

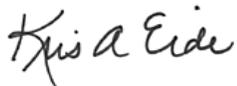


HSEM Emergency Management Certification and Certificate Programs



A Note from the Director

Effective emergency management requires the coordinated skills of professionals who fill unique roles in their community. HSEM is pleased to launch a revised Emergency Management Training Program that is designed to ensure all members of the emergency management community have the most appropriate coursework and training. This new multi-track program will allow leaders in their fields to obtain the skills required to meet their identified competencies and perform their job at the highest possible level before, during and after an emergency or disaster. We realize the importance of the contributions each of you makes. Together we can continue to keep Minnesota ready.

A handwritten signature in black ink that reads "Kris A. Eide".

Kris A. Eide, Director
Minnesota Department of Public Safety
Homeland Security and Emergency Management



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Mission Statement

The mission for the State of Minnesota, Department of Public Safety, Homeland Security and Emergency Management (HSEM) for the HSEM Emergency Management Certification and Certificate Programs:

We are committed to enhancing the quality of life in Minnesota by assisting people to effectively prepare for, protect from, respond to, recover from, and mitigate against all hazards and disasters. Our commitment to providing quality training and education to the whole community in their various roles in disasters provides a strong foundation for keeping our communities resilient.

Purpose Statement

To provide a standard of professional certification for Emergency Management in the State of Minnesota pursuant to MN Statute Chapter 12 and to provide training and education to strengthen and enhance competencies for those who assist in diverse emergency management roles through the Emergency Management certification and certificate programs and training courses.

Goals

1. To elevate the visibility and integrity of the emergency management profession within Minnesota;
2. To encourage continued professional development, education, and technical skills in keeping with *whole community* concepts;
3. To ensure a foundational knowledge competency is set forth; and
4. To keep Emergency managers current with developments in the Emergency Management field.

Laws and Authorities

Minnesota Statutes - Emergency Management Chapter 12 in sub-chapter 12.09 Duties of Division Emergency Management, Subdivision 10 Emergency Management Training states the following:

Chapter 12.09 DUTIES OF DIVISION EMERGENCY MANAGEMENT

Subd. 10. Emergency management training.

(a) The division must maintain and administer an emergency management training curriculum. The division must make emergency management training courses in this curriculum available to state employees whose essential job duties involve emergency management.

(b) Each state agency that is assigned a role as a disaster or emergency response organization in the state emergency operations plan must have at least one employee who has completed the entire emergency management training curriculum maintained under this section. If an agency is not in



compliance with this paragraph as of August 1, 2008, or if all employees who have completed the curriculum leave the agency, the agency must immediately file a plan with the division identifying how and when the agency will be in compliance.

(c) On September 1, 2008, and January 15 of each subsequent year, the commissioner of public safety must report to legislative committees with jurisdiction over public safety issues on compliance with this section. The report must list state agencies that are in compliance with this section and must summarize compliance efforts for state agencies not yet in compliance.

Competencies

Competency is defined as the essential knowledge and key skill set(s)/capabilities needed for practitioners to perform their roles in a manner that strengthens their organization’s resilience. HSEM adopted its competencies from FEMA’s compilation of competencies found in, *A Comprehensive Emergency Management Training and Education System* (September 28, 2011). HSEM compiled a breakout of these competencies into two broad sections of *Managing an Organization* and *Emergency and Disaster Management Knowledge and Skills* and sub-section competencies. Courses were selected in the certification and certificate programs to address these competencies.

1.0 MANAGING AN ORGANIZATION	
1.1	<p>Critical Thinking and Problem Solving This competency area focuses on the critical thinking and problem solving knowledge and/or skills emergency management professionals need to develop effective policies and procedures for protecting against all-hazard incidents, both natural and manmade, in a community.</p>
1.2	<p>Decision Making This competency area focuses on the knowledge and/or skills emergency management professionals need to develop effective decision making abilities, including appropriate policies and procedures for protecting against all-hazard incidents, both natural and manmade, in a community.</p>
1.3	<p>Program Management This competency area focuses on the program management knowledge and/or skills emergency management professionals need to manage the multiple functions in their roles including those listed below.</p> <ul style="list-style-type: none"> • Understanding and applying effective management principles and skills • Administrative and organizational skill sets • Program and Policy Development • Needs Assessment Skills • Logistics/Coordination Skills • Managing People • Managing Change • Identify trends and make forecasts and to assist in future scenarios development • Knowledge of techniques and methods to restore operations quickly after a disaster, to cope, survive, and recover from disaster situations
1.4	<p>Human Behavior and Ethics This competency area focuses on the human behavior and ethics knowledge and/or skills emergency management professionals need for protecting against all-hazard incidents, both natural and manmade, in a community, including:</p>



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	<ul style="list-style-type: none"> • Understanding of human behavior • Understanding of individual and group behavior in disaster events • Knowledge of psychological, emotional and physical response of individuals and groups in disaster events
1.5	<p>Communication Skills</p> <p>This competency area focuses on the communication knowledge and/or skills emergency management professionals need for protecting against all-hazard incidents, both natural and manmade, in a community, including:</p> <ul style="list-style-type: none"> • Speaking/Presentation Skills • Internal and External Communications • Interpersonal Communications • Public Information • Crisis Communications
1.6	<p>Strategic Leadership</p> <p>This competency area focuses on the knowledge and/or skills that leaders need to: (1) develop and implement vision and mission statements for an emergency management agency/organization that comprises key goals, priorities, and values, (2) develop a marketing strategy for sharing an organization’s vision and mission, and (3) balance the need to both maintain continuity and address change by creating systems and procedures, holding personnel accountable to them, and encouraging creativity and innovation.</p>
2.0 EMERGENCY AND DISASTER MANAGEMENT KNOWLEDGE AND SKILLS	
2.1	<p>Doctrine and Frameworks/Laws and Authorities</p> <p>This competency area focuses on the knowledge that emergency management professionals need to plan and prepare for all-hazard incidents, and to organize and manage emergency preparedness and response efforts. This includes understanding the need to coordinate with and collaboratively integrate appropriate stakeholders in all phases of emergency management (i.e., mitigation, prevention, and protection; preparedness; response; and recovery) related to all-hazard incidents, both natural and manmade. It also considers Public and Administrative laws; Public Policy process and analysis; Regulatory process; Legal Environment and Framework(s); The application of the Stafford and Patriot Act in emergency management; Political context, culture, theories and process; and Government organization and stakeholders.</p>
2.2	<p>Systems and Standards</p> <p>This competency area focuses on the knowledge that emergency management professionals need to implement or apply the emergency management systems and standards—as defined by the emergency management doctrine and frameworks—to organize and manage emergency preparedness, protection, and response efforts.</p>
2.3	<p>Environment and Context</p> <p>This competency area focuses on the knowledge that emergency management professionals need to work within and enhance an emergency management environment and organizational culture, including building an integrated effort among government agencies, business and nongovernmental organizations (NGOs), other community partners, and citizens.</p>
2.4	<p>Planning and Risks</p> <p>This competency area focuses on the knowledge and/or skills emergency management professionals need to design effective approaches to (plans for) mitigating, preventing, or protecting against; preparing for; responding to; and recovering from all-hazard incidents, both natural and manmade. This includes ensuring the engagement of all stakeholders in the planning process/plan execution. Explain why an emergency management organization’s planning process should be based on a realistic assessment of hazards, threats, risks, and capabilities—both internal (organization) and external (community). Explain how to ensure that an organization has the capacity to address all hazards and risks.</p>



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2.5	Training and Exercise This competency area focuses on the knowledge and/or skills emergency management professionals need to develop efficient and effective training and exercises that address all-hazard incidents.
2.6	Mitigation and Prevention This competency area focuses on the knowledge and/or skills emergency management professionals need to develop effective procedures and practices for reducing the impact of all-hazard incidents, both natural and manmade, on a community. It also focuses on the knowledge and/or skills emergency professionals need to develop effective procedures and practices for gathering intelligence, sharing information with stakeholders, and disseminating information to community members to prevent and/or protect against all-hazard incidents, both natural and manmade, in a community.
2.7	Protection This competency area focuses on the knowledge and/or skills emergency management professionals need to develop effective procedures and practices for protecting against all-hazard incidents, both natural and manmade, in a community.
2.8	Response and Recovery This competency area focuses on the knowledge and/or skills emergency management professionals need to mobilize resources; assess an incident; prioritize goals, tactics, and resources; and coordinate with other organizations and community members during all-hazard incidents, both natural and manmade. It also focuses on the knowledge and/or skills emergency professionals need to recover from an incident, including developing, coordinating, and executing service- and site-restoration activities to restore affected areas or communities after all-hazard incidents, both natural and manmade.
2.9	Resources – Human, Fiscal and Physical This competency area focuses on the knowledge and/or skills that managers need to manage human, fiscal, and physical resources.
2.10	Collaboration and Coordination This competency area focuses on the knowledge and/or skills managers need to facilitate an emergency management organization's interactions with public and private-sector partners.



Emergency Management Certification and Certificate Programs

Choosing the Right Program Track

Homeland Security and Emergency Management (HSEM) offers three program training track levels to ensure the whole community of emergency management disciplines and roles are addressed. These three Certification and Certificate training tracks include:

- *Emergency Management Certification*
- *State Agency, Response and Support Personnel Certificate*
- *Elected/Appointed Local and Tribal Government Officials Certificate*

To assist in determining the training best suited to your role in Emergency Management, HSEM has put together the *HSEM Training Decision Matrix*. Use this document to guide your selection of which one of the three program tracks is best for you. These programs offer students the opportunity to develop and apply the skills and knowledge necessary to perform in their emergency management roles effectively and efficiently. Select program tracks require sponsorship prior to taking courses. Further definition of the sponsorship program and the three program training tracks are provided below, and all curriculums can be found on the HSEM Training website at; <https://dps.mn.gov/divisions/hsem/training/>

The Sponsorship Process

The sponsorship process helps ensure HSEM reaches its target audience and validates the training track selected is appropriate for the student's role in emergency management. This process is designed to increase the professionalism of those individuals accepted into HSEM's emergency management training program and focus limited resources to those who directly support emergency management efforts in the field or as required in statute. Program sponsorship is administered in a collaborative manner at the county level.

Interested ***individuals not appointed*** by their jurisdiction as the city, county, tribal emergency management director, deputy director, assistant director or coordinator or state agency emergency management representative, ***must obtain an approved sponsorship*** prior to taking classroom courses included in HSEM's emergency management training tracks. HSEM asks city emergency management director/deputy directors to consult with their county emergency management director, who will sign and submit a sponsorship form for those individuals who are not appointed as city, county, or tribal emergency managers.

Sponsorship also provides an experienced professional local emergency manager as a point of contact to the student for networking and hands-on emergency management support. This approach helps



ensure those seeking training and certification are actually working in a role aligned to their jurisdiction's emergency management system. HSEM requires all sponsors to consult with the student, and submit a signed sponsorship form discussed later in this document and found on the HSEM training website.

Individuals who want to learn more about how to become involved in the emergency management profession should be directed to FEMA's online independent study courses and/or volunteer opportunities in their community.

Certified Emergency Manager

The *Emergency Management Certification* Track is Minnesota's highest level of training. This track is established for those who play specific roles in emergency management within the State of Minnesota. This group includes all county, city and tribal emergency management directors, deputy directors, assistant directors or coordinators. Completion of this track is expected with appointment to these positions and therefore no sponsorship is required. Others from the private sector or with indirect roles in emergency management who are interested in becoming Certified Emergency Managers will require sponsorship from those emergency management professionals listed above or appropriate emergency managers at the State level. Curriculum courses for this track are found on the HSEM training website.

State Agency, Response and Support Personnel Certificate

The new *Emergency Management State Agency, Response and Support Personnel Certificate* Track is for those individuals who have a supporting role in emergency management for their city, county or tribe, or are the identified state agency emergency management representative. This training curriculum provides response and support personnel with the knowledge and skills to assist during times of emergency and ensures the applicable state laws and authorities are met. Sponsorship is required for the majority of students in this track. It is critical that these students gain, maintain and build relationships with their sponsor and other emergency management professionals as they gain hands on experience. Completion of this track is expected as the minimum standard with appointment as State agency emergency manager representative, and they are encouraged to gain *Emergency Management Certification*, therefore no sponsorship is required. Curriculum courses for this track are found on the HSEM training website.

Elected/Appointed Local and Tribal Government Officials Certificate

When a disaster threatens or strikes, citizens expect elected leaders and government officials to take immediate action to deal with the situation. Officials must make certain that the necessary and appropriate actions are taken to protect people and property from the consequences of emergencies

and disasters. This track was established to provide officials with the knowledge and skills needed to respond effectively. ***Sponsorship into this track is not required.*** The official is requested to inform HSEM of their desire to take these courses using the *Elected and Appointed Officials Notification of Intent* form discussed later in this document and found on the HSEM training website. HSEM will inform the respective HSEM Regional Program Coordinator (RPC) within one week of receipt of this *Notification of Intent*. The RPC will then coordinate with the appropriate emergency manager so they can assist or guide the official as requested.

Emergency Management Certification and Certificate Program Sponsorship Form

A Sponsorship Form must be completed for select students in *Emergency Management Certification* or the *State Agency, Response and Support Personnel Certificate* track as outlined above. This completed *Sponsorship Form* must be signed by a [county or tribal emergency management director, deputy director, assistant director or coordinator](#). The step-by-step process for completing this Sponsorship Form is as follows:

1. Student reviews the *HSEM Training Decision Matrix* and determines where their role fits in the various HSEM Training Program tracks.
2. If the *Emergency Management Certification* or the *State Agency, Response and Support Personnel Certificate* track program is chosen, the student completes the *Applicant* portion of the *Sponsorship Form* and routes to the appropriate [City/County/Tribal Emergency Management Director or Deputy Director](#).
3. The City/County/Tribal Emergency Management Director/Deputy Director
 - a. Reviews the *HSEM Training Decision Matrix* along with the applicants *Sponsorship Form* and determines if the track chosen is the appropriate level of training.
 - b. If the City/County/Tribal Emergency Management Director/Deputy Director determines the Training Level chosen is appropriate, they will:
 - i. Circle the appropriate Training Level;
 - ii. Provide their Name and City/County/Tribe represented;
 - iii. Provide their Phone and Email contact information;
 - iv. Sign and Date the Sponsorship Form;
 1. HSEM asks City Emergency Management Director/Deputy Directors to consult with their county emergency management director, who will sign, date, and submit the Sponsorship Form;
 2. This requirement does not apply to cities of the first class;
 - v. Scan and email a copy to HSEM.Training@state.mn.us

- c. If the City/County/Tribal Emergency Management Director/Deputy Director determines the Training Level the applicant has chosen is not appropriate (using the *HSEM Training Decision Matrix* and any other information they have on the applicant),
 - i. Provide their contact information (name and email address);
 - ii. Provide their signature of Non-Sponsorship, and date the form;
 - iii. Scan and email a copy to HSEM.Training@state.mn.us
 - d. If the City/County/Tribal Emergency Management Director/Deputy Director cannot adequately determine if the Training Level the applicant has chosen is appropriate, they should contact the applicant directly for more information or contact HSEM.Training@state.mn.us for assistance.
4. Sponsorship Forms will be reviewed by HSEM monthly for program acceptance. When HSEM receives the signed *Sponsorship Form*, HSEM will notify the applicant of their formal acceptance into the program.
 5. Once the applicant is notified of their acceptance, they should send HSEM.Training@state.mn.us any of their FEMA Independent Study (IS) course completion certificates and review the *Training Check List Recommended Course Order* document. If a student does not have their FEMA IS transcript, they should go to the FEMA Independent Study Program Website and fill out the ISP Transcript Request which is located under the Featured Topics section. On this form, please request that a copy of the transcript also be sent to HSEM Training, 445 Minnesota Street, Suite 223, St. Paul, MN 55101.

Elected/Appointed Officials Notification of Intent

The *Elected and Appointed Officials Notification of Intent* form requests the official's name, position, county/city/tribe represented, address, phone numbers, email and signature. The official should send this completed form to HSEM.Training@state.mn.us. Curriculum courses for this track are found on the HSEM Training website.

Upon Completion – Congratulations!

You will be awarded the appropriate Certificate or Certification by the State as a Minnesota Emergency Manager and publicly recognized during an annual meeting of emergency management professionals. In addition to having demonstrated your knowledge skills and abilities in emergency management you will have successfully met the State Standards in training.

Recertification

Only HSEM *Emergency Management Certification* recipients have specific recertification requirements in order to retain their certification. To recertify, the Emergency Manager will need to obtain a minimum of forty (40) hours of continuing education every three years in the field of Emergency Management. Proof of meeting recertification requirements must be in the HSEM Training and



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Tracking (TRT) system. Proof typically consists of a certificate of completion from the training provider recorded in the HSEM TRT. Only sessions identified as addressing core competency requirements at the State of Minnesota, HSEM Governor's Conference will be given recertification credit. An applicant is allowed to complete all of their continuing education in one year for the three year period.

This process is designed to establish professional standards, facilitate continuous improvement, encourage and reward practical hands on experience and meet statutory requirements. It is intended to sustain or shore up time tested principles, but also designed to be flexible enough to adopt proven best practices from the field of emergency management. The certification program and corresponding recertification requirements may change annually. Students should check back yearly to ensure that requirements have not changed and they are on track with their own continuing education and professional development in emergency management.