



**LOUISIANA EMERGENCY MANAGER TECHNICAL<sup>®</sup>  
CREDENTIAL**

**LEM Technical<sup>®</sup>**

**RECERTIFICATION  
BOOKLET**

**Submit Packet to:**

Louisiana Emergency Management Association  
8550 United Plaza BLVD  
Baton Rouge Louisiana 70809  
Email: [office@lepa.org](mailto:office@lepa.org)  
Office: 225-408-4757  
Toll Free: 877-405-5372  
Fax: 225-408-4422



## **Disclaimer**

LEPA's Louisiana Emergency Manager (LEM®) certifications are not in any manner intended to serve as a warranty, representation, guarantee, or promise with respect to the quality of performance of or procedures utilized by emergency managers in their work. The certification program is intended only to establish education, training and experience criteria relevant to emergency management, and to certify that the LEPA certified individual has met the established criteria. LEPA specifically disclaims any and all liability for any third party claims, actions, causes of action, judgments, liabilities, monetary losses, or injuries or damages to persons or property arising out of or resulting from the services performed by or any errors or omissions on the part of any LEPA certified Louisiana Emergency Manager (LEM®).

## Preface

The Louisiana Emergency Manager Technical (LEM-T) credential was designed by LEPA in an effort to create a statewide cadre of emergency management professionals. These professionals, armed with the skill sets required to bring an emergency situation under operational control, could then be called upon by emergency managers throughout the state for technical advice or voluntary deployment. LEPA recognizes and awards the LEM-T credential to personnel proving mastery in the occupational fields illustrated within the National Response Framework. These fields are listed below:

1. **Transportation:** Aviation, maritime, surface, railroad, and pipeline transportation.
2. **Communications:** Tactical Radio, IT, commercial AM and FM radio, television, and amateur radio.
3. **Public Works and Engineering:** Infrastructure restoration, damage assessment, debris removal.
4. **Fire Services:** Municipal, industrial and commercial fire fighting.
5. **Emergency Management:** EOC Operations and the coordination of emergency response plans at all levels of government.
6. **Mass Care:** Sheltering, Emergency Assistance, Housing, and Human Services.
7. **Logistics Management and Resource Support:** Equipment, supply and service requirements.
8. **Public Health and Medical Services:** Medical care, health surveillance, medical equipment and supplies, patient evacuation.
9. **Search and Rescue:** Structural collapse, waterborne, swift water, flood water, land SAR.
10. **HAZMAT:** Response to uncontrolled releases of oil or hazardous materials, industrial safety.
11. **Agriculture & Natural Resources:** Nutrition assistance, food supply safety, animal control and disease eradication, household pets and veterinary assistance.
12. **Energy and Fuel:** Producing, refining, transporting, generating, transmitting, conserving, building, distributing, maintaining, controlling and estimating damage to energy and fuel infrastructure.

13. **Specialized Public Safety and Security:** General Law Enforcement, investigations, crisis reaction teams, access control, site security.
14. **Long Term Community Recovery:** The coordination of federal, state, and local governments, and the private sector to enable community recovery from the long-term consequences of extraordinary disasters.
15. **External Affairs:** Media relations, Joint Information Center Operations, Public Affairs, Congressional Affairs, Intergovernmental Affairs.
16. **Critical Infrastructure and Key Resource Protection:** Assessing, prioritizing, protecting, and restoring critical infrastructure and key resources.
17. **Financial Management:** Comptrollers, FEMA Public Assistance management, Homeland Security, FEMA, Fire Services, DOTD Grants management.
18. **Volunteers and Donations:** Management of unaffiliated volunteers and unsolicited donations.

Membership in LEPA is not required to obtain the LEM-T credential; however, the professional benefits of membership are valuable. The packet attached to this booklet must be submitted to the LEPA LEM Committee for review. Once the LEM-T is awarded LEPA authorizes the awardees to use the title of LEM-T on all correspondence and business cards. The names and qualifications of awardees in a particular field will be placed on the LEPA website for access by LEPA members throughout the state. Additionally, there is five year \$20 recertification requirement for this credential.

Please take this opportunity to review the requirements to be awarded the LEM-T credential. If you believe that you qualify in one or more field simply follow the instructions on the next page. The LEPA board of directors looks forward to working with you and wish to thank you in advance for your time and consideration.

## **LEM Technical Credentials Recertification Submittal Instructions:**

1. Complete and sign the LEM application sheet (See attached).
2. Complete and sign the LEM code of ethics form (See attached).
3. Complete the work history form (See attached).
4. Obtain three professional references (See attached form).
5. Submit training verification documents for the occupational field requesting credentials: Indicate courses completed and completion dates in the appropriate blocks on the attached academic record checklist form. Include a copy of the certificates of completion or transcripts for each course.
6. Submit a copy of education credentials (GED, High School Diploma, or College Transcripts).
7. Submit all documentation and fees to LEPA.
8. Fees: Make checks payable to the Louisiana Emergency Preparedness Association:
  - a. LEPA members: \$20.
  - b. Non-LEPA members: \$50.

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## LEM-T Recertification Application Form

**Please type all of your responses.**

1. Name: \_\_\_\_\_
2. Jurisdiction: \_\_\_\_\_
3. Current Position / Title: \_\_\_\_\_
4. Years in Current Position / Title: \_\_\_\_\_
5. Years in Emergency Management: \_\_\_\_\_
6. Type of LEM (Check one):    LEM-T             LEM Basic             LEM Pro

**Please read the following pledge carefully and then sign and date the bottom of this sheet.**

I understand that certification is subject to the LEPA Certification Committee's approval, and if granted, is current for a **five-year period**. I will execute the necessary documents and supply any additional information as determined by LEPA. I further understand and, by my signature, I subscribe to the LEPA Code of Professional Conduct with the knowledge that any false statement or misrepresentation I make in the course of these proceedings may result in the revocation of this application and the issuance of a complaint of violation.

Re-certification option will be available for another five-year period following submission of continuing education or an exam alternative. A notice will be sent prior to the expiration of the LEM certification instructing members with provisions for re-certification.

*I give permission for the verification of any information contained in this package.*

**Candidate's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# **Louisiana Emergency Preparedness Association Code of Ethics and Professional Conduct**

## **Introduction:**

The Louisiana Emergency Preparedness Association (LEPA) is a nonprofit organization dedicated to promoting and advancing the professionalism of emergency management and disaster preparedness in Louisiana. LEPA is sponsoring the Louisiana Emergency Manager (LEM) Certification Program in order to document and strengthen the professionalism of Louisiana's emergency managers.

## **The Purpose of the Code:**

The Code of Professional Conduct must be embraced and upheld by all individuals who are awarded the LEM certification. The candidate's promise to uphold the Code signifies the assumption that the certified Louisiana Emergency Manager will act prudently and responsibly beyond the requirements of law and codes.

## **Enforcement of the Code:**

The LEPA Certification Committee will enforce the Code by receiving and investigating all complaints of violations and by taking the necessary action, as appropriate, including but not limited to the revocation of an individual's LEM certification.

## **The Code of Professional Conduct**

The Code embodies the LEM certification program philosophy and objectives. Each LEM promises to:

- Accept and dutifully carry out all associated responsibilities incumbent upon their position of public trust;
- Serve the public with integrity and honesty in all matters;
- Promote public awareness toward and understanding of emergency preparedness and public protection;
- Foster excellence in emergency management by keeping abreast of pertinent issues;
- Enhance individual performance through continuing education and applied technology;
- Avoid conflict of interests resulting in personal gain or advantage or the perception thereof;
- Conserve and protect resources through effective use of funds, accurate assessment of potential hazards, and timely decision-making;
- Maintain confidentiality of privileged information; and
- Share my work product with other LEM recipients in order to expand the collective capability of the profession.

**Candidate's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## CANDIDATE REFERENCE REQUIREMENT

Each LEM Technical candidate must submit the names of three emergency management references, and information on their reference sources as requested below. **NOTE that candidates are encouraged to inform references that they have been listed. LEM Committee members, at their discretion, may call references to verify information.**

A. The first reference must be your current supervisor. This will be the person responsible for initiating your annual performance or job evaluation or rating, and must be one of the raters. If your supervisor is not a rater or evaluator, then your immediate rater or evaluator must be included as one of the other two references. However, for those candidates who do not have a direct supervisor such as an independent consultant or president/CEO of an organization a current LEM may serve as a reference in lieu of the candidates supervisor.

B. Other reference sources who qualify are:

- < A past supervisor (within 7 years)
- < Local, state or federal government officials or department heads
- < Emergency service organization officials (e.g., public, private, military, tribal, etc.)
- < Local, regional or national disaster/emergency management association officials

1). REFERENCE NAME/TITLE:

ORGANIZATION:

ADDRESS:

CITY/ST/ZIP:

PHONE/FAX/EMAIL:

2). REFERENCE NAME/TITLE:

ORGANIZATION:

ADDRESS:

CITY/ST/ZIP:

PHONE/FAX/EMAIL:

3). REFERENCE NAME/TITLE:

ORGANIZATION:

ADDRESS:

CITY/ST/ZIP:

PHONE/FAX/EMAIL:

## SUMMARY OF TRAINING

Requirement: Examples training that qualify: EMI courses, state, municipal or other jurisdiction training, seminars sponsored by corporations, appropriate college courses, military training, state, regional and local law enforcement academies, and so forth. This list is NOT inclusive; other training may meet the training requirement.

Note: There is not a minimum training requirement to obtain an LEM-T Credential. The applicant must submit training that they consider relevant to the field. The LEM-T ESF Committee will determine qualifications.

	<b>TITLE OF TRAINING COURSE</b>	<b>HOURS (Sem, Qtr, Clock, CEU)</b>
SUBJECT 1		
SUBJECT 2		
SUBJECT 3		
SUBJECT 4		
SUBJECT 5		
SUBJECT 6		
SUBJECT 7		
<b>TOTALS:</b>		