## KEMA – CKEM Review CHECKLIST [ ] Initial Certification [ ] Recertification [ ] Reciprocity Candidate Name: \_ Date **Reviewer Name: Status: Comments:** Reviewed: Recommend approval Incomplete – Need more information Section 2: Payment Verified: Approved? Requirement: **Comments:** Documentation found Yes Payment of Fee Incomplete Documentation [ ] No No Documentation Provided Section 3: KCEM Certification Requirements – Initial, Recertification and Reciprocity Approved? Verified: **Requirement: Comments:** [ ] Yes [ ] No Documentation found Current KEMA Incomplete Documentation Member No Documentation Provided Documentation found ] Yes HS Diploma or Incomplete Documentation [ ] No Equivalent No Documentation Provided Currently Occupies Documentation found ] Yes an EM Position in Incomplete Documentation [ ] No No Documentation Provided KYDocumentation found ] Yes Job Description Incomplete Documentation [ ] No Included No Documentation Provided ] Yes Documentation found Letter from Supervisor Incomplete Documentation [ ] No Included No Documentation Provided Signed CKEM 1 Yes Documentation found Code of Incomplete Documentation ] No Professional No Documentation Provided Conduct Form Section 4: CKEM Initial Requirements Verified: Approved? Requirement: **Comments:** 4 years of EM Documentation found ] Yes Experience Incomplete Documentation ] No No Documentation Provided Documented Documentation found ] Yes Significant Incomplete Documentation [ ] No Exercise Role No Documentation Provided Documented FEMA PDS Documentation found ] Yes Certificate Incomplete Documentation [ ] No No Documentation Provided Documented 1 Yes Documentation found FEMA APS Incomplete Documentation [ ] No Certificate No Documentation Provided Section 4: CKEM Initial Requirements (continued)

Approved?

] Yes

[ ] No

**Comments:** 

Requirement:

Documented

Six Contributions

Verified:

Documentation found

Incomplete Documentation

No Documentation Provided

150 Points [ ] Incom	oduct Imentation found nplete Documentation Occumentation Provided	[ ]9 [ ]10 [ ]11 [ ]12	0 – Speaking 1 – Teaching 2 – Leadershij	Special Recognition
Category:	Eligible Points	Points:	Verified:	Comments:
	Per Item:			
Experience (beyond 4 years)	5 per year		[ ] Yes [ ] No	
Letters of Reference	5 per letter		[ ] Yes [ ] No	
FEMA/EMI/DHS/ Consortium Courses	1 per hour		[ ] Yes [ ] No	
FEMA IS Courses	2 per IS Course		[ ] Yes [ ] No	
Exercise Submission (additional)	20 per		[ ] Yes [ ] No	
College Degree	Associate's 10 points Bachelor's 20 points Master's 30 points		[ ] Yes [ ] No	
TOTAL POINTS VERIFIED:				

## Section 5: CKEM *Recertification* Requirements

Requirement:	Verified:	Approved?	Comments:
4 years of EM Experience Documented	Documentation found     Incomplete Documentation     No Documentation Provided	[ ] Yes [ ] No	
Significant Exercise Role Documented	Documentation found     Incomplete Documentation     No Documentation Provided	[ ] Yes [ ] No	
Six Contributions Documented	Documentation found     Incomplete Documentation     No Documentation Provided	[ ] Yes [ ] No	
[ ] 1 – Membership [ ] 2 – Course Development [ ] 3 – Professional Conference [ ] 4 – Publications [ ] 5 – Service Role [ ] 6 – Leadership Role [ ] 7 – Audio Visual/Interactive Product		[ ] 9 – Awar [ ] 10 – Spea [ ] 11 – Tead [ ] 12 – Lead	ching dership Role ergency Management Certification

## Section 5: CKEM *Recertification* Requirements (continued)

Requirement:	Verified:		Approv	ed? Cor	mments:
150 Points Documented	[ ] Incon	mentation found nplete Documentation ocumentation Provided	[ ] Yes [ ] No		
Category:		Eligible Points	Points:	Verified:	Comments:
		Per Item:			
Experience (beyond 4	l years)	5 per year		[ ] Yes [ ] No	
Letters of Reference		5 per letter		[ ] Yes [ ] No	
FEMA/EMI/DHS/ Con Courses	sortium	1 per hour		[ ] Yes [ ] No	
FEMA IS Courses		2 per IS Course		[ ] Yes [ ] No	
Exercise Submission (additional)		20 per		[ ] Yes [ ] No	
College Degree		Associate's 10 points Bachelor's 20 points Master's 30 points		[ ] Yes [ ] No	
		TOTAL POINTS VERIFIED:		-	

## Section 5: CKEM *Reciprocity* Requirements

Requirement:	Verified:	Approved?	Comments:
Copy of Emergency Management Certification	Documentation found     Incomplete Documentation     No Documentation Provided	[ ] Yes [ ] No	
Letter requesting reciprocity	Documentation found     Incomplete Documentation     No Documentation Provided	[ ] Yes [ ] No	