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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 Certified Board of Regents and the ASFPM Executive Office.

The current Co-Chairs for the committee are:
Bill Tingle, CFM, Charlotte-Mecklenburg Storm Water Services
Debi Heiden, CFM
Committee Liaison: John Ivey, CFM, PE, Halff and Associates

Sections 2.1 and 2.2 of this work plan presents the specific items for 2010-2011 that are to be accomplished by this committee and the work tasks required to complete these items. These items directly support Goals and Objectives for ASFPM for 2010-2011 that are related to Professional Development and the Certified Floodplain Manager Program.

Section 2.3 of this work plan includes a description of the specific, on-going duties of the PDC Exam Review Committee Tasks.
2.0 Task Outline

2.1 Ongoing work items

1. Explore and determine methods to promote professionalism and ethics in the floodplain management profession.
2. Attend CBOR conf. calls and quarterly meetings (PDC liaison serves as a member of CBOR).
3. Attend Committee Chair Retreat, POD Conference Calls and hold annual committee meeting
4. Evaluate and promote continuing education opportunities
5. Prepare annual report and develop work plan.

2.2 2011 Work Items

1. Investigate mandatory ethics training for CFMs.
2. Liability Issues for CFMs
3. Survey of ASFPM membership regarding professional development needs
4. Attend Committee Chair Retreat, POD conference calls, and hold annual meeting.
5. Research options for state mandated CFM requirements
6. Provide annual review of CFM Exam (see section 2.3 below)

2.3 PDC Exam Review Committee Tasks:
The Professional Development Committee (PDC) Exam Review Committee has the following standard assignments which are routine and ongoing in nature.

1. Convene the PDC CFM Exam Review Committee and conduct an annual CFM Exam review and update and finalized the review as soon as possible following the ASFPM annual conference and submit an annual 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, to transition to the national CFM Exam and assist with the development and maintenance of State Chapter CFM Programs and state specific exams.
3. Assist the educational consultant, selected by CBOR and the ASFPM Executive Office, in conducting a “reliability and validity” evaluation of the CFM Exam.
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
### 2.1 Ongoing Work Items

**2.1.1 Explore and determine methods to promote professionalism and ethics in the floodplain management professions**

<table>
<thead>
<tr>
<th>Task Title:</th>
<th>Promote professionalism and ethics in the floodplain management profession</th>
</tr>
</thead>
</table>
| Task Leader: | Bill Tingle  
Debi Heiden |
| Approximate Start/End Date: | Ongoing |
| Approximate # Hrs to Complete: | Unknown |
| Detailed Task Description: | Ongoing research concerning other organizations and professions to determine comparable ethics issues and professional status. Also receive feedback from CFMs. |
| Prerequisites Needed: | None |
| Completion Schedule: | Ongoing |
| Deliverables: | Expand the Certification Program Survey to include ethics policies and CEC requirements. Create action items for future specific tasks to present to PDC membership and ASFPM |
| Other Necessary Support or Resources: | Other professional organizations |
| Approximate Direct Cost to Complete: | (Labor and Non-Labor)  
Labor – None – donated time  
Expenses – None |
| Approval Process: | (Does The Task Require Board Approval?)  
No |
| Assumptions: | None |
| Prepared by/ Date: | Bill Tingle 8/4/10 |
| Approved By/ Date: | |
### 2.1.2 Participate in CBOR Conference Calls and Quarterly Meetings

<table>
<thead>
<tr>
<th>Task Title:</th>
<th>CBOR Conference Calls &amp; Quarterly Meetings</th>
<th>Task Leader:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>John Ivey – PDC Liaison</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Approximate Start/End Date:</th>
<th>Ongoing</th>
<th>Approximate # Hrs to Complete:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Conf. Calls – 10 hours</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Quarterly Meetings – 64 hours</td>
</tr>
</tbody>
</table>

**Detailed Task Description:** 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.

**Prerequisites Needed:** (Activities That Need To Be Performed Before This Task Can Begin)

None

**Completion Schedule:** Ongoing

**Deliverables:**

PDC Work plan

**Other Necessary Support or Resources:**

Input from PDC Committee members and CBOR

**Approximate Direct Cost to Complete:** (Labor and Non-Labor)

<table>
<thead>
<tr>
<th>Labor</th>
<th>None – donated time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expenses</td>
<td>Travel cost for CBOR Quarterly Meetings ($3000) paid by ASFPM.</td>
</tr>
</tbody>
</table>

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

None

**Assumptions:**

None

**Prepared by/ Date:**

Bill Tingle 8/4/10

**Approved By/ Date:**
### 2.1.3 Attend Committee Chair Retreat, POD Conference Calls and Hold Annual Committee Meeting.

<table>
<thead>
<tr>
<th>Task Title:</th>
<th>Attend Committee Chair Retreat, POD conference calls and hold annual committee meeting</th>
</tr>
</thead>
</table>
| Task Leader:| D. Heiden  
B. Tingle |
| Approximate Start/End Date: | May 2010 |
| Approximate # Hrs to Complete: | 16 Hours meeting and 8 hours prep |
| Detailed Task Description: | Attend committee chair's retreat in Madison. Attend Annual conference, prepare committee meeting agenda and run committee meeting. Report on annual work, recruit new members, send out meeting minutes. |
| Prerequisites Needed: (Activities That Need To Be Performed Before This Task Can Begin) | Plan meeting format and identify topics for discussion.  
Obtain interested member list from Becky.  
Send out meeting invite and agenda to list.  
Prepare for and attend committee chair retreat |
| Completion Schedule: | July 31, 2011 for report out on meeting |
| Deliverables: | Meeting minutes.  
Prepare Active Committee list.  
Post minutes on web site and notify committee members. |
| Other Necessary Support or Resources: | None |
| Approximate Direct Cost to Complete: (Labor and Non-Labor) | None |
| Approval Process: (Does The Task Require Board Approval?) | none |
| Assumptions: | |
| Prepared by/ Date: | Tingle 8/4/10 |
| Approved By/ Date: | |

ASFPM Professional Development Committee  
Work Plan – August, 2010
2.1.4 Evaluate and Promote Continuing Education Opportunities and Requirements.

<table>
<thead>
<tr>
<th>Task Title:</th>
<th>Evaluate continuing education opportunities and requirements</th>
</tr>
</thead>
</table>
| Task Leader: | B. Tingle  
D. Heiden |

<table>
<thead>
<tr>
<th>Approximate Start/End Date:</th>
<th>Ongoing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approximate # Hrs to Complete:</td>
<td>16 Hours</td>
</tr>
</tbody>
</table>

**Detailed Task Description:**
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.

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

**Completion Schedule:**
Ongoing.

**Deliverables:**
Letter or other correspondence between PDC and Training Outreach committees.

**Other Necessary Support or Resources:**
Training and Outreach Committee

**Approximate Direct Cost to Complete: (Labor and Non-Labor)**
None

**Approval Process: (Does The Task Require Board Approval?)**
No

**Assumptions:**
None

**Prepared by/ Date:**
Tingle 8/4/10
### 2.1.5 Prepare Annual Report and Develop Work Plan

<table>
<thead>
<tr>
<th>Task Title: Prepare Annual Reports and Develop Work Plan</th>
<th>Task Leader: B. Tingle, D. Heiden, J. Ivey</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approximate Start/End Date: Ongoing</td>
<td>Approximate # Hrs to Complete: 10 hours</td>
</tr>
<tr>
<td>Detailed Task Description:</td>
<td>Determine goals, work tasks, and identify lead on task. Link back to ASFPM Goals and Objectives.</td>
</tr>
<tr>
<td>Prerequisites Needed: None</td>
<td></td>
</tr>
<tr>
<td>Completion Schedule:</td>
<td>Update work plan each year by Annual Committee retreat.</td>
</tr>
<tr>
<td>Deliverables:</td>
<td>Formatted committee report and work plan</td>
</tr>
<tr>
<td>Other Necessary Support or Resources: None</td>
<td></td>
</tr>
<tr>
<td>Approximate Direct Cost to Complete: None</td>
<td></td>
</tr>
<tr>
<td>Approval Process: POD coordinator</td>
<td></td>
</tr>
<tr>
<td>Assumptions: None</td>
<td></td>
</tr>
<tr>
<td>Prepared by/ Date: Tingle 8/4/10</td>
<td>Approved By/ Date:</td>
</tr>
</tbody>
</table>
### 2.2 2010 Work Items

#### 2.2.1 Investigate Mandatory Ethics Training for CFMs

<table>
<thead>
<tr>
<th>Task Title: Investigate mandatory Ethics training for CFMs</th>
<th>Task Leader: J. Ivey</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approximate Start/End Date: 10-09 / 4-09</td>
<td>Approximate # Hrs to Complete: 32 Hours</td>
</tr>
</tbody>
</table>

**Detailed Task Description:**
Research other professional certification and licensure programs to obtain information concerning mandatory ethics training. Utilize data from CFM PDC survey (task 3.3.3) in draft report. Assist in the development of a Floodplain management Ethics Workshop, powerpoints and manuals for instructors and students.

**Prerequisites Needed:** (Activities That Need To Be Performed Before This Task Can Begin)
- CFM PDC survey

**Completion Schedule:**
- 5/10

**Deliverables:**

**Other Necessary Support or Resources:**
- None.

**Approximate 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.

Mandatory Ethics Training will require CBOR, accredited states, ASFPM Executive Office and Training and Outreach Committee Approvals

**Assumptions:**
- None

**Prepared by/ Date:**
- Tingle 9/27/09

**Approved By/ Date:**
# 2.2.2 Professional Liability Issues

<table>
<thead>
<tr>
<th>Task Title: Professional Liability Issues</th>
<th>Task Leader: B. Tingle</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Approximate Start/End Date:</strong></td>
<td><strong>Approximate # Hrs to Complete:</strong></td>
</tr>
<tr>
<td>11/09 – 5/10</td>
<td>24</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Detailed Task Description:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research potential liability issues for floodplain managers</td>
</tr>
<tr>
<td>Investigate liability issues for other similar professionals</td>
</tr>
<tr>
<td>Investigate professional liability insurance options for FPMs.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Prerequisites Needed: (Activities That Need To Be Performed Before This Task Can Begin)</th>
</tr>
</thead>
<tbody>
<tr>
<td>none</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Completion Schedule:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial research complete 6/10</td>
</tr>
<tr>
<td>Draft Report complete 12/10</td>
</tr>
<tr>
<td>Final Report 4/11</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Deliverables:</th>
</tr>
</thead>
<tbody>
<tr>
<td>White Paper</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Other Necessary Support or Resources:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liaison, Ed Thomas, Survey Results</td>
</tr>
<tr>
<td>Mike Borengasser Volunteered to assist at OKC meeting</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Approximate Direct Cost to Complete: (Labor and Non-Labor)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labor – None</td>
</tr>
<tr>
<td>Other expenses –</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Approval Process: (Does The Task Require Board Approval?)</th>
</tr>
</thead>
<tbody>
<tr>
<td>POD Approval.</td>
</tr>
<tr>
<td>Executive Office approval</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Assumptions:</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Prepared by/ Date:</th>
<th>Approved By/ Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tingle 8/4/10</td>
<td></td>
</tr>
</tbody>
</table>
## 2.2.3 Survey of Professional Development Needs

| Task Title: Survey of Professional Development Needs | Task Leader: B. Tingle, D. Heiden |
| Approximate Start/End Date: 10/09 – 10/10 | Approximate # Hrs to Complete: 40 |

### Detailed Task Description:

Develop on-line survey to gather data on professional development needs for ASFPM membership (Include question(s) regarding salaries)
Post survey on-line and advertise
Compile results
Prepare report

### Prerequisites Needed: (Activities That Need To Be Performed Before This Task Can Begin)

none

### Completion Schedule:

- Develop Draft Survey Questions – 5/10
- Finalize Questions with input from Training & Outreach 9/10
- Post on-line - 10/10
- Compile results - 1/11
- Prepare Report - 3/11

### Deliverables:

Final Report

### Other Necessary Support or Resources:

- Joanna Wagshaw - URS (outreach/survey specialist)
- Jason Schneeberger – ASFPM IT
- Heidi Carlin, Jan Marcy – Training & Outreach

### Approximate Direct Cost to Complete: (Labor and Non-Labor)

Labor – None
Other expenses – none

### Approval Process: (Does The Task Require Board Approval?)

ASFPM Exec Office approval of survey questions
POD Approval of questions
CBOR Approval

### Assumptions:

None

Prepared by/ Date: Tingle 8/4
Approved By/ Date: 
### 2.2.4 Attend Committee Chair Retreat, POD Conference Calls and Hold Annual Committee Meeting.

| Task Title: Attend Committee Chair Retreat, POD conference calls and hold annual committee meeting | Task Leader: D. Heiden  
B. Tingle |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Approximate Start/End Date: ongoing</td>
<td>Approximate # Hrs to Complete: 16 Hours meeting and 8 hours prep</td>
</tr>
<tr>
<td>Detailed Task Description: Attend committee chairs retreat in Madison. Attend Annual conference, prepare committee meeting agenda and run committee meeting. Report on annual work, recruit new members, send out meeting minutes.</td>
<td></td>
</tr>
</tbody>
</table>
| Prerequisites Needed: (Activities That Need To Be Performed Before This Task Can Begin) Plan meeting format and identify topics for discussion.  
Obtain interested member list from Becky.  
Send out meeting invite and agenda to list.  
Prepare for and attend committee chair retreat | |
| Completion Schedule: July 31, 2010 for report out on meeting | |
| Deliverables: Meeting minutes.  
Prepare Active Committee list.  
Post minutes on web site and notify committee members. | |
| Other Necessary Support or Resources: None | |
| Approximate Direct Cost to Complete: (Labor and Non-Labor) None | |
| Approval Process: (Does The Task Require Board Approval?) none | |
| Assumptions: | |
| Prepared by/ Date: Tingle 7/21/10 | Approved By/ Date: |
2.2.5 Research Options for Mandated State CFM Requirements

<table>
<thead>
<tr>
<th>Task Title: Research Options for Mandated State CFM Requirements</th>
<th>Task Leader: B. Tingle</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approximate Start/End Date: 9/1/10 – 5/1/11</td>
<td>Approximate # Hrs to Complete: 16</td>
</tr>
</tbody>
</table>

**Detailed Task Description:**
Research will provide information to educate interested state associations on mandated state CFM certification and/or education requirements for local floodplain managers. The information will include; possible steps to take, individuals/groups to involve, time schedule, man hours needed, benefits and possible stumbling blocks. Research will begin with review of mandated CFM requirements in New Mexico and Oklahoma. Information will also be gathered from specific questions on 2010 membership survey.

**Prerequisites Needed: (Activities That Need To Be Performed Before This Task Can Begin)**
2010 membership survey results

**Completion Schedule:**
May 1, 2010

**Deliverables:**
White 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?)**
none

**Assumptions:**

**Prepared by/ Date:**
Tingle 8/4/11

**Approved By/ Date:**


2.2.6 Provide annual review of CFM exam
(See section 2.3 below)
### 2.3 PDC Exam Review Tasks

#### 2.3.1 CFM Exam Annual Review

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

<table>
<thead>
<tr>
<th>ASFPM Goal and Objective #:</th>
<th>Other Committee:</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>
<td>CBOR</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Approximate Start/End Date: 09/2010 – 12/31/10</th>
<th>Approximate # Hrs to Complete:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Anita Larson – 80 hours (research and documentation)</td>
</tr>
<tr>
<td></td>
<td>John Ivey – 40 hours (research and documentation)</td>
</tr>
<tr>
<td></td>
<td>Review Team Retreat – 24 hours (6 CFM’s)</td>
</tr>
</tbody>
</table>

**Detailed Task Description:** Travel to ASFPM/Madison and perform the CFM Exam Review. Phase 1 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 from May 2008 to Sep 2010

**Completion Schedule:**
- Nov 2009 – Dec 2010 Documentation of CFM Exam scores, most missed Q’s by ASFPM E.O.
- Planned Sep 2010 CFM Review Team Retreat (Madison) to review and update the CFM Exam

**Deliverables:**
- Updated CFM Exam (December 31, 2010)

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

**Approximate Direct Cost to Complete:** (Labor and Non-Labor)
- Labor – None – donated time
- Expenses – Travel cost for CFM Exam Team Retreat ($5000) 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 will be incorporating other R&V recommendations approved by CBOR.

<table>
<thead>
<tr>
<th>Prepared by/ Date:</th>
<th>Approved By/ Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Ivey 07/21/10</td>
<td></td>
</tr>
</tbody>
</table>
### 2.3.2 Six Accredited State Chapters transition to the national CFM Exam.

<table>
<thead>
<tr>
<th>Task Title: State Chapter CFM Exams</th>
<th>Task Leader: John Ivey</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ASFPM Goal and Objective #:</strong></td>
<td><strong>Other Committee:</strong></td>
</tr>
<tr>
<td>2.4.2 Evaluate the potential of a standard national exam</td>
<td>CBOR</td>
</tr>
<tr>
<td><strong>Approximate Start/End Date:</strong></td>
<td><strong>Approximate # Hrs to Complete:</strong></td>
</tr>
<tr>
<td>1/2011 – 6/2011</td>
<td>Correspondence - 8 hrs Coordination – 48 hours</td>
</tr>
<tr>
<td><strong>Detailed Task Description:</strong></td>
<td><strong>Prerequisites Needed:</strong></td>
</tr>
<tr>
<td>Assist the six State Chapters (AFMA, OFMA, NMFMA, ILFMA, NCFMA, TFMA), with accredited CFM Programs, to transition to the updated national CFM Exam that includes R&amp;V updated questions. ASFPM Goal # 2.4.2 Evaluate the potential of a standard national exam.</td>
<td>ASFPM CFM Exam Task Force needs to update the current CFM Exam to include questions updated by the R&amp;V process.</td>
</tr>
<tr>
<td><strong>Completion Schedule:</strong></td>
<td><strong>Completion Schedule:</strong></td>
</tr>
<tr>
<td>Jan 2011 – Distribute copies of the National Exam to the 6 accredited State Chapters Jan 11 to June 2011 – coordinate and assist State Chapters transition to National Exam Dec 2010 CFM Task Force updates current exam and incorporates questions revised by the Ohio State R &amp; V review June 2011 Invite State Chapters to participate in annual CFM Exam Review</td>
<td></td>
</tr>
<tr>
<td><strong>Deliverables:</strong></td>
<td><strong>Deliverables:</strong></td>
</tr>
<tr>
<td>None</td>
<td>State Chapters to participate in annual CFM Exam Review</td>
</tr>
<tr>
<td><strong>Other Necessary Support or Resources:</strong></td>
<td>Input from CBOR</td>
</tr>
<tr>
<td><strong>Approximate Direct Cost to Complete:</strong> (Labor and Non-Labor)</td>
<td></td>
</tr>
<tr>
<td>Labor – None – donated time Expenses – Travel cost for CFM Exam Review Retreat ($1000) paid by State Chapters</td>
<td></td>
</tr>
<tr>
<td><strong>Approval Process:</strong></td>
<td><strong>Approval Process:</strong></td>
</tr>
<tr>
<td>State Chapter adopts new exam; CBOR approves SC action</td>
<td></td>
</tr>
<tr>
<td><strong>Assumptions:</strong></td>
<td><strong>Assumptions:</strong></td>
</tr>
<tr>
<td>State Chapters will transition to the National CFM Exam</td>
<td></td>
</tr>
<tr>
<td><strong>Prepared by/ Date:</strong></td>
<td><strong>Approved By/ Date:</strong></td>
</tr>
<tr>
<td>John Ivey 07/21/10</td>
<td></td>
</tr>
</tbody>
</table>

ASFPM Professional Development Committee
Work Plan – August, 2010
2.3.3 “Reliability and Validity” evaluation of the CFM Exam.

<table>
<thead>
<tr>
<th>Task Title:</th>
<th>Task Leader: John Ivey</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>ASFPM Goal and Objective #:</th>
<th>Other Committee: CBOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.4.3 Prepare evaluation of CFM test for reliability and validity</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Approximate Start/End Date: 09/2010 – 12/31/2010</th>
<th>Approximate # Hrs to Complete: Coordination – 40 hours Review Report – 16 hours</th>
</tr>
</thead>
</table>

**Detailed Task Description:** Phase 1 – Revise current CFM Exam to incorporate revised exam questions from the “reliability and validity” evaluation of the CFM Exam. CBOR will introduce R&V Phase 2 in 2011 to incorporate approved R&V recommendations and not included in this Task. ASFPM Goal #2.4.3 Prepare evaluation of CFM test for reliability and validity

**Prerequisites Needed:** (Activities That Need To Be Performed Before This Task Can Begin) Completed – Ohio State has delivered the R&V Final Report to CBOR.

**Completion Schedule:** Phase 1 – December 31, 2010; Phase 2 – pending CBOR review of the Ohio State R&V Report

**Deliverables:**

Phase 1 – Revised CFM Exam.

**Other Necessary Support or Resources:**

ASFPM Executive Office, CBOR and PDC Exam Task Force

**Approximate Direct Cost to Complete:** (Labor and Non-Labor)


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

ASFPM and CBOR approvals

**Assumptions:**

Phase 1 completion 12/31/2010

Prepared by/ Date: John Ivey 07/21/10

Approved By/ Date: 
### 2.3.4 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>

<table>
<thead>
<tr>
<th>ASFPM Goal and Objective #:</th>
<th>2.4 Ensure the Certification Program maintains the highest degree of professional standards, practice and training for floodplain managers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other Committee:</td>
<td>CBOR</td>
</tr>
</tbody>
</table>

| Approximate Start/End Date: | 1/2011 – 6/2011 |
| 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 |

| 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 Exam Review Committee and made available to the ASFPM Executive Office, state chapters and others. |

| Other Necessary Support or Resources: | Input from CBOR, PDC, Exam Review Task Force 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?) | No |

| Assumptions: | None |

| Prepared by/ Date: | Approved By/ Date: |
| John Ivey 07/21/10 |  |
### 2.3.5 Conduct Annual Certification Survey.

<table>
<thead>
<tr>
<th>Task Title: Certification Survey</th>
<th>Task Leader: Bill Tingle &amp; John Ivey</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ASFPM Goal and Objective #:</strong></td>
<td><strong>Other Committee:</strong> CBOR</td>
</tr>
<tr>
<td>2.4 Ensure the Certification Program maintains the highest degree of professional standards, practice and training for floodplain managers</td>
<td></td>
</tr>
<tr>
<td><strong>Approximate Start/End Date:</strong></td>
<td><strong>Approximate # Hrs to Complete:</strong></td>
</tr>
<tr>
<td>09/2010 – 06/2011</td>
<td>Research – 16 hours</td>
</tr>
<tr>
<td><strong>Detailed Task Description:</strong></td>
<td>Expand the annual &quot;Certification Program Survey&quot; 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.</td>
</tr>
<tr>
<td><strong>Prerequisites Needed:</strong></td>
<td>(Activities That Need To Be Performed Before This Task Can Begin)</td>
</tr>
<tr>
<td>Obtain copy of previous survey</td>
<td></td>
</tr>
<tr>
<td><strong>Completion Schedule:</strong></td>
<td>June 2011</td>
</tr>
<tr>
<td><strong>Deliverables:</strong></td>
<td>Annual Certification Survey Report to CBOR, ASFPM Board and ASFPM Executive Office</td>
</tr>
<tr>
<td><strong>Other Necessary Support or Resources:</strong></td>
<td>Input from PDC</td>
</tr>
<tr>
<td><strong>Approximate Direct Cost to Complete:</strong></td>
<td>(Labor and Non-Labor)</td>
</tr>
<tr>
<td>• Labor – None – donated time</td>
<td></td>
</tr>
<tr>
<td><strong>Approval Process:</strong></td>
<td>(Does The Task Require Board Approval?)</td>
</tr>
<tr>
<td>.none</td>
<td></td>
</tr>
<tr>
<td><strong>Assumptions:</strong></td>
<td>Report will assist ASFPM and CBOR to evaluate association dues, certification program fees, CEC requirements and ethics.</td>
</tr>
<tr>
<td><strong>Prepared by/ Date:</strong></td>
<td>Approved By/ Date:</td>
</tr>
<tr>
<td>John Ivey 07/21/10</td>
<td></td>
</tr>
</tbody>
</table>
## 2.3.6 Annual CFM Exam Prep Guide Review and Update.

<table>
<thead>
<tr>
<th>Task Title: CFM Exam Prep Guide annual Review</th>
<th>Task Leader: John Ivey</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ASFPM Goal and Objective #:</strong> 2.4 Ensure the Certification Program maintains the highest degree of professional standards, practice and training for floodplain managers</td>
<td><strong>Other Committee:</strong> CBOR</td>
</tr>
<tr>
<td><strong>Approximate Start/End Date:</strong> 12/2011 – 4/2011</td>
<td><strong>Approximate # Hrs to Complete:</strong> John Ivey – 8 hours (research and documentation) PDC committee members – 4 hours</td>
</tr>
<tr>
<td><strong>Detailed Task Description:</strong> Annual evaluation of the CFM Exam Prep Guide to update showing website links, new technical bulletins, FEMA/NFIP publications and reference documents.</td>
<td></td>
</tr>
<tr>
<td><strong>Prerequisites Needed:</strong> (Activities That Need To Be Performed Before This Task Can Begin) ASFPM Executive Office provide word file of current Exam Prep</td>
<td></td>
</tr>
<tr>
<td><strong>Completion Schedule:</strong> April 2011 Delivery of updated Exam Prep Guide to ASFPM E.O.</td>
<td></td>
</tr>
<tr>
<td><strong>Deliverables:</strong> Updated CFM Exam Prep Guide</td>
<td></td>
</tr>
<tr>
<td><strong>Other Necessary Support or Resources:</strong> Input from PDC; 6 state chapters, ASFPM Committees, and ASFPM E.O.</td>
<td></td>
</tr>
<tr>
<td><strong>Approximate Direct Cost to Complete:</strong> (Labor and Non-Labor) Labor – None – donated time Expenses – none anticipated</td>
<td></td>
</tr>
<tr>
<td><strong>Approval Process:</strong> (Does The Task Require Board Approval?) CBOR and ASFPM Board</td>
<td></td>
</tr>
<tr>
<td><strong>Assumptions:</strong> Cooperation from other ASFPM Committees</td>
<td></td>
</tr>
</tbody>
</table>

**Prepared by/ Date:** John Ivey 07/21/10

**Approved By/ Date:**
## 2.3.7 CFM Exam Appeals & Protests

<table>
<thead>
<tr>
<th>Task Title:</th>
<th>CFM Exam Appeals &amp; Protests</th>
</tr>
</thead>
<tbody>
<tr>
<td>Task Leader:</td>
<td>John Ivey</td>
</tr>
<tr>
<td>ASFPM Goal and Objective #:</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>Other Committee:</td>
<td>CBOR</td>
</tr>
<tr>
<td>Approximate Start/End Date:</td>
<td>10/2010 – 10/2011</td>
</tr>
<tr>
<td>Approximate # Hrs to Complete:</td>
<td>Phone Calls &amp; eMails – 4+/- hours/month (48 +/- hours/yr)</td>
</tr>
<tr>
<td>Detailed Task Description:</td>
<td>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.</td>
</tr>
<tr>
<td>Prerequisites Needed: (Activities That Need To Be Performed Before This Task Can Begin)</td>
<td>None</td>
</tr>
<tr>
<td>Completion Schedule:</td>
<td>Timely response is very important.</td>
</tr>
<tr>
<td>Deliverables:</td>
<td>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)</td>
</tr>
<tr>
<td>Other Necessary Support or Resources:</td>
<td>Input from PDC</td>
</tr>
<tr>
<td>Approximate Direct Cost to Complete: (Labor and Non-Labor)</td>
<td>Labor – None – donated time Expenses – postage/FEDEX</td>
</tr>
<tr>
<td>Approval Process: (Does The Task Require Board Approval?)</td>
<td>none</td>
</tr>
<tr>
<td>Assumptions:</td>
<td>None</td>
</tr>
<tr>
<td>Prepared by/ Date:</td>
<td>John Ivey 07/21/10</td>
</tr>
<tr>
<td>Approved By/ Date:</td>
<td></td>
</tr>
</tbody>
</table>
### 2.3.8 Manage CFM Exam Pool.

<table>
<thead>
<tr>
<th>Task Title: CFM Exam Pool</th>
<th>Task Leader: John Ivey</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASFPM Goal and Objective #:</td>
<td>Other Committee: CBOR</td>
</tr>
<tr>
<td>2.4 Ensure the Certification Program maintains the highest degree of professional standards, practice and training for floodplain managers</td>
<td></td>
</tr>
<tr>
<td>Approximate Start/End Date: 09/2010 – 9/2011</td>
<td>Approximate # Hrs to Complete: Research – 40 hours</td>
</tr>
<tr>
<td>Detailed Task Description:</td>
<td></td>
</tr>
<tr>
<td>Prerequisites Needed:</td>
<td>None</td>
</tr>
<tr>
<td>Completion Schedule:</td>
<td>12/2010 – after Incorporating exam questions revised by the “reliability and validity” review of the CFM Exam</td>
</tr>
<tr>
<td>Deliverables:</td>
<td>CFM Exam Pool cross referenced to FEMA 480 with R&amp;V references</td>
</tr>
<tr>
<td>Other Necessary Support or Resources:</td>
<td>Recommendations from the Ohio State R &amp; V CFM Exam review; Input from PDC and 6 accredited State Chapters.</td>
</tr>
<tr>
<td>Approximate Direct Cost to Complete: (Labor and Non-Labor)</td>
<td>Labor – None – donated time Expenses – None – donated</td>
</tr>
<tr>
<td>Approval Process: (Does The Task Require Board Approval?)</td>
<td>.none</td>
</tr>
<tr>
<td>Assumptions:</td>
<td>Phase 1 action to incorporate exam questions revised by the Ohio State R &amp; V process is scheduled to be completed 12/31/2010.</td>
</tr>
<tr>
<td>Prepared by/ Date:</td>
<td>Approved By/ Date:</td>
</tr>
<tr>
<td>John Ivey 07/21/10</td>
<td></td>
</tr>
</tbody>
</table>