

Continuing education requirements for Certified Local Emergency Manager (CLEM)

Participants who have received the Certified Local Emergency Manager designation will be required to complete at least 14 continuing education units (CEUs) during a two-year period in order to retain the designation. The two year period to complete the continuing education requirement begins on Jan. 1 following the date that the CLEM Designation has been granted and ends on Dec. 31 two years later. Those persons holding the designation effective Dec. 31, 2014 or before will be required to obtain the CEUs no later than Dec. 31, 2016 and each two year thereafter.

Continuing education units may be earned by attendance at the following:

- ACCA Annual Convention (2 CEUs)
- AAEM Workshop (1 CEU)
- ACCA Legislative Conference (1 CEU)
- AAEM Annual Conference (2 CEUs)
- Classes offered by the County Government Education Institute* (2 CEUs per class)
- Optional attendance or instructor at technical courses for CLEMs as proposed by AAEM and approved, in advance, by the AEMA Director (2 CEUs)
- Instructor for ACCA, AAEM or other CGEI Course (3 CEUs per class)
- Hurricane Conference (2 CEUs)
- Preparedness Conference (2 CEUs)

Attendance records, including participation sign-in registers, will be maintained by the Association of County Commissions of Alabama. Those attending approved technical courses will be responsible for notifying the ACCA and providing verification of participation no later than December 1 of the second year of the educational period. An annual status report will be provided to each CLEM and the AEMA and, at the conclusion of the two-year educational period, the ACCA will certify to AEMA the names of those who have met the requirements.

Further, those who have failed to meet the requirements during the two-year period will be notified of the "extension" period as outlined below.

No more than ten (10) CEUs may be earned through attendance at conferences and/or conventions. In a year where the AAEM Annual Conference, the Hurricane Conference and

the Preparedness Conference are combined, a maximum of 4 CEUs may be earned. In addition, no more than 3 CEUs may be earned at any one conference or training event.

Any person who is deficient in meeting the continuing education requirements will be granted an additional 12 months to reach the minimum requirement. However, during the extension period, the requirement to earn an additional 14 CEU for the next two-year period must also be fulfilled. The first units earned will be applied to the deficiency from the previous two-year period.

Any person who fails to meet the requirements – after the extension period – will forfeit their designation as a CLEM and will be required to complete the educational program requirements at the time in order to again receive the CLEM designation.