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STATE OF ALABAMA
EMERGENCY MANAGEMENT AGENCY

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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.



Alabama Emergency Management Agency
Certified Local Emergency Manager (CLEM) Basic Information

Revised: June 01, 2022

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 below for required courses).
Proof of compliance: A copy of course certificates, transcript with courses listed

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 must be accomplished by the completion of the following courses:

COURSE	HOURS
AWR-401: THIRA and Stakeholder Preparedness Review	9
IS-5.a: An Introduction to Hazardous Materials	10
IS-8.a: Building for the Earthquakes of Tomorrow: Complying with Executive Order 12699	10
IS-10.a: Animals in Disasters: Awareness and Preparedness	4
IS-26: Guide to Points of Distribution	4
IS-29.a: Public Information Officer Awareness	7
IS-30.b: Mitigation eGrants System for the Subgrant Applicant	3
IS-42: Social Media in Emergency Management	3
IS-75: Military Resources in Emergency Management	2
IS-100.c: Introduction to Incident Command System, (ICS-100)	2
IS-120.c: An Introduction to Exercises	5
IS-200.c: ICS for Single Resource and Initial Action Incidents (ICS-200)	4
IS-201: Forms Used for the Development of the Incident Action Plan	2
IS-230.d: Fundamentals of Emergency Management	6
IS-235.c: Emergency Planning	5
IS-240.b: Leadership and Influence	3
IS-241.b: Decision Making and Problem Solving	2
IS-242.b: Effective Communication	8
IS-244.b: Developing and Managing Volunteers	4
IS-288.a The Role of Voluntary Agencies in Emergency Management	1
ICS-300: Intermediate Incident Command System for Expanding Incidents	21
IS-317.a: Introduction to CERT	2
IS-324.a: Community Hurricane Preparedness	10
IS-362.a: Multi-Hazard Emergency Planning for Schools	3
IS-366.a: Planning for the Needs of Children in Disasters	6
IS-368: Including People with Disabilities & Others with Access & Functional Needs in Disaster Operations	2
IS-393.b: Introduction to Hazard Mitigation	2
ICS-400: Advanced Incident Command System for Command and General Staff—Complex Incidents	16
IS-403: Introduction to Individual Assistance	1
IS-405: Overview of Mass Care/Emergency Assistance	1
IS-520: Introduction to Continuity of Operations Planning for Pandemic Influenza	1
IS-552: The Public Works Role in Emergency Management	2
IS-559: Local Damage Assessment	2
IS-632.a: Introduction to Debris Operations	2
IS-633: Debris Management Plan Development	6
IS-662: Improving Preparedness and Resilience through Public-Private Partnerships	2
IS-700.b: National Incident Management System (NIMS), and Introduction	4
IS-772: Individual Assistance PDA Orientation	1
IS-800.d: National Response Framework, an Introduction	3
IS-907: Active Shooter: What You Can Do	1
IS-909: Community Preparedness: Implementing Simple Activities for Everyone	1
IS-1000: Public Assistance Program and Eligibility	8
IS-2200: Basic Emergency Operations Center Functions	4
Q-890: Introduction to Emergency Response to Terrorism	6
TOTAL HOURS	201

Act 2007-462 – Certified Local Emergency Manager (CLEM) Designation

Section 31-9-61

Certified local emergency management director.

(a) The following requirements are hereby established for the position of certified local emergency management director created herein:

- 1) Satisfactory completion of two years of college level education.
- 2) At least three years of work experience in the area of emergency response, emergency management, or qualified military service.
- 3) Two hundred hours of course work in emergency management as established by the Director of the Alabama Emergency Management Agency (Attachment A).

Any person who is serving as a local emergency management director on June 14, 2007, shall be deemed to satisfy the requirement for two years of college level education if he or she has a minimum five years' work experience as a local emergency management director, provided he or she meets all other requirements for certification.

(b) Any local emergency management director meeting the standards set out in subsection (a) shall be granted the designation of local emergency management director without the completion of any further requirements unless the requirements are approved by the governing board of the Alabama Local Government Training Institute established in Section 11-3-44.

(Act 2007-462, p. 968, §2.)

Section 31-9-62

Salary supplement; allocation of federal funds.

(a) Each state-recognized local emergency management agency that employs and retains a local emergency management director who completes the requirements to be a certified local emergency management director and is so designated by the Director of the Alabama Emergency Management Agency shall receive an annual salary supplement from the Alabama Emergency Management Agency in an amount necessary to provide the local director with a total salary of forty thousand dollars (\$40,000) per year. The amount of the salary supplement shall be the difference between the salary paid to the local director on the date of his or her certification and forty thousand dollars (\$40,000) per year. In no case shall the salary supplement paid as provided herein be more than twelve thousand dollars (\$12,000) per county and such supplement shall not be paid to any local agency that does not increase the salary of such certified local emergency management director to at least forty thousand dollars (\$40,000) per year. The subsidy shall be paid quarterly as a reimbursement for the salary paid to the local director in the prior three months, under rules and procedures established by the Director of the Alabama Emergency Management Agency. There is annually appropriated from the State General Fund to the Alabama Emergency Management Agency such funds as are necessary to meet the requirements of this subsection.

(b) If the amount of the supplement provided in subsection (a) is less than twelve thousand dollars (\$12,000), the local agency shall be eligible for the additional allocation of federal funds as provided in subsection (c). However, the total supplement received by any local agency from the provisions of subsection (a) and the additional allocation of federal funds provided in subsection (c) shall not exceed a total of twelve thousand dollars (\$12,000) per year.

(c) Each state-recognized local emergency management agency that employs and retains a local emergency management director who completes the requirements to be a certified local emergency management director, is so designated by the Director of the Alabama Emergency Management Agency and is receiving total salary of forty thousand dollars (\$40,000) or more on the date of his or her certification shall not be eligible for the supplement provided in subsection (a). However, such local emergency management agencies employing such certified directors shall be entitled to an additional allocation of federal funds made available to the department for local mitigation, planning, and program purposes as provided herein. Beginning on October 1, 2007, and each year thereafter, the department shall set aside federal funds in an amount equal to 25 percent of the total increase in such funds above those amounts received in the fiscal year ending September 30, 2007. These funds shall be divided equally among those state-recognized local emergency management agencies qualifying as provided herein. However, the total supplement received by any local agency from the provisions of subsection (a) and the additional allocation of federal funds provided in this subsection shall not exceed a total of twelve thousand dollars (\$12,000) per year.

(d) No monies provided for in this article may be expended for any purpose unless they have been appropriated by the Legislature and allocated pursuant to this article. Any funds appropriated shall be budgeted and allotted pursuant to the Budget Management Act in accordance with Article 4 (commencing with Section 41-4-80) of Chapter 4 of Title 41, and only in the amounts provided by the Legislature in the general appropriations act or other appropriations act.

(Act 2007-462, p. 968, §3.)