

**NCAAFPM CERTIFIED FLOODPLAIN MANAGER PROGRAM**  
**DECERTIFICATION ACKNOWLEDGEMENT FORM**

A copy of this signed document must be submitted with this NCAAFPM Certified Floodplain Manager (CFM®) renewal.

- A. A NCAAFPM CFM may be decertified for failure to fulfill the requirements specified in the NCAAFPM CFM Charter by the renewal date.
- B. A NCAAFPM CFM may be decertified for unprofessional conduct if he/she has:
  - (1) Been convicted of a crime or any felony directly related to his or her professional duties;
  - (2) Falsified, intentionally destroyed, or modified official records or documents relating to his or her professional duties, or otherwise knowingly provided misleading information related to his or her duties or floodplain management;
  - (3) Received or solicited money or anything of value directly or indirectly that may be expected to influence his or her actions or judgment in a manner outside of commonly acceptable practices or values;
  - (4) Used his or her position in an illegal, dishonest, or unprofessional way to influence or gain a financial or other benefit, advantage or privilege for his or her benefit or for benefit of his or her immediate family or organization with which he or she is associated; or
  - (5) Violated the Code of Professional Conduct listed in the NCAAFPM CFM Charter.
- C. Information on a NCAAFPM CFM's unprofessional conduct must be submitted to the NCAAFPM Program Administrator in writing. No anonymous submittals will be accepted. If the NCAAFPM Program Administrator determines that consideration of decertification may be warranted, the charges and all supporting documentation will be provided to the NCAAFPM CFM by certified mail. The NCAAFPM CFM shall have 30 days upon receipt thereof to respond in writing to the charges.
- D. If a NCAAFPM CFM has not fulfilled the renewal requirements by the renewal date or has not responded to the charges of unprofessional conduct by the specified deadline, he or she will be sent a registered letter of decertification, stating that the he/she may not classify him or herself as an "NCAAFPM and/or ASFPM Certified Floodplain Manager" or use the ASFPM Registered Trademark CFM in any way for a period of time specified in the letter. He/she may reapply to take the NCAAFPM CFM exam after that date.
- E. If the NCAAFPM CFM does submit the appropriate papers by the deadline, the procedures in the NCAAFPM CFM Charter shall be followed.

In signing this document, I acknowledge that I have carefully read and fully understand the foregoing decertification policy and procedure, and I voluntarily accept its application to my continued standing as a NCAAFPM Certified Floodplain Manager.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_