1.0 Overview

The primary charge of the Professional Development Committee (PDC) is to provide vision, leadership, and direction to ASFPM members regarding professional and related issues affecting the floodplain management profession. The PDC strives to maintain a high standard of integrity, ethical behavior and practices, professional conduct, and skill for all Certified Floodplain Managers (CFMs). PDC also strives to expand and promote the professional status and legal responsibility of the CFM and review and monitor professional education opportunities for CFMs.

The PDC endeavors to maintain the accuracy and reliability of the Certified Floodplain Manager Exam(s) with an annual review and report of the exam questions and results and direct support to the Certification Board of Regents and the ASFPM Executive Office.

Section 2 provides an outline of the work item tasks for the 2013-2014 year. Sections 3.1 and 3.2 of this work plan present the specific items for 2013-2014 that are to be accomplished by this committee and the work tasks that are required to complete these items. These items directly support Goals and Objectives for ASFPM for 2013-2014 that are related to Professional Development and the CFM Program. Section 3.3 of this work plan includes a description of the specific, on-going duties of the PDC CFM Exam Work Group Tasks.

1.1 Committee co-chairs

Diane Calhoun, CFM; Calhoun Consulting, LLC

1.2 Liaisons

John Ivey, P.E., CFM; Halff Associates, Inc.

1.3 Active members

CFM Exam Work Group:
Diane Calhoun, CFM
Michael Parker, CFM
Dorothy Martinez, CFM
John Ivey, PE, CFM
Joe Reomandidi, PE, CFM
Ingrid Danler, CFM
2.0 Task Outline

2.1 2013-2014 Work Items (Section 3.1):

1. Prepare Ethics Training Package to be delivered to State Chapters.
2. Develop Floodplain Management Career Brochure including core competencies of floodplain managers.
3. Finalize state mandated CFM requirements Discussion Paper.

2.2 On-going Work Items (Section 3.2):

1. Participate in ASFPM Policy Committee Co-Chair Retreat and Conference Calls.
2. Attend Policy Committee Co-Chair Meeting at the annual conference and hold an annual committee meeting at the conference.
3. Organize and Facilitate PDC Conference Calls.
4. Explore and determine methods to promote professionalism and ethics in the floodplain management profession.
5. Attend CBOR conference calls and quarterly meetings (PDC liaison serves as a member of CBOR).
6. Evaluate and promote continuing education opportunities.
7. Support ASFPM Higher Education Committee.
8. Prepare annual committee report and develop work plan.

2.3 CFM Exam Work Group 2013 – 2014 Tasks (Section 3.3):

1. Convene the PDC CFM Exam Work Group and conduct an annual CFM Exam review and update. Finalize the review as soon as possible following the ASFPM annual conference and submit an annual Exam Review Report to CBOR. Deliver an updated CFM Exam to the ASFPM Executive Office (annually)
2. Assist the six ASFPM State Chapters, with accredited CFM Programs, in their transition to the national CFM Exam and assist with the development and maintenance of State Chapter CFM Programs.
3. Implement the “reliability and validity” recommendations, approved by CBOR, into the CFM Program and Exam. (This is a 5-year effort from 2011 to 2015)
4. Maintain the CFM Program History as a “living” document.
5. Conduct an annual “Certification Program Survey” to compare the ASFPM CFM Certification Program to other certification programs and submit an annual survey report to the PDC, CBOR, ASFPM Board, and the ASFPM Executive Office.
6. Perform an annual review and update of the CFM Exam Preparation Guide.
7. Assist the ASFPM Executive Office in responding to CFM Exam protests and appeals.
9. Perform other duties and assignments from the PDC, CBOR, and the ASFPM Executive Office.
### 3.0 Task Descriptions

#### 3.1 2013 - 2014 Work Items

**3.1.1 Prepare Ethics Training Package to be delivered to State Chapters.**

<table>
<thead>
<tr>
<th>Task Title:</th>
<th>Prepare Ethics Training Package to be delivered to State Chapters</th>
</tr>
</thead>
<tbody>
<tr>
<td>Task Leader:</td>
<td>Jessica Baker</td>
</tr>
</tbody>
</table>

**ASFP GM Goal # Cross Reference:**

- 2.3.2 Provide and support training for local officials in addressing policy and legal aspects of unwise development.
- 2.4.6 Complete the updated of the CFM Charter, Policies, and Procedures.

**Approximate Start/End Date:** 2011 - 2014

**Approximate # Hrs to Complete:** 80 hours

**Detailed Task Description:**
Assess current Ethics workshops available. Modify examples to be generic for use in training. Assist in the development of a Floodplain management Ethics Workshop, PowerPoint, and manuals for instructors and students. Further develop the Ethics workshops into a training package that can be deployed to State Chapters.

**Prerequisites Needed: (Activities That Need To Be Performed Before This Task Can Begin)**
CFM PDC survey, Ethics Workshops previously developed

**Other Policy Committees/entities to Engage for this Task:**

**Completion Schedule:**
5/2014

**Deliverables:**
Update Ethics Power Points and share with Chapters for comment. Revise Training Package based on feedback from chapters.

**Other Necessary Support or Resources:**
Kait L. could be a good resource for assistance with the training package.

**Approve Direct Cost to Complete: (Labor and Non-Labor)**
- Labor – None
- Other Expenses – None

**Approval Process: (Does The Task Require Board Approval?)**
Preparation of report does not require approval.

**Assumptions:**
None

**Prepared by/ Date:**
Baker 08/2013

**Approved By/ Date:**
### 3.1.2 Floodplain Management Career Brochure including Core Competencies

<table>
<thead>
<tr>
<th>Task Title: Floodplain Management Career Brochure with Core Competencies of FPMs</th>
<th>Task Leader: Baker / Calhoun</th>
</tr>
</thead>
</table>

**ASFPM Goal # Cross Reference:**
2.4.2 Develop and adopt Floodplain Management “Core Competencies” using Reliability and Validity data and recommendations.

<table>
<thead>
<tr>
<th>Approximate Start/End Date: 10/2013 – 5/2014</th>
<th>Approximate # Hrs to Complete: 80 hours</th>
</tr>
</thead>
</table>

**Detailed Task Description:**
Research variety of professional positions that may be considered “floodplain managers”.
Determine career requirements (interests, education, etc) required for positions considered “floodplain managers”
Assimilate information in outline format
Retain volunteer graphics/desktop publishing person to develop layout
Distribute digitally to state chapters and ASFPM

**Prerequisites Needed: (Activities That Need To Be Performed Before This Task Can Begin)**
None

**Other Policy Committees/entities to Engage for this Task:**
Higher Education

**Completion Schedule:**
- Initial research complete – 10/2013
- Draft Outline – 1/2014
- Draft Layout – 3/2014
- Final Print Ready Version – 5/2014

**Deliverables:**
Digital Brochure/Flyer

**Other Necessary Support or Resources:**
- Graphics/desktop publishing person
- State chapters

**Approximate Direct Cost to Complete: (Labor and Non-Labor)**
- Labor – 12 Hrs graphics person volunteer time
- Other Expenses – None

**Approval Process: (Does The Task Require Board Approval?)**
- POD Approval.
- CBOR Approval.
- Executive Office Approval

**Assumptions:**
None

| Prepared by/ Date: Baker 08/2013 | Approved By/ Date: |
### 3.1.3 Finalize State Mandated CFM Requirements Discussion Paper

<table>
<thead>
<tr>
<th>Task Title: Finalize State Mandated CFM Requirements Discussion Paper</th>
<th>Task Leader: Jessica Baker / Bill Tingle</th>
</tr>
</thead>
</table>
| **ASFPM Goal # Cross Reference:**  
2.3.2 Provide and support training for local officials in addressing policy and legal aspects in unwise development. 
2.4.6 Complete the update of the CFM Charter, Policies, and Procedures. | |
| **Approximate Start/End Date:**  
2012 – 12/2013 | **Approximate # Hrs to Complete:** 40 |
| **Detailed Task Description:**  
| **Prerequisites Needed:** Draft Report | |
| **Other Policy Committees/entities to Engage for this Task:** Training and Outreach, CBOR, State Chapters | |
| **Completion Schedule:**  
9/2013 – Draft  
10/2013 – Comments from Committee  
11/2013 – Incorporate Comments  
12/2013 – Final Discussion Paper | |
| **Deliverables:** Discussion Paper | |
| **Other Necessary Support or Resources:** None | |
| **Approximate Direct Cost to Complete:** (Labor and Non-Labor) None | |
| **Approval Process:** (Does The Task Require Board Approval?)  
POD Approval  
Vice Chair Approval of Discussion Paper | |
| **Assumptions:** None | |
| **Prepared by/ Date:** Baker 08/2013 | **Approved By/ Date:** |
### 3.2 Ongoing Work Items

<table>
<thead>
<tr>
<th>Task Name</th>
<th>Task Leader</th>
<th>Approximate Hours to Complete</th>
<th>Detailed Task Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASFPM Committee Co-Chairs Retreat &amp; Conference Calls</td>
<td>Jessica Baker, Diane Calhoun</td>
<td>50 hours</td>
<td>A co-chair should attend all co-chair conference calls and one of co-chairs should attend the retreat.</td>
</tr>
<tr>
<td>Co-Chairs Meeting and Committee Meeting at Annual Conference</td>
<td>Jessica Baker, Diane Calhoun</td>
<td>20 hours</td>
<td>Prepare for the co-chairs meeting and the annual committee meeting. Prepare notes of annual meeting for distribution.</td>
</tr>
<tr>
<td>PDC Conference Calls</td>
<td>Jessica Baker, Diane Calhoun</td>
<td>48 hours</td>
<td>Organize and facilitate committee conference calls with active committee members</td>
</tr>
<tr>
<td>Promote professionalism and ethics in the floodplain management profession</td>
<td>Jessica Baker, Diane Calhoun</td>
<td>--</td>
<td>Ongoing research concerning other organizations and professions to determine comparable ethics issues and professional status. Also receive feedback from CFMs.</td>
</tr>
<tr>
<td>CBOR Conference Calls &amp; Quarterly Meetings</td>
<td>John Ivey</td>
<td>10 hours and 64 hours</td>
<td>Prepare and report on committee activities during CBOR conference calls. Report critical information from calls to committee members via email. Prepare draft work plan and provide input to ASFPM goals during CBOR quarterly meetings.</td>
</tr>
<tr>
<td>Evaluate continuing education opportunities and requirements</td>
<td>Jessica Baker, Diane Calhoun</td>
<td>16 hours</td>
<td>Review CFM continuing education requirements for National and state accredited CFM programs. Work with Training and Outreach committee to ensure there are training opportunities to meet the CFM requirements. Request input from the six accredited states regarding CEC issues and participate in the annual CBOR meeting with the six accredited states.</td>
</tr>
<tr>
<td>Support ASFPM Higher Education Committee</td>
<td>Jessica Baker, Diane Calhoun</td>
<td>20 hours</td>
<td>Participate in Higher Ed Committee Conference Calls and provide support as needed.</td>
</tr>
<tr>
<td>Prepare Annual Committee Report and Develop Work Plan</td>
<td>Jessica Baker, Diane Calhoun</td>
<td>10 hours</td>
<td>Determine goals, work tasks, and identify lead on task. Link back to ASFPM Goals and Objectives.</td>
</tr>
</tbody>
</table>
### 3.3 PDC Exam Review Tasks

#### 3.3.1 CFM Exam Annual Review

<table>
<thead>
<tr>
<th>Task Title:</th>
<th>Task Leader:</th>
</tr>
</thead>
<tbody>
<tr>
<td>CFM Exam Annual Review</td>
<td>John Ivey</td>
</tr>
</tbody>
</table>

**ASFPMD Goal # Cross Reference:**
2.4 – Ensure the Certification Program maintains the highest degree of professional standards, practice, and training for floodplain managers.

**Approximate Start/End Date:**
09/2010 – 12/31/2014

**Approximate # Hrs to Complete:**
- Anita Larson – 80 hours (research and documentation)
- John Ivey – 40 hours (research and documentation)
- CFM Exam Work Group Retreat – 24 hours (6 CFM’s)

**Detailed Task Description:**
Travel to ASFPM/Madison and perform the CFM Exam Review in Sept 2013.
Phase 3 – Review and update the current CFM Exam to incorporate exam questions revised during the Ohio State Reliability & Validity review.

**Prerequisites Needed:** (Activities That Need To Be Performed Before This Task Can Begin)
- ASFPM Executive Office documentation of CFM Exams since Jan 2010

**Other Policy Committees/entities to Engage for this Task:**
- CBOR

**Completion Schedule:**
- Documentation of CFM Exam scores, most missed questions by ASFPM E.O.

**Deliverables:**
- Updated CFM Exam (January 1, 2014)

**Other Necessary Support or Resources:**
- Input from ASFPM Executive Office (Anita Larson); 6 state chapters, CFM Exam Work Group

**Approximate Direct Cost to Complete: (Labor and Non-Labor)**
- Labor – None – donated time
- Expenses – Travel and Per Diem cost for CFM Exam Team Retreat paid by ASFPM

**Approval Process: (Does The Task Require Board Approval?)**
- CBOR and ASFPM Board

**Assumptions:**
- Phase 1 – Update the current CFM Exam using questions revised during the Reliability and Validity review.
- Phase 2 -Incorporated R&V recommendations.
- Phase 3 – Incorporate R&V recommendations and other CBOR actions

**Prepared by/ Date:**
- John Ivey (8/2013)
### 3.3.2 Six Accredited State Chapters CFM Program Assistance

<table>
<thead>
<tr>
<th>Task Title:</th>
<th>State Chapter CFM Program Assistance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Task Leader:</td>
<td>John Ivey</td>
</tr>
</tbody>
</table>

**ASPFM Goal # Cross Reference:**  
2.4.3 – Updated the CFM exam to reflect Reliability and Validity findings.

<table>
<thead>
<tr>
<th>Approximate Start/End Date:</th>
<th>8/2013 – 8/2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approximate # Hrs to Complete:</td>
<td></td>
</tr>
</tbody>
</table>
Correspondence – 8 hours  
Coordination – 48 hours |

**Detailed Task Description:**  
Assist the six State Chapters (AFMA, OFMA, NMFMA, ILFMA, NCFMA, TFMA), with accredited CFM Programs, transition to the updated national CFM Exam and response to R&V recommendations approved by CBOR.

**Prerequisites Needed:**  
Activities That Need To Be Performed Before This Task Can Begin  
ASFPM CFM Exam Work Group annual update of the CFM Exam and changes related to the R&V process.

**Other Policy Committees/entities to Engage for this Task:**  
CBOR

**Completion Schedule:**  
Jan 2011 – Distribute copies of the updated National Exam to the 6 accredited State Chapters.  
Jan 2011 to Sep 2011 – Coordinate and assist State Chapters with the National Exam.  
May 2011 – CBOR/State Chapter CFM Program Briefing (Louisville, KY)  
May 2012 – CBOR/State Chapter CFM Program Briefing (San Antonio, TX).  
Jan 1, 2013 – Updated CFM Exam released  
May 2013 – CBOR/State Chapter CFM Program Briefing (Hartford, CT).  
Sep 2013 to Dec 2013 - CFM Exam Work Group updates current exam and incorporates R&V Phase 4

**Deliverables:**  
None

**Other Necessary Support or Resources:**  
Input from CBOR

**Approximate Direct Cost to Complete:**  
(Labor and Non-Labor)  
Labor – None – donated time  
Expenses – Travel and Per Diem cost for CFM Program Briefing paid by State Chapters; CFM Exam Work Group travel expenses paid by ASPFM

**Approval Process:**  
(Does The Task Require Board Approval?)  
Each Accredited State Chapter adopts updated exam; CBOR approves State Chapter actions.

**Assumptions:**  
State Chapters adopt the updated National CFM Exam.

<table>
<thead>
<tr>
<th>Prepared by/ Date:</th>
<th>Approved By/ Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Ivey (8/2013)</td>
<td></td>
</tr>
</tbody>
</table>
### "Reliability and Validity" Evaluation of the CFM Exam

<table>
<thead>
<tr>
<th>Task Title:</th>
<th>R&amp;V Phase 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Task Leader:</td>
<td>John Ivey</td>
</tr>
</tbody>
</table>

**ASFPM Goal # Cross Reference:**
2.4.3 – Updated the CFM exam to reflect Reliability and Validity findings.

**Approximate Start/End Date:**
8/2013 – 8/2014

**Approximate # Hrs to Complete:**
- Coordination – 40 hours
- Review Report – 16 hours

**Detailed Task Description:**
- Phase 1 & 2 – Completed
- Phase 3 – Revise current CFM Exam to incorporate “reliability and validity” recommendations approved by CBOR. Revise the current CFM Exam based on R&V approved revisions and introduce an updated CFM Exam 01/01/2015.

**Prerequisites Needed:**
ASFPM Executive Office evaluations of CFM Exams since 01/01/2011.

**Other Policy Committees/entities to Engage for this Task:**
CBOR

**Completion Schedule:**
- Phase 1 – December 31, 2010 (completed)
- Phase 2 – December 31, 2011 (Completed)
- Phase 3 – December 31, 2012 (Completed)
- Phase 4 – December 31, 2013

**Deliverables:**
- Phase 4 – Revised CFM Exam (with R&V recommended changes).

**Other Necessary Support or Resources:**
ASFPM Executive Office, CBOR, and PDC Exam Work Group

**Approximate Direct Cost to Complete: (Labor and Non-Labor)**
- Labor – none – donated time PDC and CBOR.
- Expenses – CFM Exam Work Group meetings in Madison.

**Approval Process:**
- ASFPM and CBOR approvals

**Assumptions:**
- Phase 4 completion 12/31/2013.

**Prepared by/ Date:**
John Ivey (8/2013)

**Approved By/ Date:**
### 3.3.4 Update the CFM History Document

<table>
<thead>
<tr>
<th>Task Title:</th>
<th>Update CFM History</th>
</tr>
</thead>
<tbody>
<tr>
<td>Task Leader:</td>
<td>John Ivey</td>
</tr>
</tbody>
</table>

#### ASFPM Goal # Cross Reference:
2.4 – Ensure the Certification Program maintains the highest degree of professional standards, practice, and training for floodplain managers.

| Approximate Start/End Date: | 8/2013 – 8/2014 |
| Approximate # Hrs to Complete: | Committee Calls – 4 hours, Research – 4 hours |

#### Detailed Task Description:
Update the CFM History document to include R&V activities.

#### Prerequisites Needed: (Activities That Need To Be Performed Before This Task Can Begin)
None

#### Other Policy Committees/entities to Engage for this Task:
CBOR

#### Completion Schedule:
CFM History is a “living” document and needs to be updated as events occur such as the R&V activities, naming new CBOR regents, awarding the annual John Ivey Award, and other activities.

#### Deliverables:
Updated word document maintained by the PDC – CFM Exam Work Group and made available to the ASFPM Executive Office, state chapters and others.

#### Other Necessary Support or Resources:
Input from CBOR, PDC, CFM Exam Work Group, and E.O.

#### Approximate Direct Cost to Complete: (Labor and Non-Labor)
Labor – None – donated time.
Expenses – None anticipated.

#### Approval Process: (Does The Task Require Board Approval?)
None

#### Assumptions:
None

<table>
<thead>
<tr>
<th>Prepared by/ Date:</th>
<th>Approved By/ Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Ivey (8/2013)</td>
<td></td>
</tr>
</tbody>
</table>
### 3.3.5 Conduct Annual Certification Survey

<table>
<thead>
<tr>
<th>Task Title: Certification Survey</th>
<th>Task Leader: Jessica Baker, John Ivey</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ASFPM Goal # Cross Reference:</strong></td>
<td>2.4 – Ensure the Certification Program maintains the highest degree of professional standards, practice, and training for floodplain managers.</td>
</tr>
<tr>
<td><strong>Approximate Start/End Date:</strong> 8/2013 – 8/2014</td>
<td><strong>Approximate # Hrs to Complete:</strong> Research – 24 hours</td>
</tr>
</tbody>
</table>

**Detailed Task Description:**
Expand the annual “Certification Program Survey” to include information such as ethics and CEC requirements and compare the ASFPM CFM Certification Program to other certification programs. Submit an annual survey report to CBOR, the ASFPM Board, and the ASFPM Executive Office.

**Prerequisites Needed:** (Activities That Need To Be Performed Before This Task Can Begin)
Obtain copy of previous survey

**Other Policy Committees/entities to Engage for this Task:**
CBOR

**Completion Schedule:**
May 2014

**Deliverables:**
Annual Certification Survey Report to CBOR, ASFPM Board, and ASFPM Executive Office.

**Other Necessary Support or Resources:**
Input from PDC

**Approximate Direct Cost to Complete:** (Labor and Non-Labor)
Labor – None – donated time.

**Approval Process:** (Does The Task Require Board Approval?)
None

**Assumptions:**
Report will assist ASFPM and CBOR to evaluate association dues, certification program fees, CEC requirements, and ethics.

**Prepared by/ Date:**
John Ivey (8/2013)
### 3.3.6 Annual CFM Exam Prep Guide Review and Update

<table>
<thead>
<tr>
<th>Task Title:</th>
<th>CFM Exam Prep Guide Annual Review</th>
</tr>
</thead>
<tbody>
<tr>
<td>Task Leader:</td>
<td>John Ivey</td>
</tr>
</tbody>
</table>

**ASFPM Goal # Cross Reference:**
2.4 – Ensure the Certification Program maintains the highest degree of professional standards, practice, and training for floodplain managers.

<table>
<thead>
<tr>
<th>Approximate Start/End Date:</th>
<th>8/2013 – 8/2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approximate # Hrs to Complete:</td>
<td>John Ivey – 8 hours (research and documentation)</td>
</tr>
<tr>
<td></td>
<td>PDC committee members – 4 hours</td>
</tr>
</tbody>
</table>

**Detailed Task Description:**
Annual evaluation of the CFM Exam Prep Guide to update showing website links, new technical bulletins, FEMA/NFIP publications, and reference documents.

**Prerequisites Needed:** (Activities That Need To Be Performed Before This Task Can Begin)
ASPFM Executive Office provide word file of current Exam Prep

**Other Policy Committees/entities to Engage for this Task:**
CBOR

**Completion Schedule:**
Sep 2013 – Delivery of updated Exam Prep Guide to ASFPM E.O.

**Deliverables:**
Updated CFM Exam Prep Guide

**Other Necessary Support or Resources:**
Input from PDC, 6 state chapters, ASFPM Committees, and ASFPM E.O.

**Approximate Direct Cost to Complete:** (Labor and Non-Labor)
Labor – None – donated time
Expenses – none anticipated

**Approval Process:** (Does The Task Require Board Approval?)
CBOR and ASFPM Board

**Assumptions:**
Cooperation from other ASFPM Committees

**Prepared by/ Date:**
John Ivey (8/2013)
### 3.3.7 CFM Exam Appeals & Protests

<table>
<thead>
<tr>
<th>Task Title:</th>
<th>Task Leader:</th>
</tr>
</thead>
<tbody>
<tr>
<td>CFM Exam Appeals &amp; Protests</td>
<td>John Ivey</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ASFPM Goal # Cross Reference:</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.4 – Ensure the Certification Program maintains the highest degree of professional standards, practice, and training for floodplain managers.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Approximate Start/End Date:</th>
<th>Approximate # Hrs to Complete:</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/2013 – 8/2014</td>
<td>Phone Calls &amp; Emails – 4+/- hours/month (48 +/- hours/yr)</td>
</tr>
</tbody>
</table>

**Detailed Task Description:**
Assist ASFPM Executive Office in resolving CFM Exam Appeals and Protests. Review CFM Exam Answer sheets and summarize the applicant's problem areas. Contact the applicant either by phone or email and discuss the issues. Occasional follow-up calls and emails may be needed.

**Prerequisites Needed:** (Activities That Need To Be Performed Before This Task Can Begin)
None

**Other Policy Committees/entities to Engage for this Task:**
CBOR

**Completion Schedule:**
Timely response is very important.

**Deliverables:**
- ASFPM Executive Office sends CFM Answer Sheets to PDC.
- PDC to document actions regarding each protest and appeal and send documentation to ASFPM CFM Group (Anita Larson)

**Other Necessary Support or Resources:**
Input from PDC

<table>
<thead>
<tr>
<th>Approximate Direct Cost to Complete: (Labor and Non-Labor)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labor – None – donated time</td>
</tr>
<tr>
<td>Expenses – postage/FEDEX</td>
</tr>
</tbody>
</table>

**Approval Process: (Does The Task Require Board Approval?)**
None

**Assumptions:**
None

<table>
<thead>
<tr>
<th>Prepared by/ Date:</th>
<th>Approved By/ Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Ivey (8/2013)</td>
<td></td>
</tr>
</tbody>
</table>
### 3.3.8 Manage CFM Exam Pool

<table>
<thead>
<tr>
<th>Task Title:</th>
<th>CFM Exam Pool</th>
</tr>
</thead>
<tbody>
<tr>
<td>Task Leader:</td>
<td>John Ivey</td>
</tr>
</tbody>
</table>

**ASPFM Goal # Cross Reference:**
2.4 – Ensure the Certification Program maintains the highest degree of professional standards, practice, and training for floodplain managers.

<table>
<thead>
<tr>
<th>Approximate Start/End Date:</th>
<th>8/2013 – 8/2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approximate # Hrs to Complete:</td>
<td>Research – 40 hours</td>
</tr>
</tbody>
</table>

**Detailed Task Description:**

**Prerequisites Needed:** (Activities That Need To Be Performed Before This Task Can Begin)
None

**Other Policy Committees/entities to Engage for this Task:**
CBOR

**Completion Schedule:**
Sep 2013 – Insert new exam questions approved by the CFM Exam Work Group that follow the “reliability and validity” protocol for exam questions.

**Deliverables:**
CFM Exam Pool cross referenced to FEMA 480 with R&V references.

**Other Necessary Support or Resources:**
Recommendations from the Ohio State R & V CFM Exam review; Input from PDC and 6 accredited State Chapters.

**Approximate Direct Cost to Complete:** (Labor and Non-Labor)
- Labor – None – donated time
- Expenses – None – donated

**Approval Process:** (Does The Task Require Board Approval?)
None

**Assumptions:**
Phase 1 & 2 actions to incorporate exam questions revised by the Ohio State R&V process was completed 12/31/2010 and 12/31/2011.
Phase 3and 4 – The CFM Exam work Group will make revisions to the CFM Exam based on R&V recommendations approved by CBOR.

**Prepared by/ Date:**
John Ivey (8/2013)

**Approved By/ Date:**