

# Continuing Education Credit (CEC) Policy



## ARKANSAS FLOODPLAIN MANAGEMENT ASSOCIATION, INC. (AFMA)

### Introduction

As part of maintaining status as a Certified Floodplain Manager (CFM®), CFMs must stay current in their knowledge of floodplain management policies and concepts. This policy paper contains the criteria and procedures for the AFMA PDCC 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 valid CFMs. The AFMA CFM® has been accredited by the ASFPM for certification within the State of Arkansas.**

### PDCC Review Process

In general, the PDCC review process will consist of the following:

1. Upon initial Certification, the CFM® will be reminded by letter of the CEC requirements and process. Certification must be renewed every 2 years. A minimum of 16 CEC's over the two year period is required. No more than 12 CEC's can be claimed in any one year, and no more than 6 CEC's can be claimed for parallel discipline education/training in the 2 year training cycle. (See later section for definition of parallel disciplines.)
2. Approximately 2 months prior to the renewal, the CFM® will receive a reminder letter discussing the CEC requirements and renewal process, and a listing of their reported CEC's. Included in this notice the CFM® will receive a renewal application, billing statement, and CEC forms for the biennial renewal.
3. Renewal of certification will take place on two (2) dates, May 1 and November 1. Renewal date for individual CFM®s will depend upon the date of initial certification. This date shall be the calendar day closest to the CFM®'s initial certification date. (This date will be included in the letter following certification.)
4. On or before May 1 or November 1 of each year, only those CFM®'s eligible for renewal should submit their renewal application, renewal fee, and CEC's for the PDCC to review. CFM®'s should attach an agenda and certificate, if applicable, to each "Continuing Education Credit (CEC) Verification Form" requesting credit for a specific course, workshop, or training class.

5. CFM®s meeting the minimum qualification for renewal as stated in the Charter will be notified not later than May 1 or December 1 of each renewal year, unless application is submitted late. CFM®'s not fulfilling the requirements for renewal by June 1 or December 1 will be notified that their certificates have expired. Specifics of reinstatement of certification are covered in the Charter, Section VII, B.

### **CFM Continuing Education Credits Criteria Details**

The requirement for continuing education within the two-year period can be met through combinations of formal courses, university short courses, home study courses which require an exam for successful completion, RedVector.com online courses or attendance at technical program portions of the AFMA conferences and workshops, the ASFPM Annual Conference, other state or regional chapter or association conferences, 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 for Parallel Discipline Education/Training in the two year renewal period.
4. A maximum of 2 CECs can be claimed over the two year renewal period for membership/participation in a professional or technical society/association. One CEC will be allotted per organization, for the two year renewal period. Examples of acceptable professional or technical societies/associations include, but are not limited to: AFMA, ASFPM, State/Regional ASFPM Chapters, American Society of Civil Engineers (ASCE), and The American Planning Association (APA).
5. The number of CECs earned depends on the subject matter 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 following pages. No more than 12 CECs can be obtained from any course, conference, workshop, or other activity.
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 following pages.
8. Six CECs will be credited for authoring/co-authoring a peer-reviewed journal article in the Core Subject Matter or an ASFPM Technical White Paper.
9. Four CECs will be credited for authoring/co-authoring a peer-reviewed journal article in a Parallel Subject Matter or authoring/co-authoring a journal article/newspaper article in a general publication.
10. Any CECs earned for a specific training or home study course will be permitted once each five year period. A CFM will not receive CECs the second time they take a course, unless a minimum of five years have elapsed since taking that course.
11. CECs will be given for qualified topic online training only where a graded exam is required and passed.

12. Qualified topic webinars can be given 1 CEC when an agenda and attendance verification is submitted.

In general, the content of training, workshops and conferences presented by AFMA, ASFPM and other State or Regional Chapters or Associations, and State NFIP Coordinating agencies will qualify as core subjects. However, it is not who conducts the training; it is the subject matter that is presented which determines CECs.

### **Core Subject Matter**

Core floodplain management subjects are those that are directly related to the field of floodplain management. Continued study in these subjects is an important part of maintaining Certified Floodplain Manager status. Examples that are considered as core subjects include but are not limited to, the following:

- Floodplain management (non-structural and structural)
- No Adverse Impact Floodplain Management
- Floodplain mapping
- Floodplain management regulations
- Floodproofing
- Floodplain management ordinance administration
- Flooding and flood hazards
- Floodplains and ecosystems
- Flood hazard mitigation (non-structural and structural)
- Multi-objective management
- The National Flood Insurance Program
- Flood insurance
- Elevation certificates
- Stormwater management

### **Parallel Subject Matter**

Parallel floodplain management subjects are those that are indirectly related to the field of floodplain management. Subjects shown below are initially listed as Parallel but could become Core subjects if the focus and content of the subject matter is directly related to the field of floodplain management. Examples that are considered as parallel subjects include but are not limited to, the following:

- Emergency management
- Disaster Mitigation Act 2000
- Disaster assistance procedures
- Hurricane response
- Water resource management
- Land use management
- Building construction
- Water quality programs
- Stream gaging
- Wetlands management
- Watershed management
- Dam safety
- Public information programs
- Benefit-cost analysis

## **Case Examples:**

- A training course on using GIS to develop a flood warning and response plan would be 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 floodplain development or a Corps Section 404 Wetland permit is a core subject. A workshop on applying for an NPDES permit for a wastewater treatment plant or a Corps water quality 401 Certification are parallel subjects.

## **Pre-Approved Courses**

ASFPM will periodically publish a list of Core and Parallel courses, conferences, workshops, etc. and the number of CECs that are awarded for each. These are considered "pre-approved" courses and can be found at <http://www.floods.org/>.

In addition to courses posted on the ASFPM website, the AFMA has pre-approved CECs for its annual Spring Workshop (8 CECs) and Fall Conference (12 CECs). All one-day Accreditation course offered by the Arkansas Natural Resource Commission (ANRC) are valued at 6 CECs. For other training that is not pre-approved, contact the Chair of the PDCC for an evaluation of the CECs.

## **Teaching**

Credit will be given every five years for preparation and teaching a course. For teaching a core subject, 12 CECs per day would be given and for teaching a parallel subject, 6 CECs per day would be given. Any CECs earned for teaching at a specific training, or the development of a home study course, will be permitted once each five year period. A CFM will not receive CECs the second time they teach or develop a course, unless a minimum of five years have elapsed since teaching or developing that course.

## **Verification of Attendance**

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

1. A completed copy of the Continuing Education Credit (CEC) Verification Form
2. A copy of a certificate of completion, attendance or other document provided by the training sponsor that records attendance. If such a document is not provided, then the instructor must sign the Continuing Education Credit (CEC) Verification Form.

3. If the conference or training had concurrent sessions, the sessions that the CFM attended must be clearly marked.

If the course, workshop or conference is **not** on the pre-approved course list, then a course or workshop agenda or other description of the training must be submitted in addition to the above documents.

**If the course is sponsored or conducted by AFMA or the ANRC, no verification form is needed.** The CFM should simply list these conferences/workshops and their dates.

### **RedVector.com On-line training for CFMs**

AFMA has now teamed with **RedVector.com**, a global leader of on-line training, to offer courses that qualify for Continuing Education Credits (CECs). A list of courses that qualify for CFM Program credit are posted on the ASFPM website. Go to <http://www.floods.org/>, then "Certification", then "On-line training- RedVector" for the list. The list shows how many CECs are awarded for completing the course and passing the exam, and if the course is considered a "core" or "parallel" course. The list will be updated as additional courses are approved by the Certification Board of Regents.

### ***How does this arrangement work for CFMs?***

From our website listing of courses you can go directly to the RedVector.com site and register. RedVector.com handles all course registration, payment and completion requirements directly, with fees depending on the complexity of the course and the number of credit hours. Upon successful completion of a course, send AFMA a copy of your certificate attached to a completed AFMA Continuing Education Credit (CEC) Verification Form. And best of all, a special **ASFPM referral coupon provides you with a 10% discount!** Simply use "ASFPM" as your referral coupon when purchasing the course. RedVector.com has "Live" customer service available 7 days a week, 15 hours a day. During weekdays, you can call 1-800-546-1212, and after hours you can email [CustomerService@RedVector.com](mailto:CustomerService@RedVector.com) and are guaranteed a response within two hours, by phone or email.