



ASFPM Certified Floodplain Manager Program (CFM[®] Program) Continuing Education Policy

INTRODUCTION

As part of maintaining ASFPM Certification status, the Certified Floodplain Manager (CFM[®]) must stay current in their knowledge of floodplain management policies and concepts. This policy paper contains the criteria and procedures for the ASFPM Certification Board of Regents (CBOR) to review Continuing Education Credits (CECs); and the number of (CECs) and type of training eligible for CEC credit.

CFM[®] is a registered trademark of the ASFPM Certified Floodplain Manager Program and available only to valid CFMs.

**** A PRACTICAL GUIDE TO MAINTAINING CERTIFIED STATUS FOR YOUR CFM[®]**

This guide has been created to help CFMs understand the CECs requirement for maintaining their CFM.

It gives you an easier to understand format as well as a planning worksheet.

This document can be found on our website at http://www.floods.org/Certification/Practical_Guide.pdf

CFM CONTINUING EDUCATION CREDITS CRITERIA

The requirement for continuing education within the two-year period can be met through combinations of formal courses, university short courses, home study courses which require an exam for successful completion, RedVector.com online courses or attendance at technical program portions of the ASFPM Annual Conference, state or regional chapter or association conferences, or other related technical conferences and workshops.

Detailed CEC requirements are:

1. A minimum of 16 CECs over a two-year period is required to maintain certification status.
2. No more than 12 CECs can be claimed during either the first or second year.
3. No more than 6 CECs can be claimed for Parallel Discipline Education/Training in the two year renewal period.
4. A maximum of 2 CECs can be claimed over the two year renewal period for membership/participation in a professional or technical society/association. One CEC will be allotted per organization, for the two year renewal period. Examples of acceptable professional or technical societies/associations include, but are not limited to: ASFPM, State/Regional ASFPM Chapters, American Society of Civil Engineers (ASCE), and The American Planning Association (APA).
5. The number of CECs earned depends on the subject matter and hours of training.
6. Six CECs will be credited per one full day of education/training in core subjects. "Core subjects" are directly related floodplain management disciplines. Examples of core subjects are listed on the following pages.
7. Four CECs will be credited per one full day of education/training in indirect or parallel disciplines. Examples of parallel disciplines are also listed on the following pages.
8. Any CECs earned for a specific training or home study course will be permitted once each five year period. A CFM will not receive CECs the second time they take a course, unless a minimum of five years have elapsed since taking that course.

In general, the content of training, workshops and conferences presented by ASFPM and State or Regional Chapters or Associations, and State NFIP Coordinating agencies will qualify as core subjects. However, it is not who conducts the training, it is the subject matter that is presented which determines CECs.

Note: Credit will be given for independent or web study only where a graded exam is required and passed.

CORE SUBJECT MATTER

Core floodplain management subjects are those that are directly related to the field of floodplain management. Continued study in these subjects is an important part of maintaining Certified Floodplain Manager status. Examples that are considered as core subjects include but are not limited to, the following:

- Floodplain management (non-structural and structural)
- No Adverse Impact Floodplain Management
- Floodplain mapping
- Floodplain management regulations
- Floodproofing
- Floodplain management ordinance administration
- Flooding and flood hazards
- Floodplains and ecosystems
- Flood hazard mitigation (non-structural and structural)
- Multi-objective management
- The National Flood Insurance Program
- Flood insurance
- Elevation certificates
- Stormwater management

PARALLEL SUBJECT MATTER

Parallel floodplain management subjects are those that are indirectly related to the field of floodplain management. Subjects shown below are initially listed as Parallel but could become Core subjects if the focus and content of the subject matter is directly related to the field of floodplain management. Examples that are considered as parallel subjects include but are not limited to, the following:

- Emergency management
- Disaster Mitigation Act 2000
- Disaster assistance procedures
- Hurricane response
- Water resource management
- Land use management
- Building construction
- Water quality programs
- Stream gaging
- Wetlands management
- Watershed management
- Dam safety
- Public information programs
- Benefit-cost analysis

Case Examples: A training course on using GIS to develop a flood warning and response plan would be a core subject. A course on using GIS to develop a comprehensive land use plan would be a parallel subject.

A home study course on inspecting a building for compliance with floodplain management regulations is a core subject. A course on the new ICC building code is a parallel subject.

A workshop on how to apply for a floodplain development or a Corps Section 404 Wetland permit is a core subject. A workshop on applying for an NPDES permit for a wastewater treatment plant or a Corps water quality 401 Certification are parallel subjects.

ASFPM will periodically publish a list of Core and Parallel courses, conferences, workshops, etc. and the number of CECs that are awarded for each. These are considered “pre-approved” courses and can be found at www.floods.org .

TEACHING

Credit will be given every five years for preparation and teaching a course. For teaching a core subject, 12 CECs per day would be given and for teaching a parallel subject, 6 CECs per day would be given. Any CECs earned for teaching at a specific training, or the development of a home study course, will be permitted once each five year period. A CFM will not receive CECs the second time they teach or develop a course, unless a minimum of five years have elapsed since teaching or developing that course.

CEC REVIEW PROCESS

1. Approximately 1 year prior to the biennial renewal, the CFM will receive a reminder letter discussing the CEC requirements and renewal process.
2. Approximately 3 months prior to the two-year recertification, the CFM will receive a notification, renewal application, billing statement, and CEC forms for the biennial renewal.
3. The CFM will submit her/his renewal application, renewal fee, and CECs to ASFPM for review. CFMs need to attach an agenda and a copy of a certificate of completion or verification of attendance on the back of each CEC Form requesting credit for a specific course, workshop, etc. CECs may be submitted for review, however, at any time during the 2-year renewal period.
4. Those individuals meeting the renewal requirements minimum qualifications will be sent a new certificate at expiration after submission of material to the ASFPM. Those not fulfilling the requirements for renewal by her/his renewal due date will be decertified and so notified. Specifics of reinstatement of certification are covered in the Charter.
5. All verbal and written correspondence directed to the Certification Board of Regents should be sent to the ASFPM Executive Office.

VERIFICATION OF ATTENDANCE

As part of his/her renewal application, the CFM must submit documentation to ASFPM that the required CECs have been earned. A "Continuing Education Credit Verification Form" must be submitted for each course or workshop attended along with the following additional documentation:

If the course, workshop or conference is on the ASFPM pre-approved course list, then the following must be submitted:

1. A completed copy of the Continuing Education Credit Verification Form
2. A copy of a certificate of completion, attendance or other document provided by the training sponsor that records attendance. If such a document is not provided, then the instructor must sign the Continuing Education Credit Verification Form.
3. If the conference or training had concurrent sessions, the sessions that the CFM attended must be clearly marked.

If the course, workshop or conference is **not** on the pre-approved course list, then a course or workshop agenda or other description of the training must be submitted in addition to the above documents.

RedVector.com On-line training for CFM[®]s

ASFPM has now teamed with **RedVector.com**, a global leader of on-line training, to offer courses that qualify for Continuing Education Credits (CECs). A list of courses that qualify for CFM Program credit are posted on the ASFPM website. Go to www.floods.org, then "Certification", then "On-line training- RedVector.com for the list. The list shows how many CECs are awarded for completing the course and passing the exam, and if the course is considered a "core" or "parallel" course. The list will be updated as additional courses are approved by the Certification Board of Regents.

How does this arrangement work for CFMs?

From our website listing of courses you can go directly to the RedVector.com site and register. RedVector.com handles all course registration, payment and completion requirements directly, with fees depending on the complexity of the course and the number of credit hours. Upon successful completion of a course, send ASFPM a copy of your certificate attached to a completed ASFPM CEC Verification Form. And best of all, a special **ASFPM referral coupon provides you with a 10% discount!** Simply use "ASFPM" as your referral coupon when purchasing the course.

RedVector.com has "Live" customer service available 7 days a week, 15 hours a day. During weekdays, you can call 1-800-546-1212, and after hours you can email CustomerService@RedVector.com and are guaranteed a response within two hours, by phone or email.

ASFPM CERTIFICATION PROGRAM
Continuing Education Credit Submittal Form

Check one of the boxes below:

Pre-Approved* *Please see our website to verify pre-approved courses prior to submitting this form*
www.floods.org

Submitted for Pre-Approval **Submitted for Approval**

Formal Name of Course/Workshop: _____

Offered By: _____


Date(s) of Training/
Education/Workshop: _____

Location of Training/
Education/Workshop: _____

Length of class in days. If less than one day, list the
actual class hours (do not count breaks, lunch, etc.) _____

CEUs, Credits or Clock Hours Issued by Offering Entity: _____ or *ASFPM Pre-Approved CECs: _____

Instructors Signature: _____
(only required when no certificate or attendance document is available)

 **To assist other CFM's, please indicate your overall level of satisfaction with this course 1 2 3 4 5**
If you have any comments you would like to add please write them on a separate sheet of paper. 1 is low, 5 is high

It is mandatory to attach certificate or attendance document with this form. If the training is not a pre-approved course, also attach the Course/Workshop Agenda, instructor name and, if available CEC documentation issued by offering entity (university, association, agency, etc.). If there are concurrent sessions on different subjects, circle the sessions that you attended. If no certificate or attendance document is available, you must get this form signed by the instructor.

CFM® Applicant Certification: I am certifying that the information listed above, referencing my Continuing Education Credit (CEC), is correct.

Name: _____ Signature: _____

Email: _____ Certification Number: _____

Instructor **Participant** Submittal Date: _____

Mail to: ASFPM Certification Program, 2809 Fish Hatchery Road, Suite 204, Madison, WI 53713

DO NOT WRITE BELOW THIS LINE

Level: **C** **P** **I** **Number of creditable hours:** _____

CECs Awarded: _____

Determined by: _____ **Date:** _____

Add Course to Website? Yes No