

POLICY COMMITTEE WORK PLAN

Professional Development & Continuing Education Committee

2018 – 2019

1.0 Overview

The mission of the Professional Development & Continuing Education Committee (PDC) is to provide vision, leadership and direction to ASFPM members regarding 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 floodplain managers and encourages certification via the ASFPM Certified Floodplain Manager program. PDC also strives to expand and promote the professional status and legal responsibility of the CFM and will review and monitor professional education opportunities for floodplain managers.

The PDC provides a liaison to the Certification Board of Regents to support the CFM program. In this capacity, the liaison communicates and provides alignment of common activities between CBOR and PDC regarding issues affecting the floodplain management profession.

Section 2 provides an outline of the work item tasks for the 2018-2019 year. Sections 3.1 and 3.2 of this work plan present the specific items for 2018-2019 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 2018-2019 that are related to professional development and the CFM program.

Committee co-chairs:

Jessica Baker, PE, CFM, PMP; Halff Associates, Inc.

Lori Rafferty, PE, CFM, Louisville Metropolitan Sewer District

Liaisons:

Louie Greenwell: Committee's Liaison to Certification Board of Regents (CBOR)

2.0 Task Outline

2.1 On-going work items (see table):

1. Participate in ASFPM Policy Committee Conference Calls and Retreat.
2. Attend Policy Committee Chair Meeting at the annual conference and hold an annual meeting.
3. 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.
4. Attend CBOR conference calls and quarterly meetings (PDC liaison serves as a member of CBOR).

5. Evaluate and promote continuing education opportunities.
6. Prepare annual committee report and develop a work plan.

2.2 Work items for the 2018/2019 Year (see separate Task Summary Sheets):

1. Continue to promote the use of the two-hour ethics workshop at state and national floodplain conferences and share training materials with chapters.
2. Promote “professional development” training opportunities and expand professional development workshops at future state and national conferences to include professional development topics such as how to prepare for the CFM exam, project management, public speaking and meeting facilitation.
3. Evaluate response from the Standard Occupational Classification Policy Committee to determine if ASFPM will continue to pursue efforts to create a recognized occupational classification for floodplain managers and develop a framework for states to approach mandated training/CFM certification.
4. Transition NFIP 101 course from Risk Communication & Outreach (formerly the Training and Outreach Committee) to PDC.

2.1 Ongoing Work Items

Task Name	Task Leader	Approx Hrs to complete	Detailed Task Description
Conference Calls & Committee Retreat	Jessica Baker/ Lori Rafferty	44 hours	A co-chair or the liaison should attend all conference calls and one of co-chairs should attend the conference retreat.
Annual Conference	Jessica Baker/ Lori Rafferty	16 hours	Prepare for the co-chairs meeting and the annual committee meeting. Prepare notes of annual meeting for distribution.
Certification Program Survey	Lori Rafferty	20 hours	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.
CBOR Conference calls & Quarterly Meetings	Louie Greenwell	64 hours	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.
Evaluate continuing education opportunities and requirements	Lori Rafferty/ Louie Greenwell	16 hours	Review CFM continuing education requirements for national and state accredited CFM programs. Request input from the six accredited states regarding CEC issues and participate in the annual CBOR meeting with the six accredited states.
Prepare Annual Committee Report and Develop Work Plan	Jessica Baker/ Lori Rafferty	10 hours	Determine goals, work tasks, and identify lead on task. Link back to ASFPM Goals and Objectives.

2.2 2018/2019 Work Items

2.2.1

Task Title: Promote Ethics Workshop	Task Leader: Baker/Rafferty
ASFPM Goal # Cross Reference/Other Reason for Including Task (EO Request, Committee Priority, etc): 2.4 Ensure that the CFM certification program maintains the highest degree of professional standards, practice and training for floodplain managers. 2.4.4 Implement and deploy Code of Ethics training for all CFMs for future consideration as a mandatory requirement for continuing education.	
Approximate Start/End Date: 07/01/2018 – 06/30/2019	Approximate # Hrs to Complete: 30 hours
Detailed Task Description: Continue to promote the use of the two-hour ethics workshop at state and national floodplain conferences and share training materials with chapters.	
Prerequisites Needed: (Activities That Need To Be Performed Before This Task Can Begin) Ethics Workshop previously developed	
Other Policy Committees/entities to Engage for this Task: EO, CBOR	
Completion Schedule: 2018 ASFPM conference	
Deliverables: Update Ethics Workshop presentation and share with Chapters for use.	
Other Necessary Support or Resources:	
Approximate Direct Cost to Complete: (Labor and Non-Labor) Volunteer labor	
Approval Process: (Does The Task Require Board Approval?) N/A	
Assumptions: None	
Prepared by/ Date: Rafferty / November 2018	Approved By/ Date:

2.2.2

Task Title: Promote Professional Development	Task Leader: Baker/Rafferty
ASFPM Goal # Cross Reference/Other Reason for Including Task (EO Request, Committee Priority, etc.): 2.4 Ensure that the Certified Floodplain Manager Certification Program maintains the highest degree of professional standards, practice and training for floodplain managers. 2.4.1 Enhance floodplain management (FPM) training for CFMs and decisions makers through development and deployment of workshops and web-based training, including train-the-trainer components. 2.4.2. 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 at-risk-for-flood areas.	
Approximate Start/End Date: Fall 2018 – Fall 2019	Approximate # Hrs to Complete: 80 hours
Detailed Task Description: Research variety of professional development training resources (online, publicly available, no use restrictions). Develop course list of trainings or workshops that would be in high demand (project management, communication, project schedule, etc.). Develop one or two modules (follow ethics example). Deliver at a state chapter conference and asses effectiveness.	
Prerequisites Needed: (Activities That Need To Be Performed Before This Task Can Begin) None	
Other Policy Committees/entities to Engage for this Task: None	
Completion Schedule: Fall 2019 – Deliver at state conference	
Deliverables: PowerPoint presentation	
Other Necessary Support or Resources: None identified	
Approximate Direct Cost to Complete: (Labor and Non-Labor) Volunteer labor	
Approval Process: (Does The Task Require Board Approval?) N/A	
Assumptions: None	
Prepared by/ Date: Rafferty / November 2018	Approved By/ Date:

2.2.3

Task Title: State & Local Training/Certification Requirements		Task Leader: Baker/Rafferty
ASFPM Goal # Cross Reference/Other Reason for Including Task (EO Request, Committee Priority, etc.): 2.4 Ensure that the CFM certification program maintains the highest degree of professional standards, practice and training for floodplain managers. 2.4.4 Implement and deploy Code of Ethics training for all CFMs for future consideration as a mandatory requirement for continuing education.		
Approximate Start/End Date: Fall 2018 – Fall 2019		Approximate # Hrs to Complete: 40 hours
Detailed Task Description: Contact Development of Labor Occupational Code for information about how to revise and resubmit the application to create the 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 a roster of training that could be offered.		
Prerequisites Needed: (Activities That Need To Be Performed Before This Task Can Begin) Resubmittal and acceptance of the Department of Labor Occupational Code for the Floodplain Manager position.		
Other Policy Committees/entities to Engage for this Task: None		
Completion Schedule: Winter 2018/2019 – Contact Department of Labor Occupational Code Spring 2019 – Revise and resubmit application May 2019 – Present draft framework and training options at Annual Conference		
Deliverables: Implementation framework & list of training 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) Volunteer labor		
Approval Process: (Does The Task Require Board Approval?) N/A		
Assumptions: <ol style="list-style-type: none"> 1) Revised 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: Rafferty / November 2018		Approved By/ Date:

2.2.4

Task Title: Transition NFIP 101 course	Task Leader: Rafferty
ASFPM Goal # Cross Reference/Other Reason for Including Task (EO Request, Committee Priority, etc): 2.4.1 Enhance floodplain management (FPM) training for CFMs and decisions makers through development and deployment of workshops and web-based training, including train-the-trainer components.	
Approximate Start/End Date: May 2019	Approximate # Hrs to Complete: 16 hours
Detailed Task Description: Transition NFIP 101 course from Risk Communication & Outreach (formerly the Training and Outreach Committee) to PDC at the 2019 Annual Conference. Risk Communication & Outreach committee will teach the class in 2019 and train PCDEC committee.	
Prerequisites Needed: (Activities That Need To Be Performed Before This Task Can Begin) None	
Other Policy Committees/entities to Engage for this Task: Risk Communication & Outreach	
Completion Schedule: May 2019 Annual Conference	
Deliverables: Updated PowerPoint presentation for NFIP 101 course	
Other Necessary Support or Resources: None	
Approximate Direct Cost to Complete: (Labor and Non-Labor) Volunteer labor	
Approval Process: (Does The Task Require Board Approval?) N/A	
Assumptions: None	
Prepared by/ Date: Rafferty / November 2018	Approved By/ Date: