

INFORMATION PACKAGE

for the

CERTIFIED FLOODPLAIN MANAGER PROGRAM

(CFM® Program)

Administered by the

ASSOCIATION OF STATE FLOODPLAIN MANAGERS, Inc.



ASFPM CERTIFIED FLOODPLAIN MANAGER PROGRAM

The Association of State Floodplain Managers has established a national program for professional certification of floodplain managers. The program recognizes continuing education and professional development that enhance the knowledge and performance of local, state, federal, and private-sector floodplain managers.

The role of the nation's floodplain managers is expanding due to increases in disaster losses, the emphasis being placed upon mitigation to alleviate the cycle of damage-rebuild-damage, and a recognized need for professionals to adequately address these issues. Floodplain managers come from a variety of curricula and backgrounds; there is no college-level degree program for floodplain management. This certification program will lay the foundation for ensuring that highly qualified individuals are available to meet the challenge of breaking the damage cycle and stopping its negative drain on the nation's human, financial, and natural resources.

The formation of a professional certification program is recognized as an effective means to:

- Formalize a procedure to recognize and provide an incentive for individuals to improve their knowledge of floodplain management concepts;
- Enhance individual professional development goals;
- Promote an understanding of relevant subject matter that is consistent nationwide;
- Convey new concepts and practices; and
- Build partnerships among organizations and agencies that share the goal of advancing sound floodplain management.

The primary goal of the ASFPM Certified Floodplain Manager Program (CFM Program) is to help reduce the nation's flood losses and protect and enhance the natural resources and functions of its floodplains by improving the knowledge and abilities of floodplain managers in the United States. This goal will be achieved over time by:

- Encouraging self-study and attendance at training courses to pass testing to obtain certification;
- Requiring continuing education as a condition for renewal;
- Encouraging ASFPM chapters, state agencies, and state or regional associations to prepare tests for floodplain managers on specific knowledge of state and regional requirements and legislation; and
- Ensuring that the CFMs have an awareness not only of the NFIP, but of comprehensive floodplain management.

A second goal of the CFM Program is to increase the prominence of floodplain management in decision-making by local officials and the public. This goal will be achieved on a larger scale and over a longer time frame by:

- Improving the recognition of floodplain management as a specific discipline;
- Increasing the status of floodplain managers as knowledgeable professionals in a complex and important field;
- Providing greater credibility and visibility for the profession; and
- Increasing the educational and training opportunities for floodplain managers through partnerships with other organizations.
- Encouraging CFMs to contribute to the profession of floodplain management for the betterment of the nation.

CERTIFICATION CLASSIFICATIONS

The ASFPM CFM Program recognizes individuals who become certified, who pass the ASFPM exam, or an exam prepared ASFPM chapters that certify floodplain managers. The ASFPM offers floodplain manager certifications in two categories.

CFM® is a registered trademark of the ASFPM Certified Floodplain Manager Program and may only be used by Nationally Accredited CFMs.

1. ASFPM awarded Certified Floodplain Manager (CFM)

ASFPM Certified Floodplain Manager (CFM) This certification is awarded by the ASFPM directly to individuals who apply and successfully pass the exam, demonstrating their knowledge of the basic national standards and programs of floodplain management, but who reside or work in states where ASFPM accredited certification is not available.

2. State [or another entity] Certified Floodplain Manager (CFM)

This certification is awarded directly by a state, ASFPM chapter, state agency, or state or regional association that has been accredited by the ASFPM Certification Board of Regents (CBOR) in accordance with the CFM Program Charter. This certification, although issued by the appropriate state or other entity, is entitled to include a statement that it is “ASFPM accredited”.

A person awarded ASFPM accredited certification under a state program might not be recognized as an ASFPM accredited CFM in other states. States with an ASFPM accredited CFM Program will determine the conditions for certification in that state.

PROCEDURES

The initial ASFPM Certified Floodplain Manager certification will be awarded upon the successful completion of three steps: (1) submitting completed application and fee; (2) submitting an employment Verification form; and (3) receiving a grade of 70% or higher on the certification exam.

ELIGIBILITY FOR ASFPM CFM

The ASFPM CFM Program is directed toward individuals from widely varying occupations, interests, and educational backgrounds who have routine floodplain management duties. This includes representatives from the following groups; community/state/federal officials, the private sector, academia, interest groups, and private citizens. For the purposes of the ASFPM CFM Program, floodplain management is defined as “Activities and efforts undertaken to reduce flood losses and human suffering and to protect the natural and beneficial values and functions of floodplains.” Anyone can apply and take the ASFPM CFM exam, except those from a state with an accredited state certification program, who must apply for and take that state’s exam. A list of certified state programs is available from the ASFPM website at www.floods.org . Under special circumstances, exceptions may be granted by the state entity for an applicant to take the national exam.

ADA COMPLIANCE

The Association of State Floodplain Managers, Inc. acknowledges the need and desirability to provide reasonable accommodations to prospective applicants for certification and recertification with a qualified disability.

Special arrangements may be made available for applicants for certification at the examination site by submitting a written request to the Association with a letter from licensed physician or health care specialist knowledgeable of the requester’s disability stating the specific needs to be accommodated. An accommodation will be provided to qualified individuals with disabilities to the extent the accommodation does not fundamentally alter the examination, cause disruption to other test takers or cause an undue burden to the Association. The Association may deny special accommodations which include but are not limited to unlimited testing time, modification of the format or content of the examination, paraphrasing or translating the test materials by a reader or interpreter.

All requests for accommodations must be sent to the Association of State Floodplain Managers, Inc., 2809 Fish Hatchery Road, Madison, WI 53713 and received by the Association not less than thirty (30) days prior to the date of the examination. Late requests for an accommodation may not be honored.

NON-DISCRIMINATION

It is the policy of the Association of State Floodplain Managers, Inc. not to discriminate against any applicant for certification or recertification, any employee or any applicant for employment because of race, color, creed, age, religion, sex, physical condition, ancestry, handicap, developmental disability, sexual orientation, arrest or conviction record or national origin. This policy shall include but is not limited to certification, recertification, recruitment, employment, fringe benefits, promotion, demotion, transfer, compensation, selection for training, discipline, layoff and termination. The Association of State Floodplain Managers, Inc. will take affirmative action to ensure equal employment opportunities.

FEES

The following fees have been established:

	<u>Fee</u>	<u>Discounted Member Fee*</u>
Application packet, Application Review, & Exam	\$340	\$100
Biennial Renewal	\$290	\$ 50
Re-take Exam Fee	\$ 50	\$ 50
Late Fee	\$ 75	\$ 75
Request for Appeal Fee (Application, Renewal) (Exam results are not eligible for appeal - see page 5)	\$ 80	\$80

1. An applicant can become a member of ASFPM at the same time they apply for the exam. That’s a savings of \$140. Download the one page membership application at www.floods.org

2. Corporate, Agency, and Chapter Partners do not make an applicant eligible for the member rate in this certification process. To be eligible for the member exam or renewal rate the applicant needs to be an individual member of ASFPM at the time of application and throughout the duration of the certification period.

3. When an applicant cancels from a scheduled exam, with at least two weeks notice to the ASFPM Executive Office, he/she may receive a 50% refund. No refund will be given if the cancellation occurs with less than two weeks notice. An exam may be rescheduled within 1 year.

Additional fees may be established, if necessary to maintain the CFM Program.

EXAMS FOR ASFPM CFM

The ASFPM CFM exam shall be approved by the ASFPM Certification Board of Regents (CBOR). The exam will be “closed book” and will be held in a proctored classroom environment. All exams will be pass/fail and the results will be held in strict confidence. ASFPM CFM exams will be given at each ASFPM annual conference and other locations as approved and specified by the CBOR.

The ASFPM certification exam measures a person's knowledge of a community's responsibilities under the National Flood Insurance Program (NFIP) and related floodplain management topics. The ASFPM CFM Program has established a policy in which the National Exam is approximately 120 multiple choice and true/false questions. Approximately 20 questions require obtaining information from a Flood Insurance Rate Map, Flood Boundary and Floodway Map and Flood Insurance Study. Another 5 to 10 questions focus on the FEMA Elevation Certificate.

The exam requires approximately 2 to 3 hours to complete. It covers the following seven categories in the proportions shown. Under each category are examples of the topics that are tested.

<u>Topic with Examples</u>	<u>Percentage of Total Questions</u>
<u>Overall Context of Floodplain Management</u> -Unified National Program -NFIP -Community Sanctions	5 - 10%
<u>Floodplain Mapping</u> -Base flood concept -Discharges, profiles, floodways -Coastal flooding -Reading/using maps -Revising FEMA maps	25 - 30%
<u>NFIP Regulatory Standards</u> -"Development," requirements for a permit -Encroachment rules -V Zone rules -Building protection standards -Substantial improvement/damage	25 - 30%
<u>Regulatory Administrative Procedures</u> -Inspections -Elevation records -Enforcement -Variance rules	20 - 25%
<u>Flood Insurance</u> -Coverage -Rating	10 - 15%
<u>Flood Hazard Mitigation</u> -Disaster assistance procedures -Funding sources	5 - 10%
<u>Natural and Beneficial Functions</u> -Wetlands -Multi-objective management	5 - 10%

EXAM RESULTS

Applicants approved for certification will be notified in writing. A certification number will be assigned to the individual and the appropriate certificate will be issued, designating the applicant as an ASFPM Certified Floodplain Manager “CFM.”

Applicants who fail the exam will also be notified in writing. They will be eligible to retake the exam within one year or at the next ASFPM annual conference. They must submit a retake application and retake fee. After one year a new application and regular fees must be submitted.

APPEALS

If an application for certification or renewal is denied or a CFM challenges the basis for decertification, the person may appeal to the CBOR, according to the guidelines specified below. An appeal is a request for review of a decision by the ASFPM or the President of CBOR. An appeal may be made only on the grounds that the decision was in conflict with this Charter. All actions related to unprofessional conduct or requests for renewal extensions shall be reviewed by a CBOR Review Panel before action is taken by the CBOR. **Exam results are not eligible for appeal**

MAINTAINING CERTIFIED STATUS FOR ASFPM CFM®

Certifications awarded by the ASFPM can be valid indefinitely and will remain in effect for two years periods. At the end of two years, each CFM must submit a renewal application, and CEC documentation to ASFPM and enclose the appropriate renewal fee. When these conditions are met, a two-year renewal will be issued.

RENEWALS

The CFM biennial (every two years) renewal requirements are:

- Submittal of renewal application;
- Submittal of renewal fee;
- Submittal of proof of 16 Continuing Education Credits (CECs) within the previous 24 months, with a maximum of 12 CECs earned in any one year.

When these conditions are met, a two-year renewal will be issued.

The continuing education requirement can be met through any combination of formal courses, university short courses, or home-study courses the require testing, and are approved by the CBOR, or by attendance at technical portions of the ASFPM annual conference, state chapter conference, or other related technical meetings. The CEC Policy gives further detail and lists approved CEC programs and courses. This guidance document is available on the World Wide Web at www.floods.org. Documentation of training and CECs will be reviewed and tabulated by the ASFPM Executive Office. CECs and related training could be obtained through:

- ASFPM conferences, workshops, and training sessions;
- Redvector- online training. See www.floods.org for further information;
- State chapters or associations’ conferences and sponsored training sessions;
- Related EMI courses;
- Retrofitting/floodproofing workshops and training sessions;
- National Flood Insurance Program Community Rating System training;
- Disaster response training sessions;
- Continuing education units or training hours from other educational training; or
- Selected state or federal agency or private sector training courses.

CFMs may request the CBOR review programs and courses not on the list of approved programs and courses. The CBOR will evaluate these requests to determine the validity of training and their relevance to floodplain management. If the program or course is deemed to meet the training requirements of the CFM Program, the CBOR will determine the number of CECs to be granted (depending upon the floodplain management content), notify the applicant, and place the new program or course on the ASFPM's list of approved programs and courses.

CFM RENEWAL 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.

LATE RENEWAL

If a CFM makes an application for renewal within 30 days following the expiration date, he/she will receive their renewal certification only if they (1) submit an updated renewal form, (2) pay the renewal fee, (3) pay the late fee, and (4) submit proof of having earned 16 CECs for the previous two year certification period. **If the certification has been expired for more than one month, re-establishing certification is not possible unless the applicant pays the original application fees, takes the exam again and passes it.**

Those not fulfilling the requirements for renewal by the due date will be sent a letter of decertification, stating that the individual may no longer classify him or herself as a Certified Floodplain Manager or use the registered trademark CFM®.

DECERTIFICATION

A CFM may be decertified for failure to fulfill the requirements specified in Section IV A.4 of the CBOR's Charter by the renewal date.

A CFM may be decertified for unprofessional conduct if he/she has:

- Been convicted of a crime or any felony directly related to his or her professional duties;
- Falsified, intentionally destroyed, or modified official records or documents relating to his or her professional duties, or otherwise knowingly provided misleading information related to his or her duties or floodplain management;

- Received or solicited money or anything of value directly or indirectly that may be expected to influence his or her actions or judgment in a matter outside of commonly acceptable practices or values;
- Used his or her position in an illegal, dishonest, or unprofessional way to influence or gain financial or other benefit of his or her immediate family or organization with which he or she is associated; or
- Violated the Code of Professional Conduct listed in the CBOR's Charter.

Information on a CFM's unprofessional conduct must be submitted to the ASFPM Executive Office in writing. No anonymous submittals will be accepted. If the President of the CBOR determines that consideration of decertification may be warranted, the charges and all supporting documentation will be provided to the CFM by certified mail. The CFM shall have 30 days upon receipt thereof to respond in writing to the charges.

If a CFM has not fulfilled the renewal requirements by the renewal date or has not responded to the charges of unprofessional conduct by the specified deadlines, he or she will be sent a registered letter of decertification, stating that he/she may not classify him or herself as an "ASFPM Certified Floodplain Manager" or use the ASFPM Registered Trademark CFM in any way for a period of time specified in the letter. He/she may reapply to take the CFM exam after that date. If the CFM does submit the appropriate papers by the deadline, the procedures in Section IV.A.8b of the CBOR Charter shall be followed.

CFM "Retired"

On March 29, 2007, CBOR discussed the issue of a "retired" CFM status. During the discussion, CBOR had concerns in two areas: 1) the person granted this status would have to be totally retired and performing no work and no authority in floodplain management where they might use the designation of CFM; 2) how would persons with the "retired" status be tracked to make sure the person remains retired? This could cause a problem in spending a lot of time in tracking "retired" CFMs.

CBOR members decided non-approval of a designation of a "retired" CFM.

DISCLAIMER OF LIABILITY

Professional certification is a peer review process administered through the Association of State Floodplain Managers (ASFPM). Participation in the CFM Program is strictly voluntary. The program is designed to establish educational, training, and experience criteria related to floodplain management, hazard mitigation, and the National Flood Insurance Program, and to certify that an individual applicant has met these criteria.

ASFPM assumes no liability for any action or decision made by individual CFMs during the normal course of performing their prescribed duties and responsibilities of managing development within the identified floodplains, as established by criteria of the NFIP or state and mandated by their respective employer or local government agency. Furthermore, any list of CFMs should be used with care. The Association of State Floodplain Managers has not attempted to independently verify the information submitted by certification applicants. We strongly recommend that anyone using the professional services of any ASFPM CFM listed individual or firm contact that individual or firm directly and request and verify their references and credentials. Further, the ASFPM assumes no liability for any action or decision made by an ASFPM accredited state entity in accepting, denying, certifying, or renewing CFMs.