



# Illinois CFM Program

## Continuing Education Policy

### INTRODUCTION

As part of maintaining IAFSM Certification status, the Certified Floodplain Manager (CFM®) must stay current in their knowledge of floodplain management policies and concepts. This policy paper contains the criteria and procedures for Continuing Education Credits (CECs) submittal and review 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 available to ASFPM approved CFMs in good standing.**

### CFM CONTINUING EDUCATION CREDITS CRITERIA

CFMs must obtain 16 CECs over the course of their 2-year certification period. CECs must be verifiable. Credit may only be claimed once per certification period for each unique activity (e.g. CECs will only be given credit for the first time a CFM attends / teaches a course, even if CFM attended / taught it multiple times during their certification period). A maximum of 12 CECs may be obtained according to the table below for each activity. The CEC requirement within the two-year period can be met through combinations of activities as listed on the table. Public/town meetings, board, business, committee, association, & policy meetings/conference calls, and/or virtual/web meetings are not CEC-eligible activities. All activities submitted for CECs are subject to review and final approval.

Activity	Eligible CEC hours (maximum of 12 CECs for any 1 activity)	Proof you should submit and save for verification
ASFPM Pre-approved Courses	Varies: measured by 1 whole hour instruction = 1 CEC	Certificate of completion/attendance with date, start & end times
Flood-related Courses and Conferences	Varies: measured by 1 whole hour instruction = 1 CEC	Agenda with date, start & end times, & Certificate of completion/attendance
Flood-related Virtual Learning	One learning event = 1 CEC, regardless of duration of learning event	Agenda with date, start & end times, & Certificate of completion/attendance
Flood-related Virtual Training	Varies: measured by 1 whole hour instruction = 1 CEC	Agenda with date, start & end times, learning objectives, Certificate of completion/attendance, & satisfactory learning check completion
Membership in a flood-related professional / Technical Association	1 CEC per membership (Max 2 per certification period)	Proof of membership from the Associations for the duration of the certification period
Authoring/co-authoring a peer-reviewed published journal article related to flooding or an ASFPM Technical White Paper	6 CECs per article / whitepaper	Copy of the published article/white paper noting the CFM by name as author/co-author
Teaching a flood-related course	Varies: measured by 1 whole hour instruction = 2 CECs	Agenda with date, start & end times, course announcement/promo material identifying the CFM by name as instructor

### ONLINE OR VIRTUAL TRAINING

**Virtual Learning** - Virtual learning includes courses, training, conferences or learning events that are not held in a face-to-face environment, such as self-study or online courses, webinars, virtual training/courses, and other learning events held “at a distance” or in multiple sites linked via correspondence, email, virtual event software, Internet, video conferencing, chat, instant messaging, and/or phone. Virtual learning must be an educational and informational learning activity with the purpose of 1) expanding knowledge, 2) developing understanding, 3) enhancing skills, and 4) influencing a change in behavior.

**Virtual Training** - Virtual Training is defined as an activity that meets all the requirements of virtual learning above, with the addition of learning objectives and a learning check. A learning check is defined as any form of question and answer in which the participant must generate feedback, including formal exams, follow-up email responses, real-time webinar polls, etc.

## **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:

Benefit-cost Analysis	Customer Service Skills	Emergency Management
Floodplain Ordinance Administration	Floodproofing	Negotiation Skills
Streamgaging	Water Resource Management	Facilitation Skills
Building Construction	Disaster Assistance Procedures	Train the Trainer
Floodplain Management Regulations	Land Use Management	NFIP Legislation
National Flood Insurance Program	Wetlands Management	Flood Hazard Mitigation
Communication Skills	Green Infrastructure	No Adverse Impact
Floodplain Mapping	Hydrology and Hydraulics	Flood Insurance
Time Management	Natural and Beneficial Functions	Presentation Skills Public Speaking
Organizational Skills	Disaster Mitigation Act 2000	Flooding and Flood Hazards
Conflict Resolution	Leadership and Management Skills	Public Information Programs
Floodplains and Ecosystem Services	Elevation Certificates	Floodplain Management
Water Quality	Multi-objective Management	Stormwater Management

## **CERTIFICATION RENEWAL PROCESS**

1. Approximately 1 year prior to the biennial renewal, the CFM will receive a reminder email discussing the CEC requirements and renewal process.
2. Approximately 3 months prior to the two-year certification expiration, the CFM will receive an email notification.
3. The CFM will submit a renewal application, renewal fee, and CEC activity documentation (if needed) to ASFPM for review.
4. Individuals meeting the renewal requirements will be sent a new CFM certificate.
5. Those not fulfilling the required renewal criteria by their renewal due date will be decertified and so notified.
6. All verbal and written correspondence directed to the Certification Committee should be sent to ASFPM.

## **CEC SUBMITTAL PROCEDURE:**

CECs may be submitted at any time during your two-year renewal cycle using the *Continuing Education Credit Verification Form*. Documentation/proof of participation in the activity submitted is required to assure that staff can apply the correct credit to a CFM's records. As noted in the *Schedule of CEC-Eligible Activities*, different activities may require different documentation/proof of participation. The *Continuing Education Credit Verification Form* should accompany each activity's documentation submitted to ASFPM to ensure proper credit. All credits submitted are verified by ASFPM staff.

If the activity is on the ***ASFPM Pre-Approved Course List***, then the following must be submitted:

1. A completed copy of the *Continuing Education Credit Verification Form*, with the pre-approved box checked;
2. A copy of a certificate of completion/attendance and other required documentation as outlined in the *Schedule of CEC-Eligible Activities* provided by the training host. If such completion/attendance documentation is not provided, the provider/instructor must sign the *Continuing Education Credit Verification Form*.
3. If the conference or training had concurrent sessions, the sessions that the CFM attended must be clearly marked.

If the activity is **not on the *ASFPM Pre-Approved Course List***, then an agenda or other description of the activity with timeline/duration must be submitted in addition to the above documents.