

ASFPM Certified Floodplain Manager Program (CFM® Program)

A PRACTICAL GUIDE TO MAINTAINING CERTIFIED STATUS FOR YOUR CFM®

Congratulations! Your hard work and dedication have paid off. You are now a CFM®. You have a certificate to hang on your office wall and you can obtain a pin to wear on your lapel, email Anita at cfm@floods.org to find out how. Now's the time to start maintaining your certified status.

What? Thought you had two years before you had to start worrying about renewal? Wrong! Maintaining your CFM® is a lot like maintaining your vehicle. If you follow the preventive maintenance schedule recommended by the manufacturer, your vehicle will run smoother and last longer. Emergency repairs will be few and far between!

Follow the guidelines and your certification will run smoothly and last longer. Best of all, you won't have to retake the exam every two years because you failed to acquire your Continuing Education Credits (CECs) according to the "manufacturer's" specifications. These specifications are spelled out in the ASFPM's Continuing Education Policy, found at www.floods.org/Certification/cecs.pdf. This practical guide will make the policies easier to understand.

YOUR CFM® PREVENTIVE MAINTENANCE SCHEDULE

1. Keep the maintenance manual in your glove compartment. After filling in all the blanks in this form that you can, mark the dates in your planner or calendar then put the form in a special folder named "CFM® Renewal" and stick it in a file cabinet. You will be referring to the form and adding documentation to the folder during the next two years.
2. You gotta know the make and model of your vehicle so your mechanic can order the right parts and you can correspond with the right company. You also gotta know who "made" your certification so you are sure you are corresponding with the correct entity. Most ASFPM Certified Floodplain Managers correspond with Anita Larson in the ASFPM Office. If you are in Arkansas, New Mexico, North Carolina, Oklahoma, or Texas, your state association manages your records. Renewal requirements may be the same, but you have your own state contact office.

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Make sure your certification office is kept up to date if your address, job or e-mail address change.

3. Remember, you have to think in terms of a two-year schedule. Follow this preventive maintenance schedule and the two-year period ends happily when you submit your renewal application and CEC documentation along with the fee. Your deadline is the expiration date shown on your CFM certificate.
4. You need 16 CECs to maintain your certification. You're not allowed to cram it all in at the last minute. You may submit no more than 12 credits per year to count toward your renewal, so you have to plan ahead. Make a road map for your journey that shows the path you will take – from zero CECs to 16 CECs – and the educational "rest stops" you plan to make along the way. Can you attend the ASFPM's annual conference? Your state association's annual conference? Check the ASFPM website (www.floods.org) to see what training will be offered in your area during the next two years.

Your state chapter website will show conferences and workshops that will be held in your state. Your chapter's website can be found at www.floods.org/StatePOCs/stchoff.asp. Similarly your state NFIP coordinator's office may have training opportunities. You can find the contact information for that office at www.floods.org/StatePOCs/map.asp

5. If the training offered by your state chapter and state NFIP Coordinator totals 8 CECs each year, then you will be able to meet the 16 CEC requirement in two years just by taking their training. If the number of credits is less than eight per year, or you have a schedule conflict with the training dates, you will need to look elsewhere for the additional CECs you need.

FINDING OPPORTUNITIES TO EARN CECs

If you can't get enough continuing education credits by attending national and state conferences and workshops, here's what you can do:

- Check the ASFPM certification website, www.floods.org/Certification/ceclist.asp, for a list of pre-approved courses for your state.
- Additional CECs and related training can be obtained through these folks:
 - RedVector.com provides online training. Go to the ASFPM RedVector.com website (www.floods.org/Certification/redvec.asp). There is a list of courses that will earn you CFM CECs. You can save 10 percent off the price of the course if you type "ASFPM" as the discount code.
 - Emergency Management Institute www.training.fema.gov/emiweb/
 - Workshops and training held by companion professions, such as the American Planning Association, American Society of Civil Engineers, and building code organizations.
 - College or university classes
- Professions such as engineers require continuing education and these courses sometimes qualify for CFM[®] credits as well. If you plan to continue your education for other professions, you might be able to apply the training to your CFM[®] certification, too.
- Correspondence or home study courses can be credited, provided there is a final exam and you pass it. You must show that you passed the course.

NUMBER OF CECs FOR PRE-APPROVED COURSES

Generally, one day of training on floodplain management subjects is worth six CECs. Wherever possible, ASFPM reviews courses in advance and shows the number of CECs you can earn for the training on the Association website. If a course you wish to take is not posted, you can submit a "Continuing Education Credit Submittal Form" before or after you attend the training. However, if you don't see training for which you hope to earn CFM[®] CECs on the list of pre-approved courses, we strongly advise you to get approval before you pay for the course and spend the time taking it. Instructions for getting approval may be found on the Continuing Education Credit Submittal Form available on the ASFPM website www.floods.org/Certification/cecform.pdf.

PROFESSIONAL PARTICIPATION CREDIT

Be sure to claim credit for your participation and/or membership in professional or technical societies/associations. During your two-year certification period, you can earn one CEC for each organization. There is a maximum of two CECs for this over the two-year period.

If you think an organization that is not listed here should be eligible, contact the ASFPM office to get a ruling. Make a copy of your membership card for each organization and put the copies in your “CFM® Renewal” folder. Here are some example organizations.

- ASFPM
- State/Regional ASFPM Chapters
- American Society of Civil Engineers (ASCE)
- American Planning Association
- International Association for Emergency Management

ADDITIONAL STATE REQUIREMENTS

There are six accredited state programs, AR, TX, OK, NM, NC, and IL. Some of these programs have additional requirements, such as maintaining membership in the state chapter. Check with their contact office.

FILL OUT YOUR CFM RENEWAL TRIP TICKET

So now you know the route you will take and the stops you plan to make on the way. It’s time to write down your itinerary (what courses you will take during your two-year certification period) and begin tracking your mileage (how many CECs you earn for each course or professional participation). Remember, you also need a file folder for your renewal documentation.

For each course, you should keep the following records:

- Certificate of Attendance or Completion. It shows the number of CECs earned. Be sure to transfer this number into the proper space in your itinerary on the next page to help you keep a running total of CECs earned.
- Brochure and agenda describing the training sessions. If the course is not pre-approved, you must submit these documents with your renewal application.
- Contact information for the agency that sponsored the training

CECs can be submitted to the ASFPM office at anytime. Please keep a copy in your file folder.

ASFPM thanks Laureen Gibson Gilroy, CFM for preparing this informative, easy to understand paper for CFMs.

CFM[®] RENEWAL TRIP TICKET

CFM Name: _____

CFM Certificate Number: _____

Documentation for certification period: _____
(Write in your two-year certification period on this line)

A. Projected Professional Participation Total (0 to 2) _____

YEAR 1

Association training I plan to attend:

- ASFPM Annual Conference in Year 1 - # of CECs _____
- State Chapter Conference in Year 1 - # of CECs _____
- Other - # of CECs _____

B. Projected Year 1 Conference Totals _____

Other course(s) I plan to take to earn at least 4 total points in Year 1:

C. Projected Year 1 CECs from other course(s) _____

D. Projected Subtotal for Year 1 (Add lines B + C) _____*

YEAR 2

Association training I plan to attend:

- ASFPM Annual Conference in Year 2 - # of CECs _____
- State Chapter Conference in Year 2 - # of CECs _____
- Other - # of CECs _____

E. Projected Year 2 Conference Totals _____

F. Add lines A + D + E _____

Is the number in Line F enough to renew my CFM?

If line F = 16 or greater, I have enough CECs

If line F = 15 or less, what additional courses will I take in Year 2?

G. Projected Year 2 CECs from other course(s) _____

H. Projected Total for entire certification period (Add lines F + G) _____**

NOTE: THERE IS NO CARRYOVER OF CECS FROM ONE CERTIFICATION PERIOD TO ANOTHER PERIOD.

* Must be at least 4 CECs and no greater than 12 CECs to be applied toward renewal

** Must be at least 16 CECs (Of course you can earn as many you like, but only 16 will be applied toward renewal)