

# EXAM PREPARATION GUIDE

for the

## CERTIFIED FLOODPLAIN MANAGER PROGRAM

(CFM® Program)

Administered by the

ASSOCIATION OF STATE FLOODPLAIN MANAGERS, Inc.



# FLOODPLAIN MANAGER CERTIFICATION PROGRAM

## CFM® CERTIFICATION EXAM PREPARATION GUIDE

### \* Items of most importance

1. \* **FEMA National Flood Insurance Program Regulations** – Recommended Sections:
  - 59 General Provisions and Definitions
  - 61 Insurance Coverage, Rates and Increased Cost of Compliance
  - 60.3 Floodplain Management Criteria
  - 65 Identification and Mapping
  - 67 Appeals from proposed Base Flood Elevations
  - 70 Map Corrections
  - 73 Section 1316 Denial of Flood Insurance

[NFIP Regulations available from the FEMA webpage [www.fema.gov/business/nfip/laws1.shtm](http://www.fema.gov/business/nfip/laws1.shtm)].
2. \* **Flood Insurance Study, Flood Insurance Rate Maps and Flood Boundary Floodway Maps for your Community** [Available from the FEMA Map Service Center webpage [www.msc.fema.gov](http://www.msc.fema.gov) or call the Map Service Center at (800) 358-9616].
3. \* **Flood Damage Prevention Ordinance for your Community** [Example ordinances are available from the NFIP State Coordinator in your state, contact information is available at [www.floods.org/index.asp?menuID=274&firstlevelmenuID=185&siteID=1](http://www.floods.org/index.asp?menuID=274&firstlevelmenuID=185&siteID=1)].
4. \* **FEMA 480, FEMA Pub# 480** (2/05), “National Flood Insurance Program (NFIP) Floodplain Management Requirements, A Study Guide and Desk Reference for Local Officials” [Available from the ASPFM webpage at [www.floods.org/index.asp?menuID=388&firstlevelmenuID=180&siteID=1](http://www.floods.org/index.asp?menuID=388&firstlevelmenuID=180&siteID=1) or by mail from the FEMA Publication Warehouse (800) 480-2520].
5. \* **Flood County, USA (FIRM, DFIRM, Index, FIS)** [Available from the FEMA Map Service Center webpage [www.msc.fema.gov](http://www.msc.fema.gov), or call the Map Service Center at (800) 358-9616 or at ASPFM web page <http://www.floods.org/index.asp?menuID=389&firstlevelmenuID=180&siteID=1>].
6. **State NFIP Coordinating Agency publications** - such as RG-330/ev “Floodplain Management 101” (TNRCC, Aug 2001); RG-12 - “State of Texas Floodplain Administrators Manual,” 6/94, or “Guidebook for Local Floodplain Ordinance Administrators,” Oklahoma Water Resources Board, 01/99, (or a similar State Coordinator publication) [Available from the NFIP State Coordinator in your state, contact information is available at [www.floods.org/index.asp?menuID=274&firstlevelmenuID=185&siteID=1](http://www.floods.org/index.asp?menuID=274&firstlevelmenuID=185&siteID=1)].
7. \* **MitDiv-2, FEMA Pub# 084** (5/06 or later printing) - “Answers to Questions about the NFIP” [Available from the FEMA webpage at <http://www.fema.gov/business/nfip/qanda.shtm> or ordered from the FEMA Publication Warehouse (800) 480-2520].
8. \* **FEMA MT-1, FEMA Pub# 81-87 Series** (9/02 or later printing) – “Amendments and Revisions to National Flood Insurance Program Maps” [Available from the FEMA webpage [www.fema.gov/library/irlSearchFemaNumber.do](http://www.fema.gov/library/irlSearchFemaNumber.do) or ordered from the FEMA Publication Warehouse (800) 480-2520].
9. **FEMA MT-2, FEMA Pub# 81-89 Series** (9/02 or later printing) – “Revisions to National Flood Insurance Program Maps” [Available from the FEMA webpage [www.fema.gov/library/irlSearchFemaNumber.do](http://www.fema.gov/library/irlSearchFemaNumber.do) or ordered from the FEMA Publication Warehouse (800) 480-2520].
10. **FEMA 467-1** Floodplain Management Bulletin, Elevation Certificate, May 2004 (or later printing) [can be downloaded from the FEMA Web Page <http://www.fema.gov/library/viewRecord.do?id=1727> or ordered from the FEMA Publication Warehouse (800) 480-2520]

11. FEMA/NFIP Elevation Certificate and Instructions, FEMA 81-31, OMB No. 3067-0077, MAR 2009 (or later printing) [Elevation Certificate can be downloaded from the FEMA Web Page <http://www.fema.gov/business/nfip/elvinst.shtm> or ordered from the FEMA Publication Warehouse (800) 480-2520]
12. **FEMA 213**, **FEMA Pub# 213** (5/91 or later printing) “Answers to Questions about Substantially Damaged Buildings” [Available from the FEMA webpage [www.fema.gov/library/irlSearchFemaNumber.do](http://www.fema.gov/library/irlSearchFemaNumber.do) or ordered from the FEMA Publication Warehouse (800) 480-2520].
13. **FEMA 258**, **FEMA Pub# 258** (5/95 or later printing) “How to Use a Flood Map to Determine Flood Risk for a Property” [Available from the FEMA webpage [www.fema.gov/library/irlSearchFemaNumber.do](http://www.fema.gov/library/irlSearchFemaNumber.do) or ordered from Publication Warehouse (800) 480-2520].
14. **FEMA L-169**, **FEMA Pub# L-169** (12/05 or later printing) “Hazard Mitigation Grant Program” brochure [Available from the FEMA webpage [www.fema.gov/library/irlSearchFemaNumber.do](http://www.fema.gov/library/irlSearchFemaNumber.do) or ordered from Publication Warehouse (800) 480-2520].
15. **FEMA Technical Bulletins TB-1 through TB-11**, **FEMA Pub# TB-1 to TB-11** “NFIP Fact Sheets” (and future publications) [Available from the FEMA webpage [www.fema.gov/library/irlSearchFemaNumber.do](http://www.fema.gov/library/irlSearchFemaNumber.do) or ordered from Publication Warehouse (800) 480-2520].
16. **FEMA 301**, **FEMA Pub# 301** (9/03 or later printing) Increased Cost of Compliance (ICC) – “Interim Guidance for State and Local Officials”, Sep 2003 (or later printing) [Available from the FEMA webpage [www.fema.gov/library/irlSearchFemaNumber.do](http://www.fema.gov/library/irlSearchFemaNumber.do) or ordered from the FEMA Publication Warehouse (800) 480-2520].
17. **FEMA 268**, **FEMA Pub# 268** (6/96 or latest printing) “Protecting Floodplain Resources- A Guidebook for Communities” [Available from the FEMA webpage [www.fema.gov/library/irlSearchFemaNumber.do](http://www.fema.gov/library/irlSearchFemaNumber.do) or ordered from Publication Warehouse (800) 480-2520].
18. **Community Rating System (CRS) Coordinator’s Manual**, FEMA Pub# FIA-15 (2007 or later printing) [Available from the FEMA webpage [www.fema.gov/library/irlSearchFemaNumber.do](http://www.fema.gov/library/irlSearchFemaNumber.do) or ordered from Publication Warehouse (800) 480-2520].
19. **FEMA 386**, **FEMA Pub# 386** (5/05 or later printing) “State and Local Mitigation Planning – How-to Series”, 1 through 8 [Available from the FEMA webpage [www.fema.gov/library/irlSearchFemaNumber.do](http://www.fema.gov/library/irlSearchFemaNumber.do) or ordered from Publication Warehouse (800) 480-2520].
20. **State Floodplain Management Quick Guides**, AK, AL, CO, IL, MI, MO, MS, NM, SC, TX, UT; and other states [Available from the NFIP State Coordinator in your state, contact information is available at [www.floods.org/index.asp?menuID=274&firstlevelmenuID=185&siteID=1](http://www.floods.org/index.asp?menuID=274&firstlevelmenuID=185&siteID=1)].
21. **FEMA 186** – NFIP Mandatory Purchase of Flood Insurance Guidelines, Reprinted September 2005. [FEMA 186 is available from the FEMA Publication Warehouse (800) 480-2520].

**FEMA publications are available from:**

FEMA Map Service Center: (800) 358-9616  
 FEMA Publication Warehouse: (800) 480-2520  
 FEMA Online: [www.fema.gov](http://www.fema.gov)  
 NFIP: (800) 427-4661  
 NFIP Online: [www.fema.gov/nfip](http://www.fema.gov/nfip)

This exam preparation guide was prepared by the ASFPM Certification Board of Regents (CBOR) and is not intended to be a complete listing of Floodplain Management documents. Documents designated as “ \* most

important” are considered to be excellent references for preparation for the Certified Floodplain Manager exam and should aid in your understanding of floodplain management.