

CONTINUING EDUCATION POLICY AND VERIFICATION PACKAGE

for the
**North Carolina
CERTIFIED FLOODPLAIN MANAGER
PROGRAM**
(CFM® Program)

Administered by the

North Carolina Association of Floodplain Managers, Inc.

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**NORTH CAROLINA ASSOCIATION OF FLOODPLAIN MANAGERS
(NCAFPM)
CERTIFICATION PROGRAM
Continuing Education Credit Policy**

INTRODUCTION

As part of maintaining NCAFPM Certification status, the Certified Floodplain Manager (CFM®) must stay abreast of floodplain management policies and concepts to help reduce flood losses and protect and enhance the natural resources and functions of its floodplains. This policy paper reviews the process for the NCAFPM Certified Floodplain Manager Program (CFM) to review Continuing Education Credits (CECs); and the number of (CECs) and type of training eligible for CEC credit.

CFM® is a registered trademark of the ASFPM Certified Floodplain Manager Program and available only to ASFPM approved CFMs in good standing.

CONTINUING EDUCATION CREDITS CRITERIA

The requirement for continuing education within the two-year period can be met through any combination of formal courses, university short courses, home study courses, or attendance at technical program portions of the NCAFPM or ASFPM Annual Conference, or other related technical conferences and workshops.

Detailed CEC requirements are:

1. A minimum of 16 CECs over a two-year period is required to maintain certification status.
2. No more than 12 CECs can be claimed during either the first or second year.
3. No more than 6 CECs can be claimed during either the first or second year for Parallel Discipline Education/Training.
4. Within the Parallel Discipline Education/Training, a maximum of 2 CECs can be claimed for membership/participation in a professional or technical society/association. 1 CEC will be allotted per organization. Examples of acceptable professional or technical societies/associations include, but are not limited to: NCAFPM, ASFPM, American Society of Civil Engineers (ASCE), and the International Association of Emergency Managers (IAEM).
5. CECs may be earned by attending training, workshops or conferences or through home study courses. The number of CECs earned depends on the subject matter taught and hours of training.
6. Six CECs will be credited per one full day of education/training in core subjects. “Core subjects” are directly related floodplain management disciplines. Examples of core subjects are listed on the below.
7. Four CECs will be credited per one full day of education/training in indirect or parallel disciplines. Examples of parallel disciplines are also listed on the below.

Generally training, workshops and conferences presented by the NCAFPM or ASFPM, and State NFIP Coordinator will qualify as core subjects. However, it is not who conducts the training, it is the subject matter that is presented.

Note: Credit will be given for independent or web study **only** where a graded exam is required.

Core Floodplain Management Subjects

Core subjects are those subjects that are tested in the examinations for the Certified Floodplain Manager and relate directly to floodplain management. The following list of core subjects is taken from the study guides for the CFM exam:

Floodplains and ecosystems	Flood warning and response planning
Types of flood hazards	Disaster assistance procedures
Overall context of floodplain management	Natural and beneficial floodplain functions
Unified National Program	Wetlands
The National Flood Insurance Program	
Floodplain mapping	Floodplain management/mitigation planning
Stream gauging	Multi-objective management
Hydrologic and hydraulic analysis	Watershed planning
NFIP regulatory standards	Stormwater management
Regulatory administrative procedures	Retention/detention regulations
Elevation certificates	"Best management practices" (FPM Related)
Flood insurance coverage and rating	Structural flood control projects
Flood hazard mitigation	Benefit/cost analysis
Acquisition and relocation	Dam safety programs
Retrofitting	Drainage system maintenance
Public information programs	Dune and beach maintenance
	Federal agencies and programs
	Floodplain management organizations

Parallel Floodplain Management Subjects

Parallel subjects are those that relate to the field of floodplain management, but may not directly affect flood losses or the protection of natural and beneficial floodplain benefits. Examples include:

Hurricane response planning	Land use management and planning
Emergency management	Building construction
Water resource management	Water quality programs

Case Examples: A training course on using GIS to develop a flood warning and response plan would cover a core subject. A course on using GIS to develop a comprehensive land use plan would be a parallel subject.

A home study course on inspecting a building for compliance with floodplain management regulations is a core subject. A course on the new ICC building code is a parallel subject.

A workshop on how to apply for a Corps 404 wetlands permit is a core subject. A workshop on applying for an NPDES permit for a wastewater treatment plant is a parallel subject.

NCAAFPM will periodically publish a list of courses, conferences, workshops, etc. and the number of CECs that are awarded for each. These are considered "pre-approved" courses.

TEACHING

A one time credit will be given for preparation and teaching a course. A core (directly related) class will be given 12 CECs per day and a parallel subject class will be given 6 CECs per day.

CEC REVIEW PROCESS

1. Approximately 1 year prior to the biennial renewal, the CFM will receive a reminder email of the CEC requirements and renewal process.
2. Approximately 3 months prior to the biennial renewal, the CFM will receive a reminder letter discussing the requirements and renewal process.
3. The CFM should submit her/his renewal application, renewal fee, and CECs to ASFPM for review. CECs may be submitted for review at any time during the 2-year renewal period.
4. Those individuals meeting the minimum qualifications will be sent a new certificate after submission of material before the expiration date. Those not fulfilling the requirements for renewal by her/his renewal due date will be decertified and so notified. Specifics of reinstatement of certification are covered in the Charter.
5. All verbal and written correspondence directed to the NCAFPM Certification Program should be addressed to the ASFPM Executive Office.

VERIFICATION OF ATTENDANCE

As part of his/her renewal application, the CFM must submit documentation to NCAFPM that the required CECs have been earned. A "Continuing Education Credit Verification Form" must be submitted for each course or workshop attended along with the following additional documentation:

Pre-Approved Courses – The CFM must submit either:

1. A completed verification form.
2. A certificate of attendance or a signed verification form showing satisfactory completion/attendance.
3. Any course with concurrent sessions must include an agenda for the full course. The concurrent sessions that the CFM attended by the applicant must be clearly marked.

Non Pre-Approved Courses –The CFM must submit:

1. Course agenda.
2. A completed verification form, including instructor name and phone number.
3. A certificate of attendance or a signed verification form showing satisfactory completion/attendance.
4. Any course with concurrent sessions must include an agenda for the full course. The concurrent sessions that the CFM attended must be clearly marked.

NCAFPM CERTIFICATION PROGRAM
Continuing Education Credit Submittal Form

Check one of the boxes below:

Pre-Approved*

Submitted for Pre-Approval **Submitted for Approval**

Formal Name of Course/Workshop: _____

Offered By: _____

Date(s) of Training/ Education/Workshop: _____

Location of Training/ Education/Workshop: _____

Length of class in days. If less than one day, list the actual class hours (do not count breaks, lunch, etc.) _____

CEUs, Credits or Clock Hours Issued by Offering Entity: _____ or * Pre-Approved CECs: _____

Instructors Signature: _____
(only required when no certificate or attendance document is available)

☞ To assist other CFM's, please indicate your overall level of satisfaction with this course 1 2 3 4 5
If you have any comments you would like to add please write them on a separate sheet of paper. 1 is low, 5 is high

It is mandatory to attach certificate or attendance document with this form. If the training is not a pre-approved course, also attach the Course/Workshop Agenda, instructor name and, if available CEC documentation issued by offering entity (university, association, agency, etc.). If there are concurrent sessions on different subjects, circle the sessions that you attended. If no certificate or attendance document is available, you must get this form signed by the instructor.

CFM Applicant Certification: I am certifying that the information listed above, referencing my Continuing Education Credit (CEC), is correct.

Name: _____ Signature: _____

Email: _____

Certification Number: _____

Instructor **Participant** Submittal Date: _____

Mail to: ASFPM NC Certification Program, 2809 Fish Hatchery Road, Suite 204, Madison, WI 53713

DO NOT WRITE BELOW THIS LINE

Level: C P I **Number of creditable hours:** _____

CECs Awarded: _____

Determined by: _____ **Date:** _____

Add Course to Website? Yes No