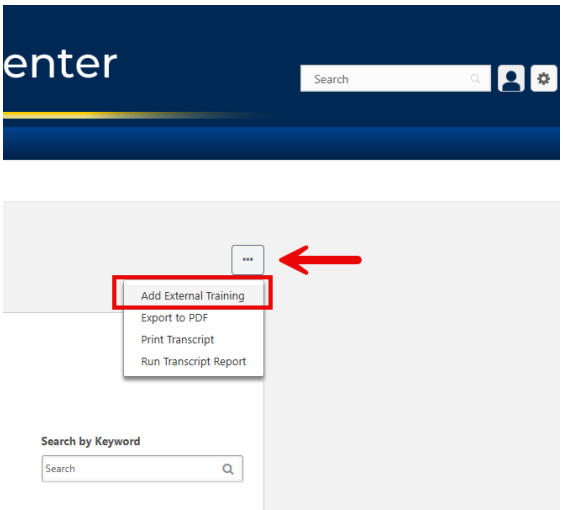
1. From the PLDC “Home” dropdown menu, select your “Universal Profile”.



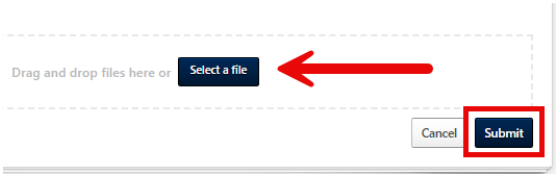
2. Select your “Transcript” from the dropdown menu.



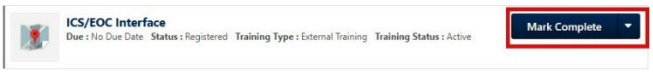
3. Select the ellipses in the upper, right corner of your transcript. Select “Add External Training”.



4. Fill out the form and click “Submit” in the lower, right corner of your screen. Note that required fields are denoted with a red asterisk. Please be sure to add your certificate.



5. Upon return to your transcript, you must click "Mark Complete" for that certificate.



6. Complete steps 3-5 for all certificates you would like to upload.