

VIRGINIA EMERGENCY MANAGEMENT CERTIFICATION PROGRAM

A cooperative effort of the
Virginia Department of Emergency Management
and the
Virginia Emergency Management Association
P.O. Box 29069 ▲ Henrico, VA 23242

MEMORANDUM FOR VEMA Members and Candidates for Certification

November 16, 2021

SUBJECT: COVID Experience documentation for certification

1. The past 20 months has been a unique time for our organization. The VEMA Certification Committee recognizes that COVID had an impact on the process for certification and recertification. This memo outlines some guidelines to follow as you submit your application. Members should refer to the VEMA Certification Program Policy at: [VEMA Certifications \(vemaweb.org\)](https://vemaweb.org)
2. Members should substantiate their experience with COVID response operations with the appropriate documentation. Your experience should fall into one of the designated categories for Professional Contributions listed on page 15 of the VEMA Certification Program Policy.
3. We understand that many training events went to a virtual format. There were also many COVID specific training events. Per the Certification Policy, training does not have to appear on the Training Allocation Table to be included, but will require a Training Course Submission Form. Additionally, the Committee is waiving the normal requirement of "No more than 50% of total training hours may be online courses" for calendar year 2020 and 2021.
4. Recertification will follow the normal guidelines listed on page 18 and 19 of the VEMA certification program policy. Document any COVID specific Professional Contributions per the policy.
5. Point of Contact is the undersigned at CertificationChair@vemaweb.org.



TODD H. HUBBARD
VEMA Certification Chair