

# Maintaining Your CFM Certification

In order to maintain your CFM status, the Association of State Floodplain Managers (ASFPM) requires that you obtain 16 Continuing Education Credits over your two-year renewal period, and you cannot claim more than 12 credits in either one of those years.

**Here are some ways you can get those credits and maintain your certification:**

## **ASFPM's Pre-Approved CEC list!**

ASFPM has a list of courses that carry pre-approved credits on their website. Check it out at [www.floods.org/Certification/ceclist.asp](http://www.floods.org/Certification/ceclist.asp).

## **Don't think that if a course is not pre-approved, you can't use it for credits!**

Keep information about any course you take, even if it's not on the pre-approved list! ASFPM will review it at the time of your renewal and assign credits if the course is applicable to floodplain management, mapping, H&H, GIS, or just about anything remotely related to floodplain or emergency management or mapping. Courses generally get one credit per hour, and a full day course is usually assigned six credits. This includes college courses and courses at FEMA's Emergency Management Institute (EMI), both online and in person. EMI offers online courses free of charge to U.S. citizens at [www.training.fema.gov](http://www.training.fema.gov). As long as an online course has an exam at the end (and you pass!), you can submit it for credit.

## **Join a companion organization!**

Being a member of a companion organization (like the Maryland Association of Floodplain and Stormwater Managers, the American Society of Civil Engineers, the American Planning Association, and the International Association for Emergency Management) can also get you credit. Up to two credits (one for each organization) can be obtained over your two-year renewal period in this manner.

## **Don't just join them, get involved!**

If you present and/or attend ASFPM's or a companion organization's conference, you can obtain credits – sometimes enough for a whole year!

## **Spread your knowledge!**

Teaching a course can get you credits as well! Up to 12 credits can be obtained for a full-day course that you have taught. If you teach the same course on a regular basis, you can only claim it once in a 5-year period of time for your renewals.

# The Re-Certification Process

## The Process

Approximately 1 year prior to your biennial renewal, you will receive a reminder letter from ASFPM discussing the CEC requirements, the renewal process, and your renewal date.

Approximately 3 months prior to your renewal date, you will receive a notification, renewal application, billing statement, and CEC forms for your renewal.

You should submit your renewal application, renewal fee, and CECs to ASFPM for review. You will need to attach an agenda and a copy of a certificate of completion or verification of attendance with each CEC Form requesting credit for a specific course, workshop, etc. CECs may be submitted for review, however, at any time during the 2-year renewal period.

If you meet the renewal requirements, you will be sent a new certificate after submission of material to the ASFPM. Those not fulfilling the requirements for renewal by their renewal due date will be decertified and notified by ASFPM. If you become decertified, you will be required to re-take the CFM Exam (and pay the associated fees) if you wish to become recertified.

## Core versus Parallel Credits

The CECs you obtain will be assigned as either Core CECs or Parallel CECs. You can only claim 6 Parallel CECs for your renewal, so you should strive to obtain most of your credits as Core credits, if possible. Core subjects include:

- ~ Floodplain management
- ~ No Adverse Impact
- ~ 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 subjects include:

- ~ 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

## Contact Information

Your ASFPM contact for CFM renewals is:

Anita Larson  
Certification Coordinator  
Association of State Floodplain Managers, Inc.  
2809 Fish Hatchery Road  
Madison, WI 53713  
Phone: 608.274.0123 Fax: 608.274.0696  
E-mail: cfm@floods.org



## Keys to Success

**Costs.** Biennial review fees are \$270 for non-members of ASFPM, and \$50 for members. Maintaining membership in ASFPM keeps the renewal costs down. If you let your membership slip in the first year, you can renew your membership at the same time you renew your certification and still get the discount.

**For the Procrastinator.** Don't wait until your renewal is around the corner to start getting credits. Remember – you cannot claim more than 12 credits in either one of the two years – so you must continually strive to obtain credits during the entire two year period.

**For the P.E. Engineers** have a separate Continuing Education requirement – and many of those credits may be applicable to your CFM certification as well!