



# **FEPA Certification Program FPEM/FAEM/FEMV Mentoring Notification Form**

**Once form is complete by all parties, please submit to the FEPA Certification Commission Chair.**

Name and Title of candidate(s) to be mentored: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Are you a current FEPA member in good standing? Yes [ ] No [ ]

Have you ever held a FPEM, FAEM or FEMV Certification in the past? Yes [ ] No [ ]

If so, your original certification date and/or latest recertification date? \_\_\_\_/\_\_\_\_/\_\_\_\_ \_\_\_\_/\_\_\_\_/\_\_\_\_

**I agree to abide by the Mentoring Guidelines as established by the FEPA Certification Commission.**

Candidates Signature: \_\_\_\_\_

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Name of FEPA Certification Commissioner Mentor: \_\_\_\_\_

**I agree to abide by the Mentoring Guidelines as established by the FEPA Certification Commission.**

Mentor's Signature: \_\_\_\_\_

Will there be a "Commissioner in Training" assisting you? Yes [ ] No [ ]

**I agree to abide by the Mentoring Guidelines as established by the FEPA Certification Commission.**

Commissioner in Training Signature: \_\_\_\_\_

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Please describe how you intend to provide the mentoring (meeting dates, etc.) \_\_\_\_\_

\_\_\_\_\_

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Please complete this form and return to:  
April Taylor  
FEPA Certification Commissioner Chair  
Scan and email to [Certification@fepa.org](mailto:Certification@fepa.org).

## **Mentoring Guidelines**

The FEPA Certification Commission encourages mentoring of applicants by current Commissioners. The best service a mentor can provide is to emphasize the process of being an emergency management professional, as well as the product of becoming a FPEM, FAEM, or FEMV. This can be done by encouraging professional development which will result in meeting the qualifications to be a FPEM, FAEM, or FEMV: For example, letting a person know about upcoming training opportunities, or helping them become involved in groups or programs which could result in their being able to document "contributions." Technical assistance could include helping an applicant document their training courses or instructions on assembling and organizing their application.

The mentoring Commissioner and the applicant must complete the Mentoring Notification Form and transmit to the FEPA Certification Commission Chair agreeing to follow the guidelines as established for mentoring.

- **It is not appropriate for a mentor to pre-approve an application.**
- **Mentors must make clear to the candidate that there is no guarantee that their suggestions guarantee approval of their credentials.**
- **Any Certification Commissioner who reviews a candidate's credentials prior to official submission must remove them self from the review process when it comes before the full FEPA Certification Commission.**