

**STATE OF ALABAMA**  
**CERTIFIED LOCAL EMERGENCY MANAGER**  
**(CLEM)**



**PROGRAM GUIDANCE & WORKBOOK**

October 2023

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September 27, 2023

**MEMORANDUM**

TO: Local Emergency Management Directors  
FROM: Jeff Smitherman, Director   
RE: Certified Local Emergency Manager (CLEM)  
Requirements and Proof of Compliance for CLEM Certification

**STATUTORY REQUIREMENTS**

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

- Satisfactory completion of two years of college-level education
- At least three years of work experience in the area of emergency response, emergency management, or qualified military service
- Two hundred (200) hours of coursework in emergency management as recommended by the Alabama Association of Emergency Managers and approved by the Director of the Alabama Emergency Management Agency (*Any person who is serving as a local emergency management director on June 14, 2007, shall be deemed to satisfy requirements for two years of college-level education if he or she has a minimum of five years' work experience as a local emergency management director.*)
- Each state-recognized local emergency management organization that employs and retains a certified local emergency management director shall receive an annual salary supplement from the Alabama Emergency Management Agency to constitute 35 percent of the certified local emergency management director's total salary. In no case shall the salary supplement paid as provided herein be more than seventeen thousand dollars (\$17,000) per County.
- A salary supplement shall not be paid to certified local emergency management directors who receive that status on or after October 1, 2023, until the beginning of the fiscal year following the completion of the requirements and designation by the Director of the Alabama Emergency Management Agency.

## **CLEM PROOF OF COMPLIANCE**

### **Jurisdiction**

Local Emergency Management Director (one per County)

### **Work Experience**

At least three years of work experience in the area of 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 the branch of military stating service and/or deployment assignments and length of service.

### **Education/Course Work**

Two hundred (200) hours of coursework in emergency management as recommended by the Alabama Association of Emergency Managers and approved by the Director of the Alabama Emergency Management Agency.

<https://ema.alabama.gov/wp-content/uploads/2023/10/CLEM-Initial-Certification-Courses.pdf>

Proof of Compliance: A copy of course certificates or transcript with courses listed

*and*

Satisfactory completion of two years of college-level education

Proof of Compliance: A transcript showing completion of 64 semester or 96 quarter hours

## **OTHER**

### **Provisional Submission by September 30<sup>th</sup> Deadline**

New CLEM applications: The requirements listed above must be complete and submitted to the AEMA (training@ema.alabama.gov) no later than September 30<sup>th</sup> at 5:00 PM CDT. In lieu of official certificates for courses taken late in the fiscal year and not yet received by the applicant for submission, for provisional approval the applicant should list the course, date completed, and the number of hours. For official CLEM certification, all certificates must be submitted to AEMA no later than November 30<sup>th</sup>.

### **Procedure for a Local Emergency Management Director Hired to fill a prior CLEM Certified Director's Position**

A County that has filled its Emergency Management Director position with a non-CLEM certified Director after having a CLEM certified Director in the same fiscal year will maintain the salary supplement for that fiscal year.

The new local Emergency Management Director must complete the CLEM requirements, submit their package to AEMA, and receive a provisional or fully certified status by October 1<sup>st</sup> of the following fiscal year in order for the County to retain the salary supplement. The information on CEM certification can be found on the Alabama EMA website under the Resources>Public tabs.

## **Initial CLEM Certification / Eligibility Process**

## Initial CLEM Certification / Eligibility Process

There are two different types of CLEM Packets we will review:

1. CLEM Packet to become CLEM Certified (Local Emergency Management Director)
2. CLEM Packet to become CLEM Eligible (Local Emergency Management Staff)

Note: There are no differences in the actual CLEM Packets and Requirements for CLEM Certified or CLEM Eligible.

Note: CLEM Certified designation is for County Directors and has funding tied to it.

Note: CLEM Eligible designation is for other Local Emergency Management Staff.

The following list outlines the documentation required as Proof of Compliance to validate the applicant's packet for CLEM Eligibility or Certification:

1. Satisfactory completion of two years of college-level education. Applicants must submit a transcript showing completion of 64 semester or 96 quarter hours of college-level education.
2. At least three years of work experience in the area of emergency response, emergency management, or qualified military service. Applicants must submit one or both of the following:
  - a. A letter on official letterhead from the agency acknowledging your employment/involvement with the agency; or,
  - b. Proper documentation from the branch of military stating service and/or deployment assignments and length of service. This can be a DD214/Discharge Papers or Certificate of Release from Military Duty.
3. Two hundred (200) hours of coursework in emergency management as recommended by the Alabama Association of Emergency Managers and approved by the Director of the Alabama Emergency Management Agency. Applicants must submit either:
  - a. A copy of the certificates individually; or,
  - b. A transcript with the completed courses listed.

Once all required documentation has been collected, the applicant can submit their packet for review through one of the following methods:

- Emailing it to [training@ema.alabama.gov](mailto:training@ema.alabama.gov)
- Hand-deliver it to the AEMA Field Operations Division Coordinator for your area, who will deliver the document to the State Training Officer.
- UPS/FedEx to
  - Alabama Emergency Management Agency  
5898 County Road 41  
Clanton, AL 35046  
Attn: Response Division – State Training Officer
- US Postal Mail to
  - Alabama Emergency Management Agency  
P.O. Drawer 2160  
Clanton, AL 35046  
Attn: Response Division – State Training Officer

The applicant will be notified by email when their packet has been received. In the future, applicants will also be able to submit their packets through the AEMA's Learning Management System.

Once packets are received, the CLEM Review Team will process the packet and make a recommendation to the AEMA Director. Additionally, the CLEM Review Team is responsible for elevating all policy-level matters related to CLEM to the AEMA Executive Staff as they arise. The AEMA Director is the final authority and can approve or disapprove CLEM Certification or Eligibility.

The following courses have been approved as the required “Core” coursework for initial CLEM certification. To complete the required 200 hours required by §31-9-61 Code of Alabama 1975, you will need to complete courses listed as “Electives” on the following pages.

<b>“Core” Courses</b>	<b>Hours</b>
IS-5.a: An Introduction to Hazardous Materials	10
IS-10.a: Animals in Disasters: Awareness and Preparedness	4
IS-29.a: Public Information Officer Awareness	7
IS-42.a: Social Media in Emergency Management	3
IS-75: Military Resources in Emergency Management	2
IS-120.c: An Introduction to Exercises	5
IS-230.e: Fundamentals of Emergency Management	6
IS-235.c: Emergency Planning	5
IS-240.c: Leadership and Influence	3
IS-241.c: Decision Making and Problem Solving	2
IS-242.b: Effective Communication	8
IS-288.a: The Role of Voluntary Agencies in Emergency Management	1
E/L/G0300: ICS-300 - Intermediate ICS	21
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: Intro to Hazard Mitigation	2
E/L/G0400: ICS-400 - Advanced ICS	15
IS-403: Introduction to Individual Assistance	1
IS-552: The Public Works Role in Emergency Management	2
IS-559: Local Damage Assessment	2
IS-772.a: IA PDA Orientation	1
IS-1000: Public Assistance and Eligibility	8
IS-2200 Basic Emergency Operations Center Functions	4
Q-890: Intro to Emergency Response to Terrorism	6
<b>Total Hours</b>	<b>129</b>

The following courses are approved for Electives for Initial CLEM Certification:

**Course Title: All EMI Independent Study Course Offerings (IS Course)**

**Course Description:** The Emergency Management Institute (EMI) offers self-paced courses designed for people who have emergency management responsibilities and the general public. All are offered free-of-charge to those who qualify for enrollment.

**Course Title: All EMI Resident Course Offerings (E, L, V, K Codes)**

**Course Description:** Resident Courses (E, L, V, K Codes) - EMI provides resident course training to Federal, state, local, tribal, territorial (SLTT), volunteer, public, and private sector officials to strengthen emergency management core competencies for professional, career-long training. Resident training can be conducted at NETC or at offsite locations throughout the country, including FEMA's Center for Domestic Preparedness in Anniston, Alabama, and the FEMA Logistics Center in Frederick, Maryland. Courses can also be conducted through video teleconference or Adobe Connect.

**Course Title: All "G" Course Offerings**

**Course Description:** State/Local/Tribal Field Courses (G Code) - EMI develops and maintains the curriculum while the states tailor the courses to their communities and provide state-level certificates. The G course curriculum is shaped by EMI's established National "G" Course Working Group. The Working Group provides broad and diverse input on the needs of the state, local, and tribal stakeholders; current status of the curriculum; and potential opportunities for improvement and growth.

**Course Title: All National Domestic Preparedness Consortium Course Offerings:**

- Center for Domestic Preparedness (CDP)
- Energetic Materials Research and Testing Center (EMRTC)
- National Center for Biomedical Research and Training (NCBRT)
- Texas A&M Engineering Extension Service National Emergency Response and Rescue Training Center (TEEX/NERTC)
- National Nuclear Security Administration/Counterterrorism Operations Support - Center for Radiological/Nuclear Training (NNSA/CTOS)
- National Disaster Preparedness Training Center (NDPTC)
- Security and Emergency Response Training Center (SERTC)

**Course Description:** The NDPC's mission is to prepare the Nation and to reduce vulnerability to incidents involving weapons of mass destruction, terrorism, and all-hazard, high-consequence events.

**Course Title: All Rural Domestic Preparedness Consortium Course Offerings from:**

- NorthWest Arkansas Community College
- The University of Findlay
- North Carolina Central University
- University of California – Davis
- University of Tennessee

**Course Description:** The RDPC’s mission is to provide small, rural, and tribal emergency responders and stakeholders with the knowledge, skills, and abilities necessary to enhance the safety, security, and quality of life for their citizens through access to DHS certified training and resources developed specifically for rural practitioners and communities.

<b>Other Approved Courses</b>	
<b>Course Code</b>	<b>Course Title</b>
AMTRAK	AMTRAK Passenger Train Emergency Response
CERT TTT	CERT Train the Trainer
COM-T	CISA All-Hazards Communications Technician
COMU	All Hazards Communications Unit Training
CSA	County Staging Area & Distribution Training by ADPH
CSX	CSX Hazmat Training - Responder Outreach for Unit Train Emergencies
EPA	Principles of Chemical Emergency Response
FSC 262	Hazardous Materials Incident Commander
Fusion Center	Fusion Center 101 Training
Grants Writing	Grant Writing Training
HURREVAC	HURREVAC
INCM	CISA All Hazards Incident Communications Center Manager
MERRTT	Modular Emergency Response Radiological Transportation Training
NDPTC	Winter Weather Awareness
NWS	Basic and/or Advanced Storm Spotter Training
PA/Debris Overview	Public Assistance/Debris Overview Course taught by AEMA Recovery Staff
PDAT Training	Procurement under FEMA Awards
VFIS	Emergency Vehicle Driving Training
NTIMR	National Traffic Incident Management Responder Training
HCI-E-Plan	Hazardous Chemical Inventories in E-Plan: Training for First Responders

**Maintaining your CLEM through the  
Association of County Commissioners of Alabama (ACCA)  
(CLEM Certified Directors only)**

## Continuing education requirements for Certified Local Emergency Manager (CLEM)

Participants who have received the Certified Local Emergency Manager designation will be required to complete at least 14 continuing education units (CEUs) during a two-year period in order to retain the designation. The two year period to complete the continuing education requirement begins on Jan. 1 following the date that the CLEM Designation has been granted and ends on Dec. 31 two years later. Those persons holding the designation effective Dec. 31, 2014 or before will be required to obtain the CEUs no later than Dec. 31, 2016 and each two year thereafter.

Continuing education units may be earned by attendance at the following:

- ACCA Annual Convention (2 CEUs)
- AAEM Workshop (1 CEU)
- ACCA Legislative Conference (1 CEU)
- AAEM Annual Conference (2 CEUs)
- Classes offered by the County Government Education Institute\* (2 CEUs per class)
- Optional attendance or instructor at technical courses for CLEMs as proposed by AAEM and approved, in advance, by the AEMA Director (2 CEUs)
- Instructor for ACCA, AAEM or other CGEI Course (3 CEUs per class)
- Hurricane Conference (2 CEUs)
- Preparedness Conference (2 CEUs)

Attendance records, including participation sign-in registers, will be maintained by the Association of County Commissions of Alabama. Those attending approved technical courses will be responsible for notifying the ACCA and providing verification of participation no later than December 1 of the second year of the educational period. An annual status report will be provided to each CLEM and the AEMA and, at the conclusion of the two-year educational period, the ACCA will certify to AEMA the names of those who have met the requirements.

Further, those who have failed to meet the requirements during the two-year period will be notified of the "extension" period as outlined below.

No more than ten (10) CEUs may be earned through attendance at conferences and/or conventions. In a year where the AAEM Annual Conference, the Hurricane Conference and

the Preparedness Conference are combined, a maximum of 4 CEUs may be earned. In addition, no more than 3 CEUs may be earned at any one conference or training event.

Any person who is deficient in meeting the continuing education requirements will be granted an additional 12 months to reach the minimum requirement. However, during the extension period, the requirement to earn an additional 14 CEU for the next two-year period must also be fulfilled. The first units earned will be applied to the deficiency from the previous two-year period.

Any person who fails to meet the requirements – after the extension period – will forfeit their designation as a CLEM and will be required to complete the educational program requirements at the time in order to again receive the CLEM designation.

The following courses have been added to the Approved Course List for Continuing Education Units (CEU):

**Course Title: All EMI Resident Course Offerings (E, L, V, K Codes)**

**Course Description:** Resident Courses (E, L, V, K Codes) - EMI provides resident course training to Federal, state, local, tribal, territorial (SLTT), volunteer, public, and private sector officials to strengthen emergency management core competencies for professional, career-long training. Resident training can be conducted at NETC or at offsite locations throughout the country, including FEMA's Center for Domestic Preparedness in Anniston, Alabama, and the FEMA Logistics Center in Frederick, Maryland. Courses can also be conducted through video teleconference or Adobe Connect.

**Course Title: All "G" Course Offerings**

**Course Description:** State/Local/Tribal Field Courses (G Code) - EMI develops and maintains the curriculum while the states tailor the courses to their communities and provide state-level certificates. The G course curriculum is shaped by EMI's established National G Course Working Group. The Working Group provides broad and diverse input on the needs of the state, local, and tribal stakeholders; current status of the curriculum; and potential opportunities for improvement and growth.

**Course Title: All National Domestic Preparedness Consortium Course Offerings:**

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- Energetic Materials Research and Testing Center (EMRTC)
- National Center for Biomedical Research and Training (NCBRT)
- Texas A&M Engineering Extension Service National Emergency Response and Rescue Training Center (TEEX/NERTC)
- National Nuclear Security Administration/Counterterrorism Operations Support - Center for Radiological/Nuclear Training (NNSA/CTOS)
- National Disaster Preparedness Training Center (NDPTC)
- Security and Emergency Response Training Center (SERTC)

**Course Description:** The NDPC's mission is to prepare the Nation and to reduce vulnerability to incidents involving weapons of mass destruction, terrorism, and all-hazard, high-consequence events.

**Course Title: All Rural Domestic Preparedness Consortium Course Offerings from:**

- NorthWest Arkansas Community College
- The University of Findlay
- North Carolina Central University
- University of California – Davis
- University of Tennessee

**Course Description:** The RDPC’s mission is to provide small, rural, and tribal emergency responders and stakeholders with the knowledge, skills, and abilities necessary to enhance the safety, security, and quality of life for their citizens through access to DHS certified training and resources developed specifically for rural practitioners and communities.

<b>Previously Approved Courses</b>	
<b>Course Code</b>	<b>Course Title</b>
AAEM	AAEM Workshop
ACCA	ACCA Annual Convention
ACCA	ACCA Legislative Conference
ADPH	On the Front Lines: Addressing Stress, Trauma and Suicide Prevention
AEMA	Hurricane Conference
AEMA	Preparedness Conference
AL MED Countermeasures	Alabama Medical Countermeasures Summit
Alabama Fire College	Alabama Public Safety Leadership Academy
ALEA	Virtual Alabama School Safety Summit
AMTRAK	AMTRAK Passenger Train Emergency Response
ARRTC	Advanced Regional Response Training Center - Administrative
ARRTC	Advanced Regional Response Training Center - Basic
Aurora Theater	Aurora Theater Shooting Debrief
CERT TTT	CERT Train the Trainer
CGEI	County Government Education Institute
COM-T	CISA All-Hazards Communications Technician
COMU	All Hazards Communications Unit Training
Consortium	2016 Preparedness, Emergency Response & Recovery Consortium - Orlando FL
CSA	County Staging Area & Distribution Training by ADPH

<b>Previously Approved Courses</b>	
<b>Course Code</b>	<b>Course Title</b>
CSX	CSX Hazmat Training - Responder Outreach for Unit Train Emergencies
DHSASPW	DHS Active Shooter Preparedness Workshop
EMITS	EMITS Training
EPA	Principles of Chemical Emergency Response
FBI	Active Shooter Conference
FEMA R4 Radiological Emergency	Homeland Security Executive Education Seminar
FSC 262	Hazardous Materials Incident Commander
Fusion Center	Fusion Center 101 Training
Grants Writing	Grant Writing Training
HURREVAC	HURREVAC
IAEM	IAEM Annual Conference
ICS 300	ICS for Expanding Incidents
ICS 400	Advanced ICS for Command & General Staff
INCM	CISA All Hazards Incident Communications Center Manager
Instructor	Instructor for ACCA, AAEM or other CGEI Courses
MERRTT	Modular Emergency Response Radiological Transportation Training
NAEPVS	North AL Emergency Preparedness Volunteer Symposium
NDPTC	Winter Weather Awareness
NWS	Integrated Warning Team Workshop
NWS	Storm Spotter Training
PA/Debris Overview	Public Assistance/Debris Overview Course taught by AEMA Recovery Staff
PDAT Team Training	Procurement under FEMA Awards
R0810	NFA Leadership & Administration
RECCWG	Regional Emergency Comm Coordination Working Groups (RECCWG) Workshop
Rural County Summit	6TH Annual Rural County Summit/Terrorism
Serve Alabama	Disaster Case Management
Summit	Annual Rural County Summit
VFIS	Emergency Vehicle Driving Training
IAEM-R4 Conf	IAEM Region 4 Annual Conference

<b>Previously Approved Courses</b>	
<b>Course Code</b>	<b>Course Title</b>
NTIMR	National Traffic Incident Management Responder Training
AUVSI-Pathfinder	AUVSI-Pathfinder UAS Conference (Yearly Event)
Ala. Volunteer Symposium	The Alabama Volunteer Symposium (Yearly Event)
HCI-E-Plan	Hazardous Chemical Inventories in E-Plan: Training for First Responders
ALEA HS Grant	ALEA State Homeland Security Grant Program Applicant Training

Before sending in a request, the course must meet the following criteria:

1. Course will enhance knowledge, skills and ability as an Emergency Management Director.
2. Course will enhance the Emergency Management Program in the county.
3. Course will enable student to better respond to, recover from, or mitigate against threats to their county.
4. No exclusive on-line classes.
5. Content of technical course is established with input from AEMA.

**Location of Training:** \_\_\_\_\_

**Course Title:** \_\_\_\_\_

**Course Number:** \_\_\_\_\_

**Course Description/Syllabus:**

**Request Submitted by:** \_\_\_\_\_

Submit this form to the AEMA Training Office at [training@ema.alabama.gov](mailto:training@ema.alabama.gov) no later than 14 days prior to the scheduled date of attendance.

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**To be completed by AAEM Training Committee Chair & AEMA State Training Officer:**

*AAEM Training Committee Chair:* \_\_\_\_\_ *Date:* \_\_\_\_\_

**Recommend: Yes** \_\_\_ **or No** \_\_\_ **Comments:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*AEMA State Training Officer:* \_\_\_\_\_ *Date:* \_\_\_\_\_

**Recommend: Yes** \_\_\_ **or No** \_\_\_ **Comments:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**To be completed by AEMA Director:**

*Approved for CEUs:* **Yes** \_\_\_\_\_ **or** **No** \_\_\_\_\_

*By:* \_\_\_\_\_ *Date:* \_\_\_\_\_