ARKANSAS FLOODPLAIN MANAGEMENT ASSOCIATION
CHARTER FOR CERTIFIED FLOODPLAIN MANAGERS (CFM®)

The Arkansas Floodplain Management Association, Inc.¹ (AFMA) hereby establishes and
intends to operate a statewide program for certifying floodplain managers. The program
recognizes continuing education and professional development that enhance the knowledge
and performance of local, state, federal, and private-sector floodplain managers.

The role of the nation’s floodplain managers is expanding due to increases in disaster losses,
the emphasis being placed upon mitigation to alleviate the cycle of damage-rebuild-damage,
and a recognized need for professionals to adequately address these issues. Floodplain
managers come from a variety of curricula and backgrounds. This certification program will
lay the foundation for ensuring that highly qualified individuals are available to meet the
challenge of breaking the damage cycle and stopping its negative drain on the nation’s
human, financial, and natural resources.

The formation of a professional certification program is recognized as an effective means to:

- Formalize a procedure to recognize and provide an incentive for individuals to improve
  their knowledge of floodplain management concepts;
- Enhance individual professional development goals;
- Promote an understanding of relevant subject matter that is consistent nationwide;
- Convey new concepts and practices; and
- Build partnerships among organizations and agencies that share the goal of
  advancing sound floodplain management.

I. PROGRAM OBJECTIVES

The Certified Floodplain Manager (CFM®) Program is administered by AFMA to
raise and maintain the professional standards of those individuals who manage
floodplains, wetlands and watersheds within the State of Arkansas. (CFM® is a
Registered Trademark of the Association of State Floodplain Managers.) The program
is designed to certify competency with the basic principals of sound floodplain
management as mandated and encouraged by the National Flood Insurance Program
(NFIP).

¹ Hereafter, the use of “Arkansas Floodplain Management Association” or
“AFMA” means “Arkansas Floodplain Management Association, Inc.”.
II. VISION AND GOALS

The vision of the Certified Floodplain Manager Program is as follows:

Every community has access to a cadre of professionals who provide technical assistance and guidance to their community to ensure effective floodplain management.

The primary goal of the program is to reduce the State’s flood losses and protect and enhance the natural resources and functions of its floodplains by improving the knowledge and abilities of floodplain managers in the State of Arkansas. This goal will be achieved over time by:

A. Encouraging self-study and attendance at training courses by requiring testing to obtain certification;

B. Requiring continuing education as a condition for re-certification;

C. Encouraging city and county governments to require training and professional certification of local floodplain managers; and

D. Ensuring that CFMs have awareness not only of the NFIP, but of comprehensive floodplain management.

A second goal of the CFM® program is to increase the prominence of floodplain management in decision-making by local and state officials and the general public. This goal will be achieved over a longer timeframe by:

A. Improving the recognition of floodplain management as a specific discipline;

B. Increasing the status of floodplain managers as knowledgeable professionals in a complex and important field;

C. Promoting greater credibility and visibility of the profession.

D. Increasing the educational and training opportunities for floodplain managers through partnerships with other organizations; and

E. Encouraging CFMs to contribute to the profession of floodplain management for the betterment of the State.
III. TARGET AUDIENCE

The AFMA CFM® Program is directed toward individuals from widely varying occupations, interests, and educational backgrounds who have floodplain management related duties. This includes representatives from the following groups: community/state/federal officials, the private sector, academia, interest groups, and private citizens.

The membership of AFMA accounts for only a fraction of the potential candidates for certification. The large majority of the State’s floodplain managers currently do not belong to AFMA. Any certification program should encompass all of the State’s floodplain managers. For the purpose of the AFMA CFM® Program, two definitions are set forth below:

- Floodplain management—A comprehensive process that uses a variety of techniques and programs to help reduce flood losses and protect and enhance the natural and beneficial functions of floodplains. (The National Flood Insurance Program (NFIP) is a key building block and important first step in this process, but it is not the only approach to floodplain management.)
- Certified Floodplain Manager—Any person certified in floodplain management by the Association of State Floodplain Managers (ASFPM) or an ASFPM accredited program. The AFMA CFM® program is accredited by the ASFPM.

IV. ESTABLISHMENT OF COMMITTEE

The Professional Development Certification Committee (PDCC) is hereby established as an ongoing operating committee of AFMA.

A. MEMBERSHIP OF COMMITTEE

Membership of the PDCC shall include:

1. At least one Board Member of AFMA, appointed by the Board
2. The State NFIP Coordinator
3. Three additional members of AFMA, appointed by the Board
B. ORGANIZATION, MEETINGS AND TERMS OF THE COMMITTEE

1. Members of the PDCC will elect a Chair, Vice-Chair and Secretary from within its membership.
   
a. The Chair of the PDCC shall preside at all committee meetings at which he or she is in attendance and guide the PDCC in the performance of its duties prescribed by AFMA Board of Directors and/or the PDCC.
   
b. The Vice-Chair of the PDCC shall perform the duties of the Chairman in the absence of the Chairman. In case the office of Chairman becomes vacant for any reason, the Vice-Chair will assume all duties until a successor is named.
   
c. The Secretary of the PDCC shall be responsible for taking minutes of all committee meetings and recording all decisions made by committee members.

2. The PDCC shall meet at least once every year, usually during AFMA’s Spring Business Meeting and Workshop. The meeting may be in the form of a conference call. The Chair may call additional meetings when deemed necessary to carry out the responsibilities of the committee.

3. The membership of the Committee will change when the Board decides to replace current or retiring Committee members.

C. RESPONSIBILITIES OF THE COMMITTEE

The PDCC shall be responsible for the following activities, subject to approval by the Board of Directors.

1. Report to the AFMA Board of Directors on meetings and decisions made by the PDCC.

2. Develop rules and regulations for operating the AFMA certification program.

3. Develop program application forms and requirements for professional certification.

4. Review and develop professional standards as basis for certification.

5. Develop renewal requirements.
6. Develop closed book testing procedures for a national exam to evaluate the applicant’s knowledge of the National Flood Insurance Program, floodplain management and hazard mitigation. The national exam is provided by the ASFPM.

7. Develop and evaluate opportunities to offer application and testing for the certification program.

8. Establish and collect fees for the certification program.

9. Review and approve or reject applications for professional certification.

10. Grade closed book exams and evaluate testing requirements.

11. Issue certificates to all applicants passing the closed book exam and meeting all other requirements for professional certification.

12. Establish continuing education requirements.

13. Review educational programs and define continuing education credits (CECs).

14. Evaluate non-AFMA programs, conferences and training sessions for credit under the Continuing Education requirements.

15. Develop advanced training and certification program(s), as needed.

16. Other duties as assigned by the AFMA Board of Directors.

V. RESPONSIBILITIES OF THE AFMA BOARD OF DIRECTORS

The AFMA Board of Directors shall have the responsibility for, but not be limited to the following activities:

A. Overall responsibility for the certification program.

B. Appoint/remove members of the PDCC.

C. Promote and facilitate professional certification under the certification program.

D. Offer at least one opportunity per calendar year for AFMA members to make application and undergo testing under the certification program.
E. Offer at least one opportunity per calendar year for CFMs to meet the continuing education requirements.

F. Develop additional opportunities for application and testing under the certification program.

G. Promote and facilitate the offering of FEMA's "Managing Floodplain Development Through the National Flood Insurance Program" Training Course.

H. Promote and develop training opportunities for floodplain managers.

I. Promote and develop additional advanced training opportunities to include special topics such as flood hazard mitigation, community rating system, multi-objective management and other related disciplines.

J. Assist the Association of State Floodplain Managers, Inc. with ongoing development of a national certification program for floodplain managers.

K. Maintain and publish a list or directory of all AFMA CFMs participating in the certification program.

L. Promote the Code of Professional Conduct for CFMs

VI. DISCLAIMER OF LIABILITY

Professional certification is a peer review process administered by AFMA. Participation in the Certified Floodplain Manager Program is strictly voluntary. The program is designed to establish educational, training, and experience criteria related to floodplain management, hazard mitigation and the National Flood Insurance Program, and to certify that an individual applicant has met these criteria. If the Arkansas Certified Floodplain Manager Program would cease to exist, all Arkansas CFMs agree to relinquish their State Certification and not hold the ASFPM or any other organization or agency responsible for such program termination.

The Arkansas Floodplain Management Association assumes no liability for any action or decision made by individual Certified Floodplain Managers during the normal course of performing their prescribed duties and responsibilities of managing development within the identified floodplains, as established by criteria of the NFIP or the State and mandated by their respective employer or local government agency. Furthermore, any list of Certified Floodplain Managers should be used with care. The Arkansas Floodplain Management Association has not attempted to independently verify the information submitted by certification applicants. We strongly recommend that anyone using the professional services of any listed
individual or firm contact that individual or firm directly and request and verify their references and credentials.

If the ASFPM, Inc. accredits the AFMA certification program, then the ASFPM, Inc. assumes no liability for any action or decision made by an individual CFM during the normal course of performing his prescribed duties and responsibilities of managing development within the identified floodplain as mentioned in the paragraph above.

VII. RULES AND POLICIES OF THE CERTIFICATION PROGRAM

The purpose of this section is to establish the application procedures and criteria for registration as a CFM and to establish basic operating rules and procedures for implementing the certification program.

A. ELIGIBILITY

Any person who meets the credentials and requirements as established by the PDCC is welcome to apply for professional certification under AFMA's certification program. It is anticipated most applicants will be local floodplain managers, however the program is open to individuals in the private sector, state and federal government and other agencies or organizations dealing with floodplain and other related discipline.

A successful applicant for the certification program must meet the following minimum requirements:

1. Experience

   Applicant must demonstrate that he/she has at least two full years of experience dealing with the management of floodplain, wetlands and/or watersheds. (Note: Persons with less than two years of experience may apply for certification if he/she has successfully completed the FEMA "Managing Floodplain Development through the National Flood Insurance Program" Training Course). An individual who has either a degree or a professional license as a civil engineer also possesses the necessary experience.

2. Education

   All applicants must be a high school graduate or have completed a GED. The PDCC may waive the high school graduate/GED requirement after considering an applicant's other qualifications/experience/training.
3. References

A reference from the applicant's current supervisor will be required as part of the application process. Self-employed applicants must submit a written reference from an appropriate professional.

4. Professional Association Membership

It is strongly recommended that the applicant be an AFMA member and maintain his or her membership after certification. It is not necessary to be a member of AFMA to become a CFM (See section VII. A. ELIGIBILITY)

5. Training

A listing of training courses to prepare individuals for testing and continuing education related to certification will be developed by AFMA's Professional Development Committee. Also, the PDCC will develop criteria to determine the exact number of CECs that can be obtained by attending workshops, conferences and other training opportunities directly related to floodplain management or indirectly related disciplines. This CEC evaluation document will become an addendum to this charter.

B. PROGRAM REQUIREMENTS

The initial CFM® designation will be granted upon successful completion of three areas:

1. Submittal of an Application
   All applicants for certification must obtain an application packet, complete the official certification program application and return to AFMA with the appropriate fee prior to being allowed to take the closed book exam.

2. Payment of the application fee

3. Passage of the CFM® exam

VIII. The Exam

All applicants, regardless of experience, must score 70% on the certification program closed book exam which measures basic management skills and comprehension of the principals of sound floodplain management as established by criteria of the National Flood Insurance Program. All exam results will be held in strict confidence. Each applicant must first be pre-approved to take the exam. A photo ID will be required for pre-approved applicants to take the proctored exam.
The exam will be prepared by the ASFPM. The pool of questions from which exam questions for a specific level of certification are drawn will be assembled by the ASFPM. The level of difficulty and specific questions incorporated into an exam will be decided by the ASFPM. The AFMA PDCC will set the time limits for the tests and other arrangements for testing. The exam will be revised as deemed necessary by the ASFPM.

IX. CERTIFICATION AND RENEWAL

The following requirements pertain to the certification and renewal of CFMs under AFMA’s certification program:

CERTIFICATION

Upon completion of the above requirements, and payment of appropriate fee, applicants will be awarded a certificate and designated a CFM. The date of issuance will be the date of the exam.

RENEWAL

The certification period will be two (2) years. At the end of the initial and subsequent certification periods, each CFM must submit an application to AFMA for renewal. Approximately 2 months prior to the renewal, the CFM will receive a reminder letter or email discussing the CEC requirements and renewal process, and a listing of their reported CECs. The application will be utilized to update the CFM’s file. A renewal fee must be included with the application. When these conditions are met, a notice of renewal for a time period of two years will be issued to the CFM. NOTE: A CFM that applies as an “AFMA Member” must maintain membership in AFMA. If a CFM makes application or renews as a “Non-Member”, it is not necessary to be a member of AFMA.

VIII. DECERTIFICATION

A CFM may be decertified for failure to fulfill requirements specified in Section IX, RENEWAL or for violation of the Code of Professional Conduct.

FAILURE TO SUBMIT DOCUMENTATION AND FEES

A. A CFM may be decertified for failure to fulfill the requirements specified in Section IX, RENEWAL by the renewal date. In the event an application for certification or renewal is denied, the applicant has the right to appeal the decision of the PDCC. Such appeals must follow the guidelines specified in Section XIV of this document.
B. If a CFM makes an application for renewal within 30 days following the expiration date, he/she will receive their renewal certification only if they (1) submit an updated renewal form, (2) pay the renewal fee, (3) pay the late fee, and (4) submit proof of having earned 16 CECs for the previous two year certification period. **If the certification has been expired for more than 30 days, re-establishing certification is not possible unless the applicant pays the original application fees, takes the exam again and passes it.**

Those not fulfilling the requirements for renewal by the due date will be sent a letter of decertification, stating that the individual may no longer classify him or herself as a Certified Floodplain Manager or use the registered trademark CFM®.

If special circumstances prevent timely renewal, the PDCC will consider a waiver of these requirements. Examples include a serious accident or illness, or military deployment.

**UNPROFESSIONAL CONDUCT**

A CFM may be decertified for unprofessional conduct if he/she has:

- Been convicted of a crime or any felony directly related to his or her professional duties;
- 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;
- 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 matter outside of commonly acceptable practices or values;
- Used his or her position in an illegal, dishonest, or unprofessional way to influence or gain financial or other benefit of his or her immediate family or organization with which he or she is associated; or
- Violated the Code of Professional Conduct in Section XIII of this Charter.

Information on a CFM’s unprofessional conduct must be submitted to the AFMA Board of Directors in writing. No anonymous submittals will be accepted. If the Chair of the PDCC determines that consideration of decertification may be warranted, the charges and all supporting documentation will be provided to the CFM by certified mail. The CFM shall have 30 days upon receipt thereof to respond in writing to the charges.

**If a CFM has not fulfilled the renewal requirements by the renewal date or has not responded to the charges of unprofessional conduct by the specified deadlines, he or she will be sent a registered letter of decertification, stating that he/she may not classify him or herself as an “AFMA 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 CFM exam**
after that date. If the CFM does submit the appropriate papers by the deadline, the procedures in Section XVI in this Charter shall be followed.

All correspondence relative to potential decertification must be by Certified Letter.

IX. CODE OF PROFESSIONAL CONDUCT

A signed copy of the CODE OF PROFESSIONAL CONDUCT below must be submitted with the CFM application.

CODE OF PROFESSIONAL CONDUCT

As a Certified Floodplain Manager, I agree to abide by the following tenets of the Code of Professional Conduct in all of my professional responsibilities. I will

- Practice honesty and integrity in all of my professional relationships with the public, peers, and employer;
- Be truthful and accurate in my professional communications;
- Be fair and considerate of all persons;
- Foster excellence in floodplain management by staying abreast of pertinent issues;
- Enhance individual performance by attention to continuing education and technology;
- Avoid conflicts of interest resulting in personal gain or advantage;
- Be economical in the utilization of the nation’s resources through the effective use of funds, accurate assessment of flood-related hazards, and timely decision-making;
- Maintain the confidentiality of privileged information;
- Promote public awareness and understanding of flood-related hazards, floodplain resources, and flood hazard response; and
- Be dedicated to serving the profession of floodplain management and to improving the quality of life.
X. CONTINUING EDUCATION

The PDCC defines continuing education credits as one credit per hour of instruction of directly related floodplain management subject as defined in the CEC document. One (1) CEC will be credited per two (2) hours of education/training related to parallel or indirect subject matter. Of the sixteen (16) CECs required for each certification period, no more than six (6) CECs can be parallel or indirect. In addition, an instructor or presenter of continuing education will receive two (2) of CECs for each hour of instruction. Credit for instruction is limited to a one-time credit every five (5) years, unless there has been a substantial revision to the presentation.

A document entitled "Continuing Education Credit (CEC) Policy" will be prepared and maintained by the PDCC to provide more detail concerning CEC requirements.

XI. NATIONAL ACCREDITATION & DISCLAIMER

A person granted certification under this Arkansas CFM® Program will be recognized by ASFPM as an accredited CFM. This recognition is valid in all states except those with their own accredited CFM® Program. States with their own accredited CFM® Program will determine the conditions of reciprocity in that state.

See Section VI. DISCLAIMER OF LIABILITY.

XII. APPEALS PROCEDURE

If an application for certification or renewal is denied or a CFM challenges the basis for decertification, the person may appeal to the CBOR, according to the guidelines specified below. An appeal is a request for review of a decision by the AFMA or the Chair of the PDCC. An appeal may be made only on the grounds that the decision was in conflict with this Charter. All actions related to unprofessional conduct or requests for renewal extensions shall be reviewed by the PDCC before action is taken by the PDCC. Exam results are not eligible for appeal.

1. Procedure for Initiating an Appeal

If an applicant wishes to appeal the decision of the PDCC, the applicant must request an appeal in writing within 60 calendar days of being notified of the PDCC's actions. The appeal and accompanying documentation should be sent to the attention of the Chair, AFMA Board of Directors. The following materials are to be enclosed with the letter requesting an appeal:

A. A copy of the PDCC’s decision and any other pertinent documentation,
B. A written statement, with supporting documentation, clearly identifying the reasons for the appeal, and arguing the reasons for the appeal...including a list of possible witnesses
C. A check or money order for the appeal fee.

2. Procedure for Reviewing an Appeal

Upon the receipt of a request for an appeal, the following actions will be taken:

a. The AFMA Board of Directors will acknowledge receipt of the materials and indicate if additional materials are needed from the appellant. Such acknowledgment will occur within 60 days of the date of postmark of the appeal request.

b. The AFMA Board of Directors less those Board members that also serve on the PDCC will investigate the appeal.

c. The AFMA Board of Directors (as modified above) will make its decision based on review of the materials and an interview with the appellant, if warranted. This may be done by teleconference or in person. All expenses involved in facilitating such an interview will be borne by the appellant regardless of the outcome of the appeal process.

d. Within 60 days of receipt of all requested materials, the AFMA Board of Directors (as modified) will prepare a summary report of its findings. The report will be sent to the appellant. The appellant will be advised that he or she has 30 days to supply any additional comments to the AFMA Board of Directors before the AFMA Board of Directors takes final action.

e. The decision of the AFMA Board of Directors (as modified) is binding.

XIII. RECORD KEEPING

The Secretary of the PDCC shall keep a record of all meetings, applications, certifications granted, certifications denied and appeals. Records shall be maintained in a secure location by the PDCC Chair. An annual report shall be made to the AFMA Board of Directors and a listing of CFMs shall be displayed at the AFMA annual conference and other meetings as directed by the Board. Individual exam results and application materials will be kept confidential.

XIV. SCHEDULE OF FEES

In order to cover the costs of administering the certification program, fees will be collected for specific actions. All checks shall be made out to AFMA and shall be deposited in the AFMA account. Fees will be set by the AFMA Board of Directors.
XIX. RECIPROCITY

AFMA will recognize the certification of any person who is in good standing with an accredited state program or ASFPM. Applicants will be required to complete an application form and submit the fee for a new CFM. Applicants will be provided with information regarding State laws and agencies, which are required knowledge for a CFM in Arkansas. They will be expected to become familiar with this information as part of their responsibilities under the Code of Professional Conduct.

XX. BOARD APPROVAL

This revised Charter of the Arkansas Floodplain Management Association is, hereby, approved by the AFMA Board of Directors at its meeting held on May 13, 2014.

[Signature]
AFMA Executive Director

[Stamp]
Name & signature
Date

[Stamp]
Name & signature
Date

AFMA Professional Development and Certification Committee Chair

[Stamp]
Name & signature
Date

May 13, 2014