

**Decertification Acknowledgement**

- A. A certified floodplain manager (CFM) may be decertified for failure to fulfill the requirements specified in the Charter for Professional Certification of Floodplain Managers by the biennial recertification date.
- B. A CFM may be decertified for unprofessional conduct if one of the following occurs:
  - 1) Conviction of a crime or any felony directly related to professional duties.
  - 2) Falsification, intentional destruction or modification of official records or documents relating to professional duties; or otherwise knowingly providing misleading information related to professional duties or floodplain management.
  - 3) Acceptance or solicitation of money or anything of value directly or indirectly that may be expected to influence actions or judgment in a manner outside of commonly accepted practices or values.
  - 4) Use of position in an illegal, dishonest, or unprofessional way to influence or gain a financial or other benefit, advantage or privilege for personal benefit or benefit of immediate family or organization with which associated.
  - 5) Violation of the Code of Professional Conduct.
- C. Information regarding unprofessional conduct of a CFM must be submitted to the AFMA board of directors in writing. No anonymous submittals will be accepted. If the chairman of the Professional Development Certification Committee (PDCC) determines that consideration of decertification may be warranted, the charges and all supporting documentation will be forwarded to the CFM by certified mail. The CFM shall have 30 days upon receipt thereof to respond in writing to the charges.
- D. If a CFM has not fulfilled renewal requirements by the biennial renewal date or has not responded to the charges of unprofessional conduct by the specified deadline, a letter of decertification will be forwarded to the individual by certified mail which states the individual may no longer use the designation of "AFMA Certified Floodplain Manager" or use the registered trademark CFM in any way for a period of time specified in the letter. The individual may reapply to take the CFM exam after that period had expired.
- E. If the CFM submits appropriate information by the deadline, procedures in the program charter will be followed.

By 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 certified floodplain manager.

\_\_\_\_\_  
Date

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Name of Applicant (printed)

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Name of Applicant (signature)