



Guidance for Continuing Education Credit (CECs) ASFPM Certified Floodplain Manager Program (CFM® Program)



Purpose: The Continuing Education Credit (CEC) requirement has been in effect since the creation of the CFM program. Continuing education is a key component in establishing that a Certified Floodplain Manager (CFM) is a credible, up-to-date, informed professional who continues to exemplify their competency in the most current floodplain management techniques, legislation, and practices.

Guidance to CEC-Eligible Activities: The Certification Board of Regents and the ASFPM Board of Directors approved changes to the CEC Policy that will be in effect starting October 1, 2015, for all current and future CFMs. It was changed to expand ways by which CFMs can earn their CEC credits and defines activities eligible for credit. There are some notable changes, as outlined in the *Schedule of CEC-Eligible Activities* (below).

Schedule of CEC-Eligible Activities:

	Activity	Eligible CEC hours (maximum of 12 CECs for any 1 activity)	Proof you should submit and save for verification
1	ASFPM Pre-approved Courses	Varies: measured by 1 whole hour instruction = 1 CEC	Certificate of completion/attendance with date, start & end times
2	Flood-related Courses and Conferences	Varies: measured by 1 whole hour instruction = 1 CEC	Agenda with date, start & end times, & Certificate of completion/attendance
3	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
4	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
5	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
6	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
7	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

Subject Matter: ASFPM's qualifying CEC subject matter is quite broad. Anything reasonably deemed to be flood-related and/or addressing floodplain management may be considered eligible for CECs. Examples of CEC-eligible subjects / topics include but are not limited to:

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| <ul style="list-style-type: none"> Benefit-cost Analysis Floodplain Ordinance Administration Streamgaging Building Construction Floodplain Management Regulations National Flood Insurance Program Communication Skills Floodplain Mapping Time Management Organizational Skills Conflict Resolution Floodplains and Ecosystem Services Water Quality Customer Service Skills | <ul style="list-style-type: none"> Floodproofing Water Resource Management Disaster Assistance Procedures Land Use Management Wetlands Management Green Infrastructure Hydrology and Hydraulics Natural and Beneficial Functions Disaster Mitigation Act 2000 Leadership and Management Skills Elevation Certificates Multi-objective Management Emergency Management Negotiation Skills | <ul style="list-style-type: none"> Facilitation Skills Train the Trainer NFIP Legislation Flood Hazard Mitigation No Adverse Impact Flood Insurance Presentation Skills Public Speaking Flooding and Flood Hazards Public Information Programs Floodplain Management Stormwater Management |
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CEC Requirement: 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 *Schedule of CEC-Eligible Activities* for each activity. The CEC requirement within the two-year period can be met through combinations of activities as listed on the *Schedule of CEC-Eligible Activities*. 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 ASFPM review and final approval.

Definitions:

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.

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.

CFM Renewal Procedure:

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 end of the two-year cycle the CFM will receive a notification, renewal application, and CEC forms to renew (if applicable);
3. The CFM will submit her/his renewal application, renewal fee, and CEC activity documentation to ASFPM for review;
4. Individuals meeting the required renewal criteria 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.

ASFPM wants you to succeed!

Please direct any questions or concerns regarding your CFM or CECs to us so that we can help you stay on track.

Thank you for all you do for our profession!