ASSOCIATION OF STATE FLOODPLAIN MANAGERS
Professional Development 2013 Committee Meeting
Hartford, CT - June 10, 2013

Co-Chair: Jessica Baker, PE, CFM, PMP
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Pilot Point, TX
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Committee Co-Chair Update: This meeting was Bill Tingle’s last meeting serving the in the Committee Co-Chair position – many thanks to Bill for his years of dedicated service to the organization!

Meeting Attendees: Bill Tingle, Jessica Baker, John Ivey, Diane Calhoun, Mike Parker, Jennifer Perry, Michael Borengasser, Tom Morey, Cynthia Fox Barchlew, Matt Wahl

CFM Exam Review Committee Report and CFM Certification Discussion:
• Mike, John, and Diane serve on CFM Exam Review committee.
• Currently, the CFM Exam is in the Reliability and Validity (R&V) Phase 4.
  – This entails removing True/False questions from the exam. A new version of the CFM exam will be released Jan 1, 2014. Seven (7) true/false questions will come off each year. Jan 1, 2015 – no more T/F questions to be included.
  – NFIP Reform Act (BW-12) will impact the exam but nothing has been revised yet. Every insurance question will need to be rewritten. Because FEMA is implementing BW-12 in phases, no new CFM exam questions will be introduced regarding revised FEMA items until they have been out for at least 2 years.
  – The CFM Exam Review Committee is currently building a pool of questions.
  – They are increasing the number of Natural and Beneficial Functions Questions.
  – The Committee now has a protocol for “what is good question”.
    o The review committee must test questions and assess how they do in practice – the target is 65-70% responding accurately.
    o Multiple choice questions must have 4 answer choices.
    o There is a maximum question length and length for answer choices.
    o The committee brings in experts to help with question development.
    o Although there is a maximum length for questions, we can have long description and several questions are based on that scenario.
  – The goal is not to make the exam so hard. The R&V process indicated that the average grade should be in 60% range. Our current average is in mid 70%.
• The CFM Exam Committee is researching moving the exam to scantron.
• Certified 11,023 CFMs since start of program. 78% passing rate. Average grade 76.7%. Starting to follow attrition. 2007 and 2008 – increased 924 CFMs. 2008 – 2009: 1300 increase.
• 5 year average – increase about 1,000 CFMs per year. Doing more research on private vs. public sector. Goal is to have a CFM in every community. Need to do more marketing of the CFM certification program.

ASFPM Professional Development Committee – 2013 Conference Meeting Notes
• Have we ever done survey on why people give up certification? Economy causes concern – but hasn’t been major issue.
• TXDOT – performs bridge scour studies – To meet TxDOT qualifications the consultant must have a CFM on team. Accredited states need that info. All state employees get free membership – just have to pay for certification. Conduct training in TxDOT district offices.
• Some communities require CFM to sign off on subdivision proposals and building permits.
• We conduct a survey of other programs – 39 certifications – comparison of their certification requirements and Ethics statements.  
  Attachment A: 2013 Certification Program Survey
• Survey course for EC’s – Course has been approved by the Texas Surveyors (RPLS) Board for approved 8 CEC’s for surveyors.  
  Attachment B: Texas RPLS Approved NFIP Course
• Ethics helps us get more attendees. PDH for engineers’ ethics requirement.
• FEMA Region VI – announcement out for floodplain specialist – said had to be CFM – in job description. Most job applications – CFMs get preference.
• Community acknowledgement form (CLOMR/LOMR) – should a CFM be required to sign? Contacted Bill Lesser, FEMA HQ to discuss and determined that we would not have much chance to push this requirement through approval. Separate form for project with map revision – form separate – make it easier for community to sign off. Harris County (HCFCD) requires this form for all LOMC’s. TFMA recommends that all communities require the form now that FEMA has increased the requirements regarding CLOMR’s.

Ethics in Floodplain Management:
• Texas had two ethics issues – A Texas CFM went to a closing in Florida, worked for Determination Company – company policy was if they don’t have FEMA letter (LOMC), follow FIRM. Complaint filed by person in Florida – complaint was that he wouldn’t acknowledge more detailed data.
• ASFPM and Chapters should have policy – receive complaints, issues, don’t have policy for enforcement or how to deal with it. When talked to lawyer, identified the need for a policy for handling complaints. Right now, most complaints go to CBOR. Lawyer said if going to strengthen policy, it needs to be included in charter – have a white paper prepared by Warren C and John I. If you decide to decertify – must have procedures – probation? Can they get recertified? Appeal process? Lots of items to consider. Can’t be subjective, like “have good character”. Draft Ethics White paper has been submitted to CBOR for review.
• If we update our Ethics Policy and want all to acknowledge – we renew CFM every 2 years (every year in some states) – as information is updated, all should be required to sign new ethics statement upon renewal.
• We plan to conduct Ethics training workshop at next conference.

Floodplain Management Brochure:
• Looking for ways to promote the profession – looked at other organizations for what their PDC’s do including goals and mission. ASCE does a lot to promote civil engineering. Brochures/pamphlets developed on what the profession is. When you mention “floodplain management” most people don’t know what that means. Looking to define the role and responsibilities of floodplain management. Target could be high schools, colleges. Good sources for info… CBOR developed Body of Knowledge for what FPM entails. Markie from TFMA will work on draft brochure for this item.
• Floodplain Manager Job Description – has gone through many revisions. Attachment C: Community Floodplain Manager – Model Job Description
• Anita put together – CFM Brochure – for people that are already FPMs, but promotes certification. Attachment D: CFM Brochure
**CFM Mentor Program:**
- TFMA board just approved new Mentor program. Started with idea from Georgia. Created a body of subject matter experts. Currently 48. Different topics are covered by subject matter experts. Disclaimer – worked with ASFPM attorney – personal opinion from SME. Provides network of resources for new CFMs. “manager to manager” category. FEMA said that we could not use their staff names.  
  
**Attachment E: Texas CFM Mentor Program Description**
- NC – started program – had sign in sheet – starting and modeling after TFMA.

**State Mandated CFM:**
- Performed survey – should all states require that local FPAs are CFMs? Overwhelming yes. Finalizing draft discussion paper. **Will need committee members to review and comment on this paper.**
- NM State Law requires building permit officials to be CFM’s where AR, OK and WV require local floodplain administrators (LFA’s) to perform annual floodplain management Training. Using NM as example for trials and tribulations to obtain mandate. NM has the requirement but no teeth for enforcement.
- The Oklahoma Floodplain Management Act, passed in 1980, authorizes communities (i.e., cities, towns and counties) to develop floodplain regulations, designate flood hazard areas and establish floodplain boards. An amendment in 2004 calls for community floodplain administrators to become accredited through the OWRB, ensuring that these officials are properly trained to effectively administer local floodplain regulations.
- ASFPM survey on state and local programs – on ASFPM website – 2010 – 26 states. Link to Report-  
  Link to report Attachments –  
- Know what other people are doing. TFMA started freeboard survey – 255 communities that have participated. Freeboard Survey has been incorporated into the Texas State Mitigation Plan and was used as testimony for International Residential Building Code for 2015 to include 1 foot of freeboard. Arkansas included 2 foot freeboard and then there was an opt out clause. Almost all have included 2 feet.
- ASFPM Regulations committee just completed Higher Standards Guide. Link to Guide-  
- Arkansas – must be accredited with state – 8 hour education requirement – no penalty but good about 75% participate. In state law. Two hour interactive sessions – flip charts, worked through scenarios. Disaster response guidance – Peoria county, IL – placards for damaged structures.

**ASFPM Higher Ed Committee:** ASFPM PDC is supporting the Higher Ed Committee – Working on Masters of Infrastructure in Planning and Management – both in person and online – two summer residency sessions and then online of the rest.  
  
**Attachment F: Masters Program Handout**

**Other Specialized Certifications:** CBOR is looking at this. Decided to pursue coastal as first specialized certification. All still based around CFM. Could have specialty added. Asking Coastal committee to work on this with them. Implementation will be key.
ATTACHMENT A:
2013 CERTIFICATION PROGRAM SURVEY
<table>
<thead>
<tr>
<th>Certification</th>
<th>Supporting Organization Association</th>
<th>State or Federal Oversight</th>
<th>Annual Organization Dues</th>
<th>College Degree Required</th>
<th>Years of Experience Required</th>
<th>Exam Required</th>
<th>Exam makeup</th>
<th>Exam Fee</th>
<th>CEC Reqmts. CEC's/YR</th>
<th>CEC's Available on line?</th>
<th>Recert. Fees</th>
<th>Ethics Requirements</th>
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</thead>
<tbody>
<tr>
<td>PLA</td>
<td>Registered Landscape Architect</td>
<td>Varies by State i.e. Texas Board of Architectural Examiners</td>
<td>$335/YR ASLA</td>
<td>Yes or posses a state RLA license</td>
<td>3 years</td>
<td>Yes in all states</td>
<td>8 hours Legal Mandantory Code of Ethics</td>
<td>$75 reg + $365 fee = $440</td>
<td>AV= 11.46 CEC's/yr min -5 hrs of structured study (Varies by State)</td>
<td>Yes</td>
<td>$140/4 Hrs</td>
<td>Code of Environmental Ethics</td>
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<tr>
<td>PE</td>
<td>Licensed ASCE Professional Engineer</td>
<td>Varies by State State Board of Professional Engineers</td>
<td>$365 fee $335/YR</td>
<td>BS or 8 years Experience</td>
<td>$140/4 Hrs</td>
<td>Yes</td>
<td>8 hours Exam varies by discipline</td>
<td>$170 reg + $320 fee = $490</td>
<td>Varies by State TX = 15 PDH/yr 1 PDH = 1 CEC</td>
<td>Varies by State TX-$225/yr Over 65-$35</td>
<td>Each State has Ethics Code 1 Ethics CEC/yr =Texas NSPE Code of Ethics Ethics Review Board</td>
<td></td>
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<tr>
<td>CEM</td>
<td>Certified Emergency Manager and AEM</td>
<td>Varies by State by all State Emergency Management Agencies</td>
<td>FEMA $160/yr EMAT $100/yr</td>
<td>2 yrs w/4yr EM Degree or 3 yrs &amp; minimum of 100 hrs EM 100 Q's 75% passing grade reqd</td>
<td>Yes</td>
<td>4 hours Essay reqd prior to exam &amp; 100 Q's</td>
<td>$325 fee for IAEM members $450 fee for non members</td>
<td>Every 5 years 100 hrs training + 6 Professional contributions</td>
<td>Yes and trng at EMI OnLine from FEMA &amp; EMI</td>
<td>Yes</td>
<td>$200</td>
<td>FEMA code of ethics</td>
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<tr>
<td>AICP</td>
<td>American Institute of Certified Planners</td>
<td>Varies by State Local Chapters</td>
<td>AIA $665/yr APA + AICP $400</td>
<td>Masters in Planning +2 yrs</td>
<td>BA in Planning + 3 yrs</td>
<td>Any Degree + 4 years</td>
<td>No degree + 8 years</td>
<td>$495 $70 App fee $425 Exam fee</td>
<td>$32 Mths/2 years Max of 16 CEC's /Yr CM program started in 2007 CM =Certification Maintenance</td>
<td>Yes</td>
<td>N/A</td>
<td>AICP Code of Ethics Mandatory Ethics CEC 1.5 CEC's/yr Ethics 1.5 CEC's/yr Law</td>
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<tr>
<td>RPLS</td>
<td>Registered Public Land Surveyor</td>
<td>Varies by State Texas Society of Public Surveyors TSPS</td>
<td>NCEES $1,400 +/-</td>
<td>2.5 yrs</td>
<td>Yes</td>
<td>8 hours 2 parts Legal &amp; analytical</td>
<td>App $100 Fee $125 Total $225</td>
<td>8 hours Only preapproved CEC's</td>
<td>Not in TX</td>
<td>$379/yr</td>
<td>Code of Ethics Mandatory Law CECs</td>
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<td>AIA</td>
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<td>Varies by State Texas Board of Architectural Examiners</td>
<td>$665/yr</td>
<td>Yes MA</td>
<td>700 units = 3 years</td>
<td>8 hours Seven Separate Exams</td>
<td>$350+ Exam fees = $1,400 +/-</td>
<td>Varies by State TX = 12 CES/yr</td>
<td>Varies by State TX - $305 Res $400 non Res</td>
<td>Varies by State</td>
<td>2007 Code of Ethics &amp; Professional Conduct National Ethics Council</td>
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## ASFPM PDC - COMPARISON OF CERTIFICATION PROGRAMS

(updated 03/28/2013)

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<tr>
<th>Certification</th>
<th>Supporting Organization Association</th>
<th>State or Federal Oversight</th>
<th>Annual Organization Dues</th>
<th>College Degree Required</th>
<th>Years of Experience Required</th>
<th>Exam Required</th>
<th>Exam make up</th>
<th>Exam Fee</th>
<th>CEC Reqmts.</th>
<th>CEC's Available on line?</th>
<th>Recert. Fees</th>
<th>Ethics Requirements</th>
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<tbody>
<tr>
<td>H Professional Hydrologist (Hydrology)</td>
<td>AIIH, American Institute of Hydrology; also offers state certification</td>
<td>Wisconsin Department of Regulation and Licensing (DRL)</td>
<td>$150</td>
<td>Yes</td>
<td>5 years + Published Research</td>
<td>Yes (1)</td>
<td>3 hours 100 question multiple-choice closed book</td>
<td>$100 App Fee +$300 Exam Fee +$55 for certificate +$75 for Seal</td>
<td>Annual Renewal Recertify after 5 years (60 PDC's/5 yrs)</td>
<td>Yes</td>
<td>$30/yr +</td>
<td>Code of Ethics</td>
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<td>HG Professional Hydrologist (Ground Water)</td>
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<td>HGW - Professional Hydrologist (Ground Water)</td>
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<td>HWQ Professional Hydrologist (Water Quality)</td>
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<td>HIT Hydrologist in Training</td>
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<td>Exams:</td>
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<td>Surface-Water Hydrology</td>
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<td>Website:</td>
<td><a href="http://www.aihydrology.org">www.aihydrology.org</a></td>
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<td>CFM Certified Floodplain Manager</td>
<td>ASFPM -</td>
<td>ASFPM &amp; CBOR Certification Board of Regents</td>
<td>$100/yr (member)</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>3 hours 120 Q's</td>
<td>$100 if member</td>
<td>16 over 2 yrs, max 12 in 1 yr</td>
<td>Yes - ASFPM</td>
<td>$50/2 yrs if member</td>
<td>ASFPM Code of Ethics Required for National and State Chapters No mandatory CEC's</td>
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**Note:** The exams listed are: (1) Fundamentals of Hydrology, (2) Surface-Water Hydrology, (3) Groundwater Hydrology. The ethics requirements vary across different certification programs.
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<tr>
<td>DWRE</td>
<td>AAWRE</td>
<td>American Academy of Water Resources Engineers</td>
<td>$125</td>
<td>Yes</td>
<td>MS or PhD</td>
<td>10 yrs</td>
<td>Interview or Form</td>
<td>No Exam</td>
<td>$300 Application fee</td>
<td>30 PDH/Yr</td>
<td>Yes</td>
<td>Mandatory Ethics CEC’s 2PDH/Yr</td>
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<td>CPESC</td>
<td>IEECA</td>
<td>International Erosion Control Association and SWCS</td>
<td>$75/yr</td>
<td>No</td>
<td>BS + 3 yrs or 7 years</td>
<td>Yes</td>
<td>4 hours</td>
<td>$185</td>
<td>$200-non members</td>
<td>60 over 3 yrs</td>
<td>NRCS Handbook on line</td>
<td>$100/yr</td>
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<td>CPSWQ</td>
<td>IEECA</td>
<td>International Erosion Control Association and SWCS</td>
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<td>No</td>
<td>BS + 3 yrs or 7 years</td>
<td>Yes</td>
<td>4 hours</td>
<td>$185</td>
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<td>NRCS Handbook on line</td>
<td>$100/yr</td>
<td>Discount if CPESC</td>
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<td>CIBECE</td>
<td>MECA</td>
<td>Minnesota Erosion Control Association and SWCS</td>
<td>$250/yr Corp $100/yr Bus $75/yr Gov/NP $55/yr Member</td>
<td>No</td>
<td>2 yrs</td>
<td>Yes</td>
<td>(?)</td>
<td>$185 BV</td>
<td>48 over 3 yrs</td>
<td>$250 per Training Module 1.5 days</td>
<td>$100/yr</td>
<td>Discount if CPESC</td>
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<td>PWS</td>
<td>Professional Wetland Scientist</td>
<td>Society of Wetland Scientists</td>
<td>$75 to 95 based on sal $110 family $1000 lifetime $500 Corp $25 Student</td>
<td>Yes</td>
<td>BS + 5yrs</td>
<td>Yes</td>
<td>$100 WPIT $200 PWS (+$100 non members)</td>
<td>10 Credits (not CECs) per 5-yr 0.5 credits per 8 hrs training 0.5 credits per conference</td>
<td>No</td>
<td>$35/yr</td>
<td>Code of Conduct and Ethics</td>
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<td>CSM</td>
<td>APWA</td>
<td>American Public Works Association</td>
<td>$195 APWA $245 non APWA</td>
<td>High School + 7 yrs exp Asso Degree + 5 yrs BS + 3 yrs experience MS + 2 yrs experience PhD + 1 Yr experience</td>
<td>Yes</td>
<td>3.5 hours 150 multiple choice Q’s</td>
<td>$495</td>
<td>100 over 5 years</td>
<td>No</td>
<td>Every 5 years</td>
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<td>Certification</td>
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<td>Exam makeup</td>
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<td>GIS Certification Institute</td>
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<td>Contribution Points Education Points Work Experience</td>
<td>Yes Webinars</td>
<td>$250/5 yrs</td>
<td>GIS Code of Ethics</td>
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<td>TPDES</td>
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<td>High School + 7 yrs exp</td>
<td>Yes</td>
<td>Yes</td>
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<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes based on points: Active in profession Presented/published papers Attend Technical Conferences Related Subjects</td>
<td>Yes Webinars</td>
<td>$150/yr</td>
<td>ASPRS Code of Ethics</td>
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<td>GIS-LIS</td>
<td>ASPRS</td>
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<td>$120</td>
<td>No</td>
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<td>No</td>
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<td>ANFI</td>
<td>American Institute for Chartered Property Casualty Underwriters CPCU and The Institutes</td>
<td>FEMA endorsed</td>
<td>TBD</td>
<td>Yes</td>
<td>NFIP Fundamentals 2 hours 80 Q's</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes Ethics training on line Code of Ethics - Ethical Guidelines for Insurance Professionals</td>
<td>Yes Ethics training on line</td>
<td>$150/yr</td>
<td>Code of Ethics</td>
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### ASFPM PDC - COMPARISON OF CERTIFICATION PROGRAMS

<table>
<thead>
<tr>
<th>Certification</th>
<th>Supporting Organization</th>
<th>State or Federal Oversight</th>
<th>Annual Organization Dues</th>
<th>College Degree Required</th>
<th>Years of Experience Required</th>
<th>Exam Required</th>
<th>Exam makeup</th>
<th>Exam Fee</th>
<th>CEC Reqmts. CEC’s/YR</th>
<th>CEC’s Available on line?</th>
<th>Recert. Fees</th>
<th>Ethics Requirements</th>
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<tr>
<td>LEEDS</td>
<td>US Green Building Council</td>
<td>USGBC</td>
<td>Green Building Certification Institute</td>
<td>$500 to $12000</td>
<td>GBCI</td>
<td>No</td>
<td>Yes</td>
<td>2 hour - 100 Choice Q’s</td>
<td>15 CEC’s/2 years</td>
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**Website:** www.usgbc.org

**Average:**
- $174 average
- 18 yes * 18 no
- 3.1 years
- 30 Yes average
- 4.3 hrs average
- $270 average
- 32 yes = 12.75/yr average
- 5 no annual CEC requirement
- 26 yes
- $94/yr average
- 28 have Code of Ethics
- 5 have mandatory CECs
ATTACHMENT B:
TEXAS RPLS APPROVED NFIP COURSE
December 13, 2011

JESSICA BAKER
c/o HALFF ASSOCIATES INC.
1201 NORTH BOWSER ROAD
RICHARDSON, TX 75081

Dear Ms. Baker:

The Board approved the following continuing education course under the sponsorship of Halff Associates Inc. at their December 9, 2011 board meeting:

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Course Number</th>
<th>Approved Hours</th>
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</thead>
<tbody>
<tr>
<td>FEMA/NFIP Floodplain Management Workshop</td>
<td>1027</td>
<td>8.0</td>
</tr>
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</table>

Your sponsor number is 1002.

Forms and information are attached for your use with this course. You are not required to send rosters or evaluations to the board after completion of the course. Your course is approved for a two year period. After completion of your course, please issue a certificate of completion to all attendees. The board no longer posts continuing education hours for each surveyor. The surveyor will keep their own records and must be able to verify attendance if they are chosen for continuing education audit.

If you have any questions or need additional information, please contact our office.

Sincerely,

Rita Evans
Administrative Assistant
Continuing Education

Enclosures
ASSOCIATION OF STATE FLOODPLAIN MANAGERS
Professional Development 2013 Committee Meeting
Hartford, CT - June 10, 2013

ATTACHMENT C:
COMMUNITY FLOODPLAIN MANAGER
MODEL JOB DESCRIPTION
MODEL JOB DESCRIPTION
FOR A COMMUNITY FLOODPLAIN MANAGER

1.0 Introduction:

DHS/FEMA’s model ordinance and most community’s flood damage prevention ordinances designate the “floodplain manager or administrator” as responsible for administering the community’s floodplain management program.

The local floodplain manager could be an existing staff person, such as the building inspector, community zoning official, engineer, or planner. The community also might contract to have the job done by the county or parish, regional planning commission, another jurisdiction or authority, or a private firm.

The purpose of this document is to provide a community floodplain manager job description that can be amended as needed to fulfill the specific needs of the community, agency, or company that may include: minimum education and experience requirements, certifications, licenses or registrations.

2.0 Overview:

A floodplain manager is the principal community administrator in the daily implementation of (give community name) flood loss reduction activities including enforcing the community’s flood damage prevention ordinance, updating flood maps, plans, and policies of the community, and any of the activities related to administration of the National Flood Insurance Program (NFIP). The floodplain manager will:

2.1. Issue permits for development in the community’s floodplain and enforce the requirements of the community Flood Damage Prevention Ordinance.

2.2. Explain floodplain development requirements to community leaders, citizens, and the general public when requested.

2.3. Maintain records and documents that keep the community eligible to participate in the FEMA’s NFIP and Community Rating System (CRS).

2.4. Maintain community floodplain management files, the Flood Insurance Rate Map (FIRM) files, the (community name) floodplain management program documents, building permits, variances, FEMA map revisions (LOMC’s), elevation certificates(with original signature and seal).

2.5. Maintain the Community Floodplain Management Reference Library.

2.6. Review, approve or deny updates and revisions to the community’s Flood Insurance Rate Maps (FIRM’s).

2.7. Assist elected officials in the preparation of Standard Operating Procedures (SOP) for the overall (community name) Floodplain Management Program as well as formally adopting and periodically updating the community Flood Damage Prevention Ordinance.

2.8. Review and community coordination of floodplain related projects, studies and plans initiated by Federal and State Agencies, non profit organizations, and others.

2.9. Provide floodplain management guidance related to community drainage improvements, flood protection, floodplain management, and flood mitigation projects.
2.10 Function as the community representative for floodplain management studies, plans, and mapping activities initiated by Federal and State Agencies, Regional Planning Commissions, Flood Control and Drainage Districts, adjacent communities and others.

2.11 Assist and cooperate with FEMA and State Floodplain Manager representatives during Community Assistance Visits (CAV), Community Rating System (CRS) Program reviews, and other floodplain management program actions for coordination.

2.12 Monitor and coordinate other Federal and State Floodplain Management programs.

2.13 In emergency situations, including disaster response and recovery, participate on the Emergency Response Team in a capacity specified by the community’s chief administrative officer.

3.0 Regular duties of the Floodplain Manager:

3.1. Floodplain Development, Permitting & Mapping

3.1.1. Issue floodplain permits for structures within floodplains and inspect development to determine compliance with the community development standards and NFIP requirements. Duties include establishing base flood elevations (BFE’s) in Zone A areas, prohibiting development within floodways; assisting in adoption, maintenance and enforcement of the community’s Flood Damage Prevention Ordinance which may include fines and penalties. Duties include maintenance of records regarding development; building permit applications, receipt of fees paid, site plans, surveys, permits and approvals from other agencies, elevation certificates, LOMC’s, appeals, appellant board actions, variances, correspondence, Certificate of Occupancy, and other related floodplain management actions.

3.1.2. Review proposed development to assure that all necessary permits and approvals have been received from those governmental agencies from which approval is required by Federal or state law, including Section 404 of the Federal Water Pollution Control Act, modifications to designated historical structures, Executive Order 11988 (Federal floodplain management requirements), and Executive 11990 (protection of wetlands).

3.1.3. Explain the requirements of the National Flood Insurance Program and the community’s program to the general public, elected and/or appointed community decision makers, developers, architects, engineers, land surveyors, planners, and the media.

3.1.4. Maintain a floodplain management reference library that includes current and previously published: Flood Insurance Study Reports; Flood Insurance Rate Maps; Flood Boundary Floodway Maps; Flood Hazard Boundary Maps; Drainage Master Plans, Comprehensive Master Plans, zoning requirements, Flood Mitigation Plans, Hazard Mitigation Action Plans, community permit procedures; floodplain management plans, studies, and publications related to the community and adjacent areas (county-wide); current and past copies of Flood Damage Prevention Ordinances and related ordinances; community codes and development procedures pertaining to drainage, land use and floodplain management; floodplain management correspondence files; building permit files; FEMA/NFIP Biennial Reports; Community Rating System (CRS) Program files; NFIP flood insurance policy and claims data; NFIP Repetitive Loss Lists; and community disaster response and recovery records. Maintain separate sensitive documents that contain Privacy Act information such as property owner’s name, repetitive loss and NFIP claims paid information and handle in a confidential manner.

3.1.5. Review, approve and/or deny updates (revisions) to the community’s Flood Insurance Rate Maps (FIRM’s) which occur through remapping efforts such as FEMA Multi-Year Flood Hazard Identification Plan (MHIP) and FIRM map revision actions that include Letters of Change (LOMC), Letters of Map Amendment (LOMA), Conditional Letter of Map Amendment (CLOMA), Letter of Map Revision Based
on Fill (LOMR-F), and Conditional Letter of Map Revision Based on Fill (CLOMR-F). The floodplain manager will enforce the requirements described in FEMA/FIA Technical Bulletin 10-01 and FEMA’s LOMR-F that require certification that structures built on fill in or near Special Flood Hazard Areas are “reasonably safe from flooding”.

3.1.6 Review all floodplain related projects received from Federal and State Agencies, such as the U.S. Army Corps of Engineers, Natural Resource Conservation Service, Federal and State Department of Transportation (DOT), community departments, and others to ensure compliance with Federal Emergency Management Agency (FEMA), National Flood Insurance Program (NFIP), and (community name) Flood Damage Prevention Ordinance requirements.

3.1.7 Function as the community representative for all floodplain management and flood mitigation projects. Duties include preparation of applications for funding, supervision of project design, construction management, project implementation, and project close out, for FEMA Hazard Mitigation Grant Program (HMGP), FEMA Flood Mitigation Assistance (FMA) Program, FEMA Pre-Disaster Mitigation (PDM) Program, Hurricane – Property Protection Mitigation (HPPM), 406 Mitigation (Public Assistance), and other Federal and state funded floodplain management or mitigation programs.

3.1.8 Ensure that the Floodplain Manager’s Office is equipped with sufficient copies of the current community and/or county-wide Flood Insurance Study, Flood Insurance Rate Maps, available GIS, topographic and aerial mapping, Elevation Reference Mark (ERM) data, and floodplain management reference materials. These documents are to be reviewed and updated annually, or as studies and publications become available.

3.1.9 Conduct educational programs for realtors, lenders, builders, engineers/land surveyors, general public, and other interested groups on a scheduled basis. Coordinate these training efforts with the State NFIP Coordinator, FEMA Regional Office, State or National Floodplain Management Associations, Regional Planning Commission, and others to capitalize on ongoing training activities. Maintain a supply of floodplain management publications to distribute to the development community and local citizens.

3.1.10 Maintain a current call list and website address list of Federal and state agencies, such as FEMA national and regional offices, USA Corps of Engineers districts, State NFIP Coordinators office, State Department of Transportation, River Authorities, Drainage and Flood Control Districts, and others.

3.1.11 Disseminate information, data, status reports, and situation reports to the (Community name)Mayor/City Manager/County Judge/Parish President/Chairman, Department of Public Works, the Planning Director, the Community Office of Emergency Management and other affiliated community or agency representatives who deal with flooding.

3.1.12 Coordinate and conduct damage assessment surveys in post disaster.

3.2. Mitigation Activities (In some communities this may be a separate or subordinate position)

3.2.1 Conduct an annual review of the FEMA “Repetitive Loss” list to identify properties, located within the community, to verify accuracy and establish priorities for possible mitigation. Correspond with FEMA to verify the “Repetitive Loss” list accuracy as requested.

3.2.2. Function as the community representative for FEMA mitigation projects (HMGP, FMA, PDM and other Federal and State Programs) that are submitted by the community or by citizens of the community. Duties include preparation of funding applications, oversight for project design, construction, implementation, and closeout for all community mitigation projects. Maintain approved FEMA mitigation grant records and project documentation required by the State NFIP and/or State Emergency Management Office and FEMA for project closeout and audit and future reference.
3.2.3. Provide technical guidance on the various mitigation methods available for citizens of the community including: acquisition and relocation; elevation; demolish and rebuild; floodproofing; and retrofitting.

3.2.4. Work with the community planning and public works departments on projects and activities that reduce flood damages and respond to Federal and State directives and other pertinent references in order to comply with National Flood Insurance Program requirements at the Federal and State levels. Assist in drafting updated community plans and procedures.

3.2.5. Prepare all required reports for all active FEMA mitigation grant projects for submission to the State NFIP and/or Emergency Management Office.

3.2.6. Review, edit, and process all periodic invoices received from contractors performing mitigation projects, to the appropriate community accounting office for payment as well as preparing subsequent reimbursement requests to the State NFIP and/or Emergency Management Office to recover the FEMA (Federal) share for all mitigation projects.

3.2.7. Any other duties as prescribed by the (Community name) City Council/Commissioners Court/Police Jury/Board of Alderman.

3.2.8. Initiate, manage and document community CRS activities to maintain and improve, when possible, the community CRS classification.

4.0 Necessary Skills and Qualifications:

[Note- Community requirements should be inserted into this section and include items such as background check, testing, etc.]

Ability to prepare and present clear, concise reports both orally and in writing.

Ability to establish and maintain effective working relationships with governmental/private/public officials and employees, and the general public.

Ability to learn and utilize various computer software programs such as Word, Excel, GIS (Arc View, etc), and particularly those related to the NFIP permit requirements.

Must possess a valid driver's license.

Must pass a pre-employment physical and drug test once position has been offered, and prior to starting work.

Ability to manage efficient and effective documentation and records systems.

Equipment - will need to utilize office and field deployed machines such as computers, photo-copiers, fax machines, calculators, cameras, and personal computers.

Basic knowledge of principles of surveying, building construction, hydrology and hydraulics.

Knowledge of basic computer software programs.

Skills in public speaking and interpersonal relations with the public.
5.0 Hours of Work:

[Insert specific community requirements here]
40 hour week - Normal work hours, Monday thru Friday. Employee is subject to 24-hour call and must respond in a timely manner during an emergency. This position may require evening and week-end duty.

6.0 Location of Work:

[Insert specific community requirements here]

The duty station or location of the work is (Insert physical address of office). The Floodplain Manager will operate throughout the community to complete work assignments. Duties of the Floodplain Manager require fieldwork duty, as well as office duty.

7.0 Minimum Qualification Requirements:

[Insert specific community requirements here]

Minimum requirements:
Training in the National Flood Insurance Program (NFIP) with a possession of a Certified Floodplain Manager (CFM®) certificate, or will obtain and maintain such a Certificate within (6) months of beginning employment. High school diploma or GED supplemented by vocational/technical training in a related field. Previous experience and/or training involving floodplain management is preferred but not required.

Preferred requirements:
College degree with a minimum of a Associates degree, Bachelors’ preferred, in a related field of study including floodplain management, emergency management, planning, environmental studies, engineering, hydrology/hydraulics, Geographic Information Systems (GIS), governmental studies, etc. or commensurate experience.

8.0 ADA Compliance:

Physical Ability: [Insert specific community requirements here]

Tasks involve the ability to exert physical effort in sedentary to light work activities and may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Some tasks may involve the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds). In conformance with the (Community name) standard operating procedures for emergencies the Floodplain Manager is subject to 24 hr. on-call and extended work hours.

9.0 Sensory Requirements:

[Insert specific community requirements here]

Some tasks require oral communications ability and some tasks require visual perception and discrimination.

This document was prepared by the ASFPM Certification Board of Regents.
ASSOCIATION OF STATE FLOODPLAIN MANAGERS
Professional Development 2013 Committee Meeting
Hartford, CT - June 10, 2013

ATTACHMENT D:
CFM BROCHURE
The benefits of having Certified Floodplain Managers (CFM®) in your community include:

Professionals that:
• understand the rules and regulations of floodplain management;
• understand natural and beneficial functions of the floodplain;
• understand risk analysis and map interpretation;
• understand the impacts of building in the floodplain;
• stay current with floodplain management trends and activities by taking continuing education classes;
• provide guidance on local conditions and development;
• provide guidance to officials and citizens on floodplain management and describe the risks involved in building in the floodplain as well as the beneficial uses of the floodplain; and
• have attained a level of knowledge of floodplain management that allows them to perform a variety of flood preventive activities in the community.

Additional reasons to have CFMs in your community:

The CFMs will:
• be aware of applicable federal, state, and local laws pertaining to development in the floodplain;
• demonstrate an ability to read and interpret maps - a significantly important step in assessing the level of risk in a community or within a development;
• provide options for those choosing to develop or planning development in the floodplain, ranging from set-backs to elevation requirements, and from floodproofing to simply not building in a particular area; and.
• coordinate with the engineering and planning departments of a community - an integral part of the community development team that can make recommendations for development that best assess the needs and conditions of your community. With this type of team approach, the CFMs can help guide responsible land use decisions and protect the citizens and property in a community.

The National Certified Floodplain Manager (CFM®) Program was founded by the Association of State Floodplain Managers, Inc. (ASFPM). The CFM® Program is a formalized means to:

• recognize the need for continuing education and professional development needs of local, state, federal, and private-sector floodplain managers; and
• ensure that highly qualified individuals will help the community meet the challenges of breaking the damage cycle and stopping the negative drain on the nation’s human, financial, and natural resources.

What type of person becomes a 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 local communities, state and federal officials, the private sector, academia, special interest groups, and private citizens.
What are the CFM® Program goals and how do they help YOUR community?

The CFM® Program helps improve the knowledge and abilities of floodplain managers to better serve the community by:

- enhancing credibility and visibility of the floodplain management profession in the community;
- requiring continuing education to keep up to date on regulatory and grant programs;
- testing 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.

CFMs are Committed to the safety of the citizens and property in a community. Through rigorous study and application of sound development principles, the CFM is an integral part of your community development team. The CFM provides reasonable resolutions to a community’s everyday needs to balancing the demands for development, and use of the floodplains in efficient, effective ways.

How can the CFM® program protect the community from legal action?

The ASFPM CFM® Program can assist and help local CFMs to make sure that actions taken in the floodplains, and throughout the watershed, do not lead to adverse impacts on neighbors and neighboring communities. CFMs can help mitigate adverse impacts to prevent transferring the development problems to another property or community, thus protecting the community from legal action.

For more information about the CFM® Program, please visit us, the Association of State Floodplain Managers at:

www.floods.org

Anita L. Larson
Certification Coordinator
ASFPM
2809 Fish Hatchery Rd.
Madison, WI 53713
608-274-0123
608-274-0696 FAX
cfm@floods.org

10/27/2007
ATTACHMENT E:
TEXAS CFM MENTOR PROGRAM DESCRIPTION
Overview
Do you need professional guidance in preparing for the CFM exam or, as a newly certified CFM, do you have questions related to the NFIP, FEMA or floodplain management? Mentoring is a traditional method for assisting in the training of those who are wishing to take the CFM exam, for orienting an individual to “life as a CFM” once they have passed the exam and assisting community floodplain managers with problems related to their floodplain management program. The TFMA - CFM Mentor Program consists of a team of CFM's assembled by TFMA as a resource to assist local floodplain administrators, community floodplain managers, CFM's and the elected officials with problems, issues and requirements related to the National Flood Insurance Program (NFIP) in Texas. The TFMA - CFM Mentor Team will encourage continuing education through attending conferences and workshops at the local, state and national level; assist floodplain managers and new CFM's in building “network” relationships at those conferences; and become a resource of where to find information and answers about issues and problems related to floodplain management and the NFIP.
The TFMA - CFM Mentor Program is also a valuable means for supporting the development - even accelerating the professional growth - of existing and experienced floodplain managers and CFMs. A Team of Mentors will share knowledge, experiences, and skills to benefit floodplain managers. The Mentor Team members also learn to hone their floodplain management skills through assisting others.

The Texas Floodplain Management Association (TFMA) has established the CFM Mentor Committee that includes a designated TFMA Board Member to be the CFM Mentor Program Coordinator. The Committee Chair and Coordinator have enlisted a group of volunteer mentors and subject matter experts for the Mentor Team. All CFM Mentor Team members must be a CFM in good standing and have a minimum of five years floodplain management experience.

**Disclaimer**
TFMA disclaims any responsibility and liability, for any information, guidance and direction provided by any Mentor or Subject Matter Expert contained herein.

**To Become a CFM Mentor Team Member**
To become a CFM Mentor Team Member, all you have to have is a willingness to teach and to share your experiences as a CFM or floodplain manager and a commitment to assist (on-line, on the phone, or in person - whatever is mutually agreed on) with the floodplain management community that requests assistance. It also helps to pinpoint specific skill areas where you have strengths and also to know the strengths of your colleagues so that if you don’t know the answer, you know where to go to find it. It should be noted that the TFMA Mentor Program is not meant to take the place of the State NFIP Coordinator or FEMA Region VI for questions or issues of importance about floodplain management.

**How to access the TFMA CFM Mentor Program and receive assistance**
The TFMA CFM Mentors and Subject Matter Experts have been listed on the TFMA website at [www.tfma.org](http://www.tfma.org) by area of expertise allowing inquirers to select the category for their question or assistance request. Each technical category will list two or more CFM mentors. Each Mentor has expressed a willingness to assist floodplain managers (in person, on the phone, or on-line - whatever is mutually agreed on). It should be noted that the Mentor is not meant to take the place of the State NFIP Coordinator or FEMA Region VI for questions or issues of importance about floodplain management.

**How to get started**
For CFM Mentors:
Provide your preferred contact information to the CFM Mentor Committee Chair or Program Coordinator. Provide periodic "brief" summary information to the CFM Mentor Chair or Program Coordinator to help evaluate the TFMA Mentor Program. The "brief" summary may be "In July, I assisted 4 floodplain managers with NFIP program requirements", or I provided specifics regarding a problem area that may be of interest to one community.

The CFM Mentor Committee Chair or Program Coordinator will add and remove CFM Mentors from the Mentor List when requested by the Mentor or periodic rotation of Mentors annually or when deemed necessary by the Program Coordinator.

**The first contact or meeting**
The person desiring assistance will have the responsibility of initiating the contact with Mentors thus starting the Mentor process. The Mentor may refer the requestor to one or more Mentors or to a FEMA
Region 6 representative, the State NFIP Coordinator or other Federal or State program representative should assistance be requested in other specialty areas.

**Successive contacts or meetings**
For individuals preparing to take the CFM exam, the Mentor may agree on dates and times for successive study sessions through the taking of the CFM exam. After the exam, the Mentor will either:

1) Assess weaknesses as outlined in a non-passing exam;
2) Begin to work on new goals and strategies to assist in preparing to retake the CFM exam;
- or -
3) Continue the mentor process for the new CFM.

**Continuing the partnership**
Occasionally, the CFM Mentor may become a “big brother” or “big sister” to the new CFM for the first two years after passing the exam, or the first two years after establishing the Mentor relationship. A longer period of time may be necessary if the new CFM so requests and it is agreed to by the Mentor. The Mentor will become the “go-to person”, in most cases, for the new CFM and will provide advice and guidance, as applicable. The Mentor may also provide resources for the new CFM, when the Mentor cannot readily answer a question or solve a problem on their own. It’s not the intent of this Program for the Mentor to become a “crutch”, but rather a facilitator for guiding new CFM's to the people and resources needed to successfully fulfill their role as a new CFM, independent of the Mentor. It should be noted that the Mentor is not meant to take the place of the State NFIP Coordinator or FEMA Region VI for questions or issues of importance about floodplain management.

The Mentor may encourage training, continuing education, and networking among peers to promote the sound development of the new CFM.

**Concluding the partnership**
Since the Mentor relationship is a voluntary relationship for both the Mentor and the person seeking assistance, either the Mentor or the individual can conclude the relationship at any point with proper professional courtesies being exercised.

Please remember that the Mentor relationship can be concluded for a variety of reasons such as health, job responsibilities, family obligations and/or for many other unforeseen factors. It should be noted that conclusion of the Mentor relationship does not necessarily mean that there have been conflicts between the Mentor and person seeking assistance.

**Feedback**
The CFM Mentor Committee requests feedback from both Mentors and individuals seeking assistance. The preferred method of contact is eMail. The Chair of the CFM Mentor Committee will report periodically to the TFMA Board of Directors regarding the merits of the CFM Mentor Program. Therefore, be honest in evaluating the CFM Mentor Program - share both positive and negative feedback - the success of the Program depends on the feedback from the Mentors and the floodplain management community.

**Five Essentials to Successful Mentoring Connections**
In a successful mentoring connection, Mentors and individuals seeking assistance must both want the relationship to work and be willing to commit time and energy to the process. Five elements are essential:
1. Respect:
This is established when the individual seeking assistance recognizes the knowledge, skills, and abilities of the Mentor and when the Mentor appreciates the success the individual seeking assistance has reached to date and their desire to develop to their full potential.

2. Trust:
Mentors and individuals seeking assistance should build trust through communicating and being available to each other, reliable, and loyal.

3. Partnership Building:
The Mentor and individuals seeking assistance become professional partners. Barriers that partnerships face may include miscommunication, an uncertainty of each other’s expectations, and perceptions of other people.

In order to overcome these barriers, they should work together to maintain communication, address and fix obvious problems as they occur, examine how decisions might affect goals, and have frequent discussions on progress.

4. Realistic Expectations and Self Perception:
A Mentor encourages the individual seeking assistance to have realistic expectations of their capabilities, the amount of time and energy the Mentor can commit to the relationship, and what the individual seeking assistance must do to earn their support for his or her career development.

The Mentor should honest feedback when discussing the individual seeking assistance traits, abilities, talents, beliefs, and roles.

5. Time:
Set aside the time to meet, even by e-mail or telephone. Don’t change times unless absolutely necessary. Control interruptions. Frequently "check in" with each other via informal telephone calls or e-mails.
Thank you for your willingness to participate in the Texas Floodplain Management Association CFM Mentor Program. It is the goal of TFMA’s CFM Mentor Program to support the development and professional growth of aspiring, new, existing, experienced, and seasoned CFMs within the State of Texas.
ASSOCIATION OF STATE FLOODPLAIN MANAGERS
Professional Development 2013 Committee Meeting
Hartford, CT - June 10, 2013

ATTACHMENT F:
MASTERS PROGRAM HANDOUT
This specialized track within the Master of Infrastructure Planning and Management Degree program focuses on the study of coastal and riverine floodplain management. The 48 credit hour 18 month curriculum of this graduate degree program is comprehensive, interdisciplinary, and addresses the specific training and educational needs that exist within the field of floodplain management. The majority of the courses in the program are offered online with the exception of 2 summer residency sessions that occur in Seattle. Within the context of this curriculum students are encouraged to explore real world problems resulting from personal and work related experiences.

**Program Benefits**

- Gain in-depth knowledge of water as infrastructure systems and floodplains as natural capital.
- Explore coastal and riverine flood resilient design and strategies
- Learn geospatial analysis and risk assessment tools that help mitigate flood risks and take advantage of opportunities
- Focus on strategic thinking and leadership skills
- Earn your master’s degree while employed

**Career Information**

The skills taught in this MIPM specialization will lend well to positions with a wide range of public and private sector organizations, at the local and national scale, that deal with the following issues:

- Floodplain Management
- Emergency Management
- Disaster preparedness and recovery planning
- Climate change mitigation and adaptation.
- Infrastructure planning, management and protection

**For More Information**

For program information, visit our website:
[http://alturl.com/9ures](http://alturl.com/9ures)

Or visit the MIPM program’s main website for more information on that program:
[www.infrastructure-management.uw.edu/mipm/admissions](http://www.infrastructure-management.uw.edu/mipm/admissions)

**Contact Us**

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