MICHIGAN
Professional Emergency Manager (PEM)
Program Manual

The Michigan Professional Emergency Manager (PEM) Program provides the knowledge and skills for emergency managers in the state of Michigan to effectively prevent, prepare for, respond to, recover from, and mitigate the effects of disasters or emergencies in their communities. Since the early 1990s, hundreds of emergency management professionals from many whole community partners have completed this PEM Program to help ensure the safety of their communities. The Michigan State Police, Emergency Management and Homeland Security Division (MSP/EMHSD) is proud to continue the high level of excellence this designation is known for through a diverse, challenging program.

This manual provides aspiring and current PEM designees with information needed to successfully complete and maintain the designation. It is intended to be a guide through all the steps of the program and outlines the annual renewal requirements. If you have questions or concerns, please contact the MSP/EMHSD State Training Officer via email or at 517-285-9714.

Thank you for your interest in the Michigan Professional Emergency Manager (PEM) Program and your dedication to making Michigan safer and more resilient.

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Achieving the Michigan PEM Designation

Follow the four (4) steps below:

1. Register for the Professional Emergency Manager (PEM) Program.[1]

2. Complete and pass all the required coursework in the table below (recommended order):

Course Title	Learning Mode	Length
FEMA Independent Study (IS) Professional Development Series **(7 courses)**	Virtual	Self-Paced
NIMS Training (IS-100, 200, 700, 800, and classroom course ICS-300)	Virtual and Classroom	Self-Paced ICS-300, 3 Days
IS-393 Introduction to Hazard Mitigation	Virtual	Self-Paced
Michigan Core Emergency Management Knowledge Requirements (MI-CEMKR)	Virtual	2 Days
Basic Public Information Officers (PIO) Workshop (G290)	Classroom	2 Days
Incident Command System/Emergency Operations Center Interface (G191)	Classroom	1 Day
One of the courses below:		
Homeland Security Exercise and Evaluation Program (HSEEP) Course – Webinar [2] (K0146)	Virtual	16 Hours
Homeland Security Exercise and Evaluation Program (HSEEP) Basics Course – Classroom (L0146)	Classroom	16 Hours

3. Have a minimum of two years of experience in emergency management or a related field at the time of the examination application.

4. Register for the comprehensive Professional Emergency Manager Designation Examination, after completing the first three steps above, at least 30 days prior to the examination date. A passing grade of 75 percent or greater on the exam is required.

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[1] Applicants must complete the program within a four-year period from the time of registration acceptance. See process clarification and details on page 3.
[2] HSEEP may be completed in the classroom at the Emergency Management Institute (EMI), by MSP/EMHSD, or by EMI webinar. You must register in MI-TRAIN and with EMI to take the webinar and E/L0104 versions.

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STEP 1: PEM Application Process

When you register for the PEM program in MI-TRAIN, you will be asked to provide your local emergency manager's name and contact information. It is anticipated you have, or will establish, a relationship with this person and are, or will become, a resource to the local emergency management program. Active participation in the emergency management field is expected to maintain the PEM designation.

- **Local Emergency Management Coordinators:** will automatically be approved.

- **State employees in support of Michigan Emergency Management functions:** will be accepted into the program after confirmation of the state agency/department he/she supports.

- **Federal and for-profit employees:** will need to provide a letter confirming his/her organization's support of participation in the program.

- **Whole community partners/all other participants:** will need to obtain approval from the Emergency Management Coordinator identified in their program application. See request message below.

The following request will be sent to the local Emergency Manager identified in the program application:

> This message is to inform you that *[Applicant], [Title and Organization],* has applied for the Michigan Professional Emergency Manager (PEM) Program. They listed you as their local Emergency Management Coordinator.
>
> Do you recommend their participation in this program? If not, please explain.   Your reply is requested within 14 days so we can promptly process this request. You may approve or decline participation or defer this decision to the PEM Advisory Board for a final resolution.
>
> Thank you for your time and commitment to the Michigan Professional Emergency Manager Program.
>
> Emergency Management and Homeland Security Division
> Michigan State Police
> 517-285-9714
> www.michigan.gov/emhsd-training

STEP 2: Complete Required Coursework

Classroom courses registered on MI-TRAIN and completed through the Emergency Management and Homeland Security Division, such as Basic Public Information Officer (G290) or HSEEP – Classroom (L0146), will automatically be verified when you have met the course requirements.

If the course was not registered on MI-TRAIN, such as FEMA Independent Study or the HSEEP – Webinar (K0146), verification of course completion must be submitted in your MI-TRAIN account by uploading the course certificate into MI-TRAIN.   Directions to upload your own certificates are found on page 8.

All registrants for these courses will stay in "pending status" until a course manager reviews the registrations.

On occasion, the EMHSD must reduce the number of registrants to meet course requirements. When doing so, the following policy will be used:

PEM Course Approval Priority Policy	
Priority	Local, state, and tribal personnel in the Emergency Management field.
Second Priority	Whole Community partners who support Emergency Management functions within the state.
Third Priority	Federal employees and all others who do not directly support Emergency Management functions within the state.
Program progress and need for a course for an upcoming exam will also be considered.	

Note: Lodging, meals, and transportation are the responsibility of the student or their organization.

STEP 3: Minimum of Two Years of Experience in Emergency Management.

The applicant for examination shall have at least two years of experience in the emergency management field.   Experience may include employment, volunteering, or internship in the following categories:

- Emergency management
- Public safety role with a non-governmental or private organization
- Public safety role with a state or federal government organization
- First Responder (fire, law enforcement, or emergency medical services)

STEP 4: PEM Examination Application Process

The applicant must complete all the above requirements prior to applying for the exam. Applicants must complete the steps below at least 30 days prior to the exam:

1. Register for the exam on MI-TRAIN.
2. Complete the PEM Exam Application available here.

Applications will be reviewed to verify completion of all prerequisites. Applicants will be notified of approval or denial approximately three (3) weeks prior to the examination date with the opportunity to resolve any outstanding requirements.

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Annual Renewal Requirement

Annually, all PEM designees must complete at least *three of the five* activities listed below. Only one activity per category can be used toward the renewal requirement.

Activity	Description	Examples	Documentation to Support Activity
Classroom or Online Training	Eight (8) hours minimum of emergency management training (FEMA, MSP, and others).	EMHSTC Courses, FEMA Independent Study, NDPC courses, etc.	Certificate, sign-in sheet, transcript, MI-TRAIN records, etc.
Attend a Relevant Conference	Attendance at a conference related to the emergency management and public safety fields.	Great Lakes Homeland Security Conference, MEMA Conference, NEMA Conference, etc.	Certificate of attendance, MI-TRAIN records, letter from conference organizer confirming attendance, etc.
Develop a publication, article, plan, or presentation	Development of an article for a community newsletter, educational research paper, emergency management plan, educational presentation, etc.	Community newsletter, published paper, Emergency Operations Plan, conference presentation, etc.	Copy of the actual publication, article, plan, or presentation.
Exercise Planning or Participation	Participation in exercise planning or conduct. This may include being on the planning team, playing in the exercise, controlling, or evaluating.	Controlling, evaluating, planning, or playing in a responder role in an HSEEP-compliant exercise.	Sign-in sheet, MI CIMS entry, Incident Action Plan (IAP) with your name on it, After-Action Report (AAR), etc.
Significant Actual Incident or Planned Event Participation	Involvement in an actual incident or planned event that is significant for your community.	Flooding, Super Bowl, county fair, festival, etc.	MI CIMS entry, IAP with your name on it, AAR, sign-in sheet, etc.

PEM designees may claim activities from the list above which occurred from **October 1 to September 30 of the previous year**. In early September, all active PEMs will receive an email containing a link to an Annual Renewal Form (EMD-074).   The link will contain a questionnaire to certify the completion of at least three of the five annual renewal requirements and any verification of contact information.

Below is an example of the certification language on the renewal form:

> ☐ *I certify the above information to be true and accurate as of [date of submission] for the fiscal year [previous fiscal year]. Furthermore, I am prepared to provide substantiation documentation as proof of completion within 30 days of being requested to do so.*

PEM designees *will not* be required to submit documentation *at the time of the certification*. A randomized subset of current PEMs will be asked to provide substantiation documentation for review. If selected, one must provide documented proof of completion within 30 days of the request by:

- uploading documentation into the PEM designee's MI-TRAIN account
- providing hard copies of the documents
- emailing electronic copies of the documents

Note: Failure to comply with the annual renewal requirements set forth in this PEM Program Manual will result in revocation of use of the "PEM" title by the Michigan State Police, Emergency Management and Homeland Security Division (MSP/EMHSD).

Program Authority

The Michigan Emergency Management Act, Public Act 390 of 1976, as amended, states that the MSP/EMHSD is required to, "set forth standards and requirements for training and professional development of emergency management coordinators in Michigan."

PEM Advisory Board

According to the Michigan Emergency Management Act, Public Act 390 of 1976, as amended, "the Board shall advise the Michigan Department of State Police, Emergency Management and Homeland Security Division on matters pertaining to the application and registration of emergency management coordinators, and other emergency management personnel, as Professional Emergency Managers in a manner not inconsistent with the constitution and the laws of this state, which may be reasonably necessary for the proper performance of their duties, including methods of procedure in processing before the Board. The members of this Board will serve voluntarily in a manner prescribed by the Michigan Department of State Police, Emergency Management and Homeland Security Division."

The PEM Advisory Board is composed of one (1) representative appointed from each emergency management district of the state, one (1) recognized subject matter expert from the emergency management community, and one (1) Michigan Emergency Management Association (MEMA) voting member who will provide opportunities for coordination and collaboration between the Board and the Association.

The PEM Advisory Board follows guidelines, as documented by the PEM Board of Registration Bylaws, regarding Board Membership, PEM Application, PEM Examination, PEM Registration, and PEM Annual Renewal Requirements.

The PEM Advisory Board typically convenes quarterly (four meetings) each calendar year.

Further Information

Please direct any questions or concerns regarding the Michigan PEM Program Manual and related emergency management courses [here](#).

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Uploading an external certificate into MI-TRAIN

To register for and update the status of FEMA Independent Study courses in MI-TRAIN, follow the instructions below:

1. Search for the course in MI-TRAIN.
2. Click on the course name from the list.
3. Click the **Register** button.
4. Select **Credit Type**.
5. Click **Launch** and complete the course on the FEMA website, if needed.
6. Close the FEMA training website window and return to **MI-TRAIN**.
7. Click **Home**.
8. In the **Your Learning** section, find the course and click on the three dots to the left of the title.
9. Click **Mark Completed**.
10. Follow the procedure below to upload the FEMA certificate.

To update the status of a Homeland Security Exercise and Evaluation Program (HSEEP) Course – Webinar (K0146), follow the instructions below:

1. In MI-TRAIN, search for "K0146" or "L0146" and select the appropriate course from the list.
2. Click the **Register** button.
3. Click **Launch.**
4. The course will launch in the FEMA site.
5. When the course is complete, return to MI-TRAIN.
6. Click **Home**.
7. Click **Your Learning**
8. Click on the **three dots** to the left of the title find the previously registered course
9. Click **Mark Completed**.
10. Follow the procedure below to upload the FEMA certificate.

To upload an external certificate into MI-TRAIN, follow the instructions below:

1. Save a copy of the certificate to an external drive or computer.
2. Click **Your Learning**.
3. Click **Your Transcript**.
4. Find the course and click the **clock icon** to the left.
5. Click on the **three dots** in the course history window (to the left of the Registration Date).
6. Click **Upload External Certificate**.
7. Name the certificate in the upload certificate window.
8. Click **Drop your file here** or click **to upload** to find the saved electronic certificate and select it.
9. Click **Upload**.
10. Click **Save** in the top right corner.
11. Click **Close** in the top left corner.
12. Click on the **Your Certificates** tab to view your uploaded certificate.
13. Exit MI-TRAIN or repeat the above steps to upload additional certificates.