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 2015-2016 year. Sections 3.1 and 3.2 of this work plan present the specific items for 2015-2016 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 2015-2016 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


Louie Greenwell, CFM, GISP; PRIME AE Group, Inc.

1.2 Liaisons

John Ivey, P.E., CFM; Halff Associates, Inc.
2.0 Task Outline

2.1 2015-2016 Work Items (Section 3.1):
1. Promote Ethics Training through additional Ethics webinar through ASFPM.
2. Develop Floodplain Management Career Brochure including core competencies of floodplain managers.
3. Distribute final state mandated CFM requirements Discussion Paper.
4. Promote State & Local Training/Certification Requirements

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 2015 – 2016 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, to utilize 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.
8. Manage the CFM Exam Pool by cross-referencing exam questions in the CFM Exam Pool to published technical documents such as FEMA 480, Floodplain Management Requirements, A Study Guide and Desk Reference for Local Officials. [CFM Exam Preparation Document]
9. Perform other duties and assignments from the PDC, CBOR, and the ASFPM Executive Office.
## 3.0 Task Descriptions

### 3.1 2015 - 2016 Work Items

#### 3.1.1 Promote Ethics Training through additional ASFPM webinar.

<table>
<thead>
<tr>
<th>Task Title:</th>
<th>ASFPM Ethics Training</th>
</tr>
</thead>
<tbody>
<tr>
<td>Task Leader:</td>
<td>Jessica Baker</td>
</tr>
</tbody>
</table>

**ASFPM 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.

<table>
<thead>
<tr>
<th>Approximate Start/End Date:</th>
<th>Approximate # Hrs to Complete:</th>
</tr>
</thead>
<tbody>
<tr>
<td>2011 - 2016</td>
<td>40 hours</td>
</tr>
</tbody>
</table>

**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. Deliver another ASFPM Ethics Webinar.

**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:**
5/2016

**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.

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

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

**Assumptions:**
None

**Prepared by/ Date:**
Baker 08/2015

**Approved By/ Date:**

---

Professional Development Committee 2013 – 2014 Work Plan  Page 3
### 3.1.2 Floodplain Management Career Brochure including Core Competencies

<table>
<thead>
<tr>
<th>Task Title:</th>
<th>Floodplain Management Career Brochure with Core Competencies of FPMs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Task Leader:</td>
<td>Baker / Greenwell</td>
</tr>
</tbody>
</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:</th>
<th>Approximate # Hrs to Complete:</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/2015 – 5/2016</td>
<td>80 hours</td>
</tr>
</tbody>
</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, CBOR

**Completion Schedule:**
Initial research complete – 10/2015
Draft Outline – 1/2016
Final Print Ready Version – 5/2016

**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 - donated time
Expenses – None - donated

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

**Assumptions:**
None

<table>
<thead>
<tr>
<th>Prepared by/ Date:</th>
<th>Approved By/ Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baker 08/2015</td>
<td></td>
</tr>
</tbody>
</table>
### 3.1.3 Finalize State Mandated CFM Requirements Discussion Paper

<table>
<thead>
<tr>
<th>Task Title:</th>
<th>Distribute Final State Mandated CFM Requirements Discussion Paper</th>
</tr>
</thead>
<tbody>
<tr>
<td>Task Leader:</td>
<td>Jessica Baker / Bill Tingle</td>
</tr>
</tbody>
</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.

<table>
<thead>
<tr>
<th>Approximate Start/End Date:</th>
<th>8/2015 – 12/2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approximate # Hrs to Complete:</td>
<td>10</td>
</tr>
</tbody>
</table>

**Detailed Task Description:**
Distribute Final Discussion Paper
Send to Committee for review and discussion on upcoming PDC call.

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

**Other Policy Committees/entities to Engage for this Task:**
Training and Outreach, CBOR, State Chapters

**Completion Schedule:**
- 9/2015 – Distribute Paper
- 10/2015 – Discuss on PDC Call
- 12/2015 – Finalize based on any comments from Committee

**Deliverables:**
Discussion Paper

**Other Necessary Support or Resources:**
None

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

**Approval Process: (Does The Task Require Board Approval?)**
- POD Approval
- Vice Chair Approval of Discussion Paper

**Assumptions:**
None

**Prepared by/ Date:**
Baker 08/2015

**Approved By/ Date:**
### 3.1.4 State & Local Training/Certification Requirements

<table>
<thead>
<tr>
<th>Task Title: State &amp; Local Training/Certification Requirements</th>
<th>Task Leader: Baker / Greenwell</th>
</tr>
</thead>
</table>

**ASFPM Goal # Cross Reference:**
- 2.4.6 – Promote the requirement of mandatory training and CFMs for state and local officials, or any governmental unit, agency or department where land development decisions are made in conjunction with property in or near flood risk areas.
- 2.4.7 – Promote form changes to include CFM signoff on all MT forms for map changes
- 2.4.9 – Promote the requirement of CECs for professional ethics and legal aspects.

<table>
<thead>
<tr>
<th>Approximate Start/End Date: 8/2015 – 8/2016</th>
<th>Approximate # Hrs to Complete: Research – 40 hours</th>
</tr>
</thead>
</table>

**Detailed Task Description:**
Build upon the momentum of the submittal of the Department of Labor Occupational Code information for Floodplain Management profession. Develop a framework for states and local municipalities to implement formal training requirements for those serving as a floodplain manager or mitigation professional. Develop roster of training that could be offered.

**Prerequisites Needed: (Activities That Need To Be Performed Before This Task Can Begin)**
Submittal and acceptance of Department of Labor Occupational Code for Floodplain Manager position.

**Other Policy Committees/entities to Engage for this Task:**
PDC – Training & Outreach

**Completion Schedule:**
- June 2016 – Present draft framework and training options at 2016 Annual Conference
- Sept 2016 – Provide final implementation framework and possible training options.

**Deliverables:**
Implementation Framework & Training syllabus (list of available courses that could satisfy requirement)

**Other Necessary Support or Resources:**
Reach out to other states that have implemented these requirements (WV, AR & NM)

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

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

**Assumptions:**
1) Occupational Code application for floodplain management is accepted by US Department of Labor;
2) Framework would provide flexible, scalable implementation (i.e. not all states are created equal)

**Prepared by/ Date:**
Louie Greenwell (8/2015)
### 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, Louie Greenwell</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, Louie Greenwell</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, Louie Greenwell</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, Louie Greenwell</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, Louie Greenwell</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, Louie Greenwell</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, Louie Greenwell, John Ivey</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: CFM Exam Annual Review</th>
<th>Task Leader: John Ivey</th>
</tr>
</thead>
</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: 1/1/15 – 12/31/2016</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>CFM Exam Work Group Retreat – 24 hours (6 CFM’s)</td>
</tr>
</tbody>
</table>

**Detailed Task Description:**
Travel to ASFPM/Madison and perform the CFM Exam Review in Sept 2015 and Fall 2016

**Prerequisites Needed:** (Activities That Need To Be Performed Before This Task Can Begin)
ASFPM Executive Office documentation of CFM Exams since Jan 2000

**Other Policy Committees/entities to Engage for this Task:**
CBOR, CFM Exam Work Group, SME’s and PDC

**Completion Schedule:**
Documentation of CFM Exam scores, exam takers comments and most missed questions by ASFPM E.O. Phase 1: The CFM Exam Work Group met in Madison, WI in the Fall of 2014 and issued a new CFM Exam on 1/1/2015. The Work Group will meet in Madison September 21, 2015 to update the CFM Exam to be released 1/1/2016. The Work Group will meet in the Fall of 2016 to update the CFM Exam to be released 1/1/2017.

**Deliverables:**
Updated CFM Exams (1/1/2016 and 1/1/2017)

**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:**
CFM Exam will update the FIRM Exercise and EC Exercise in 2015 when FEMA releases the 2015 EC.

| Prepared by/ Date: John Ivey (9/2015) | Approved By/ Date: |
### 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>

**ASFPM 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>1/1/15 – 12/31/16</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approximate # Hrs to Complete:</td>
<td>Correspondence – 8 hours, Coordination – 48 hours</td>
</tr>
</tbody>
</table>

**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

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

**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).
- May 2013 – CBOR/State Chapter CFM Program Briefing (Hartford, CT).
- May 2014 - CBOR/State Chapter CFM Program Briefing (Seattle, WA)
- June 2015 - CBOR/State Chapter CFM Program Briefing (Atlanta, GA)
- June 2016 - CBOR/State Chapter CFM Program Briefing (Grand Rapids, MI)

**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 ASFPM

**Approval Process: (Does The Task Require Board Approval?)**
Board approval not required

**Assumptions:**
State Chapters continue to manage CFM programs in their state.

**Prepared by/ Date:**
John Ivey (9/2015)

**Approved By/ Date:**
### 3.3.3 "Reliability and Validity" Evaluation of the CFM Exam

<table>
<thead>
<tr>
<th>Task Title: R&amp;V 2.0</th>
<th>Task Leader: John Ivey</th>
</tr>
</thead>
</table>

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

**Approximate Start/End Date:**
1/1/2016 – 12/31/2016

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

**Detailed Task Description:**
R&V 1.0 was launched in 2008 and completed in 5 phases on 12/31/2014
R&V 2.0 will be launched by CBOR after evaluation of CFM Program needs

**Prerequisites Needed:** (Activities That Need To Be Performed Before This Task Can Begin)
ASFPM CFM Exam Work Group 2015 and 2016 Exam reviews.

**Other Policy Committees/entities to Engage for this Task:**
ASFPM EO, Exam Work Group with support from PDC

**Completion Schedule:**
- R&V 1.0 (Evaluation to be completed 12/31/2015)
- CBOR launches R&V 2.0 (TBD)
- DACCUM evaluation of CFM Program end examination needs (TBD)
- R&V 2.0 Contractor selected
- R&V Task Force coordinates with R&V Contractor and initiates R&V 2.0

**Deliverables:**
Revised CFM Program & Exam (with R&V recommended changes)

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

**Approximate Direct Cost to Complete: (Labor and Non-Labor)**
- Labor – none – donated time PDC, CBOR, DACUM Team and CFM Exam Work Group
- Expenses – Approx. $100K for R&V 2.0 Contract; R&V Task Force travel and CFM Exam Work Group meetings in Madison.

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

**Assumptions:**
Launch R&V 2.0 in 2017 after CBOR assessment and ASFPM Board approval.

**Prepared by/ Date:**
John Ivey (9/2015)

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

<table>
<thead>
<tr>
<th>Task Title:</th>
<th>Update CFM History</th>
<th>Task Leader:</th>
<th>John Ivey</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ASFPB Goal # Cross Reference:</strong></td>
<td></td>
<td></td>
<td></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>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Approximate Start/End Date:</strong></td>
<td>1/1/15 – 12/31/16</td>
<td><strong>Approximate # Hrs to Complete:</strong></td>
<td>Committee Calls – 4 hours Research – 4 hours</td>
</tr>
<tr>
<td><strong>Detailed Task Description:</strong></td>
<td>Update the CFM History document to include R&amp;V activities.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Prerequisites Needed:</strong></td>
<td>(Activities That Need To Be Performed Before This Task Can Begin)</td>
<td>None</td>
<td></td>
</tr>
<tr>
<td><strong>Other Policy Committees/entities to Engage for this Task:</strong></td>
<td>ASFPM EO, CBOR and PDC</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Completion Schedule:</strong></td>
<td>CFM History is a “living” document and needs to be updated as events occur such as the R&amp;V activities, naming new CBOR regents, awarding the annual John Ivey Award, and other activities.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Deliverables:</strong></td>
<td>Updated word document maintained by the PDC – CFM Exam Work Group and made available to the ASFPM Executive Office, state chapters and others.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Other Necessary Support or Resources:</strong></td>
<td>Input from CBOR, PDC, CFM Exam Work Group, and E.O.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Approximate Direct Cost to Complete:</strong></td>
<td>(Labor and Non-Labor)</td>
<td>Labor – None – donated time. Expenses – None anticipated.</td>
<td></td>
</tr>
<tr>
<td><strong>Approval Process:</strong></td>
<td>(Does The Task Require Board Approval?)</td>
<td>CBOR</td>
<td></td>
</tr>
<tr>
<td><strong>Assumptions:</strong></td>
<td>CFM History will be posted on Floods.org</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Prepared by/ Date:</strong></td>
<td>John Ivey (9/2015)</td>
<td><strong>Approved By/ Date:</strong></td>
<td></td>
</tr>
</tbody>
</table>
### 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></td>
<td><strong>Approximate # Hrs to Complete:</strong></td>
</tr>
<tr>
<td>1/1/15 – 12/31/16</td>
<td>Research – 24 hours</td>
</tr>
<tr>
<td><strong>Detailed Task Description:</strong></td>
<td>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 PDC, CBOR, the ASFPM Board, and the ASFPM Executive Office.</td>
</tr>
<tr>
<td><strong>Prerequisites Needed:</strong> (Activities That Need To Be Performed Before This Task Can Begin)</td>
<td>Obtain copy of previous survey</td>
</tr>
<tr>
<td><strong>Other Policy Committees/entities to Engage for this Task:</strong></td>
<td>PDC – Note the PDC provides most of the labor required to accomplish this task.</td>
</tr>
<tr>
<td><strong>Completion Schedule:</strong></td>
<td>March 2015 and updated in March 2016</td>
</tr>
<tr>
<td><strong>Deliverables:</strong></td>
<td>Annual Certification Survey Report to PDC, CBOR, ASFPM Board, and ASFPM Executive Office.</td>
</tr>
<tr>
<td><strong>Other Necessary Support or Resources:</strong></td>
<td>Input from PDC and ASFPM Committees (NBF, NAI, Stormwater, Flood Insurance, Mapping &amp; Engineering Standards)</td>
</tr>
<tr>
<td><strong>Approximate Direct Cost to Complete:</strong> (Labor and Non-Labor)</td>
<td>Labor – None – donated time.</td>
</tr>
<tr>
<td><strong>Approval Process:</strong> (Does The Task Require Board Approval?)</td>
<td>None</td>
</tr>
<tr>
<td><strong>Assumptions:</strong></td>
<td>Report will assist ASFPM and CBOR to evaluate association dues, certification program fees, CEC requirements, training needs and ethics.</td>
</tr>
<tr>
<td><strong>Prepared by/ Date:</strong></td>
<td><strong>Approved By/ Date:</strong></td>
</tr>
<tr>
<td>John Ivey (9/2015)</td>
<td></td>
</tr>
</tbody>
</table>
### 3.3.6 Annual CFM Exam Prep Guide Review and Update

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

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

<table>
<thead>
<tr>
<th>Approximate Start/End Date:</th>
<th>Approximate # Hrs to Complete:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/1/15 – 12/31/16</td>
<td>John Ivey – 8 hours (research and documentation) PDC committee members – 4 hours</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Prerequisites Needed: (Activities That Need To Be Performed Before This Task Can Begin)</th>
<th>ASFPM Executive Office provide word file of current Exam Prep on Floods.org</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Other Policy Committees/entities to Engage for this Task:</th>
<th>CFM Exam Work Group, PDC, ASFPM EO. Webmaster to post Guide on floods.org</th>
</tr>
</thead>
</table>

|----------------------|--------------------------------------------------------------------------|

<table>
<thead>
<tr>
<th>Deliverables:</th>
<th>Updated CFM Exam Prep Guide</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Other Necessary Support or Resources:</th>
<th>Input from PDC, 6 state chapters, ASFPM Committees, and ASFPM E.O.</th>
</tr>
</thead>
</table>

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

<table>
<thead>
<tr>
<th>Approval Process: (Does The Task Require Board Approval?)</th>
<th>CBOR</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Assumptions:</th>
<th>CFM Exam Work Group will identify technical references. Cooperation from other ASFPM Committees</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Prepared by/ Date:</th>
<th>John Ivey (9/2015)</th>
<th>Approved By/ Date:</th>
<th></th>
</tr>
</thead>
</table>
### 3.3.7 CFM Exam Appeals & Protests

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

**ASFPFM 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>Approximate # Hrs to Complete:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/1/15 – 12/31/16</td>
<td>Phone Calls &amp; Emails – 4+/- hours/month (48 +/- hours/yr)</td>
</tr>
</tbody>
</table>

**Detailed Task Description:**
Assist ASFPFM 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)**
ASFPFM EO will forward exam answer sheets to the CFM Exam Work Group as needed.

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

**Completion Schedule:**
Timely response is very important to assist applicants that wish to retake the CFM Exam.

**Deliverables:**
ASFPM Executive Office sends CFM Answer Sheets to CFM Exam work Group to document actions regarding each protest/appeal. The Work Group sends documentation to ASFPFM EO (Anita Larson)

**Other Necessary Support or Resources:**
Input from ASFPFM EO and PDC

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

**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 (9/2015)</td>
<td></td>
</tr>
</tbody>
</table>
### Task Title: CFM Exam Pool

<table>
<thead>
<tr>
<th>Task Leader:</th>
<th>John Ivey</th>
</tr>
</thead>
</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:
1/1/15 – 12/31/16

#### Approximate # Hrs to Complete:
Research – 40 hours

#### Detailed Task Description:
Incorporate R&V procedures approved by CBOR. Cross-reference questions in the CFM Exam Pool to technical references such as FEMA 480, Floodplain Management Requirements, A Study Guide and Desk Reference for Local Officials. [Recognized CFM Exam Preparation Document]. All questions must meet R&V Protocols.

#### Prerequisites Needed:
(Activities That Need To Be Performed Before This Task Can Begin)
Product of annual exam review

#### Other Policy Committees/entities to Engage for this Task:
ASFPM EO, CFM Exam Work Group, Subject Matter Experts, PDC, other ASFPM Committees

#### Completion Schedule:
Sep 2015 and Fall 2016 Exam Reviews—Create new exam questions with assistance from PDC, ASFPM Committees, and SME’s. The CFM Exam Work Group must follow the “reliability and validity” protocol for development of exam questions.

#### Deliverables:
CFM Exam Pool cross-referenced to FEMA 480 or other technical reference.

#### Other Necessary Support or Resources:
Input from PDC, 6 accredited State Chapters, ASFPM Committees and SME’s.

#### 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:
Exam Pool managed by ASFPM EO

#### Prepared by/ Date:
John Ivey (9/2015)

#### Approved By/ Date: