



Certification Criteria Matrix

Please review the Application Guidelines for additional information about successfully completing your application.

Criteria	Professional Emergency Manager (VaPEM)	Associate Emergency Manager (VaAEM)
Work History/ Experience	Three years EM experience or equivalent	One year EM experience or equivalent
References	Three (the first must be from a current supervisor)	
Education	High School diploma or GED	
Training Hours	<p>100 hours of emergency management AND 75 hours of general management.</p> <p>Training must be within the last 10 years. A maximum of 25 hours will be granted for any one course, except for the Advanced Professional Series which will satisfy all 100 hours of emergency management training. No more than 50% of all hours may be from online courses. The FEMA EMI Professional Development Series must be included in the training hours.</p>	<p>100 hours of emergency management AND 50 hours of general management.</p> <p>Training must be within the last 10 years. A maximum of 25 hours will be granted for any one course, except for the Advanced Professional Series which will satisfy all 100 hours of emergency management training. No more than 50% of all hours may be from online courses. The FEMA EMI Professional Development Series must be included in the training hours.</p>
Professional Contributions	Six (three of which must have been performed in and/or directly impacted emergency management operations in Virginia)	Four (two of which must have been performed in and/or directly impacted emergency management operations in Virginia)