

CALIFORNIA EMERGENCY
SERVICES ASSOCIATION
CA - EM/CA - PEM
EXAMINATION

A Study Guide



April 2023

ADMINISTRATIVE GUIDELINES FOR CA-EM AND CA-PEM CERTIFICATION EXAMINATION TESTING AND REVIEW

The California Emergency Services Association (“CESA”) created and administers the California Emergency Manager (CA-EM) and California Professional Emergency Manager (CA-PEM) certification programs. The CA-EM and CA-PEM certification programs are locally recognized and certify that the practicing CA -EM or CA-PEM professional has satisfied the education as applicable for the designation requirement, necessary training and experiential program requirements and passed the examination administered by CESA as a condition of achieving the applicable certification.

CESA and the Certification Committee are charged with ensuring the integrity and professionalism of the program applications, education, and examination process. To that end, CESA and the Certification Committee have developed program policies which it follows as a means of ensuring the integrity of the program applications, education, examination preparatory courses, and examinations.

Prohibited Conduct

Application:

Those who apply for the CA-EM or CA-PEM certification are required to complete an application. As a condition of earning CA-EM or CA-PEM certification, applicants must successfully meet CESA requirements with respect to experience, references, education, training, professional contributions, essay submission, and examination. It is imperative that each program applicant provide information and/or documentation in connection with the application and testing process that is complete, their own and entirely accurate. Applicants remain under a continuing duty to supply updated information and to correct inaccurate information previously provided that would be relevant to their application. Information or documentation that is later determined to be incomplete, false, inaccurate, or not the applicant's own work shall result in a rejection of the application and the disqualification of the applicant, in addition to such other sanctions as CESA and the Certification Examiner Committee may determine in their sole judgment.

Certification and Submission Materials:

Program applicants who register for and take the CA-EM or CA-PEM certification examination are strictly prohibited from engaging in any conduct at any time that would constitute improper or dishonest conduct, including, but not limited to cheating, copying, plagiarism, collaboration or cooperation with others before, during or after completing the test and/or essay. Such conduct will result in sanctions being imposed against the applicant(s) in question, including, but not limited to, rejection of the challenged examination, forfeiture of registration fee(s), retaking of the examination in whole or in part under such conditions as may be imposed by CESA or the Certification Examiner Committee, temporary or permanent disqualification from future application for CA-EM or CA-PEM certification.

In the event that CESA and/or the Certification Examiner Committee, determine that sanctions are appropriate, applicant(s) in question will be notified in writing of the nature and extent of the imposed sanctions. There shall be no right of appeal from the determination of CESA and/or the Certification Examiner Committee and imposition of sanctions with respect to challenged misinformation or misconduct in connection with the program application or examination.

Certification and Submission Materials (continued):

In the event that the results of an authorized and scheduled CESA CA-EM or CA-PEM certification examination are subject to question or challenge as a result of a determination on the part CESA and/or the Certification Examiner Committee that improper conduct, cheating or a prohibited collaborative effort may have taken place, CESA and/or the Certification Examiner Committee may appoint a committee to review the examination results in issue and the procedures followed in administering and taking the examination. The committee shall be comprised of CA-PEM's and CESA staff charged with administering the CA-EM/CA-PEM certification program and examinations. The committee may also seek to consult with members of academia on the test, procedures and results in question. The findings of the committee shall be reported CESA and the Certification Examiner Committee for further such action as may be appropriate.

CESA will maintain the confidentiality of the applicant's information and CA-EM/PEM test results. However, such information or documentation may be disclosed to CESA staff or current certification committee members during the credential review process.

Questions & Answers

Q: Who Needs to Take the Exam?

A: All new applicants. Applicants may choose to sit for the exam prior to credential review however the application fee must be received prior to requesting the exam. Once taken the applicant will have one year from the date of registration to submit their credentials for review and to take the exam.

Certified IAEM AEM/CEM do not need to take the exam.

*If accommodations are needed contact the certification chair.

Q: How is the Exam Structured?

A: The exam will consist of 100 multiple-choice questions. Each question will have two to five possible responses. The examinee must choose the best answer. The exam must be completed in no more than two hours. In order to “PASS”, the examinee must score 70% or better on the exam. The exam questions will focus on emergency management principles and practices reflected in the publications listed in this document.

Study Tips...

“Brush up” on basic emergency management literature. A listing of publications from which all exam questions were derived is included in this brochure.

Q: Who is an Approved Proctor?

A: The proctor must be an unbiased party and must fulfill one of the following:

- Current Certification Examiner Committee Member
- Current member of the CESA Executive Board
- Current State or Chapter Elected Board Member with a CESA or IAEM certification
- CESA Office Staff – Group Concepts

Other proctors may include but need approval first from the certification chair:

- A proctor from a local high school, college/university, or testing center
- Education office personnel at uniformed services installations may conduct the exam for uniformed services and Department of Defense personnel

They must not be:

- A candidate's subordinate or manager
- Someone with whom the candidate works with on a regular basis
- Related to or having a personal relationship with the candidate

Q: How is the Exam Administered?

A: Currently, the exam may only be taken at a group offering including Chapter Workshops/Programs and at the CESA Annual Conference.

Q: How Do You Arrange for Your Exam?

A: Registering for the exam can be done via an online application on the CESA website. Information regarding location and time of the exam will be sent out when the next exam is scheduled.

For questions or more information, please contact CESA at:

Bryan Ariizumi

CESA Certification Committee Chair

Phone: (626)-285-2171 ext. 4342

certification@cesa.net

Sample Questions

The following questions were designed to familiarize the applicant with the exam format and sample content. The correct answers are found below.

1. NIMS Management Characteristics include all of the following, except:

- A. Comprehensive Resource Management.
- B. Incident Response Funding Sources.
- C. Incident Action Planning.
- D. Management by Objectives.

2. NIMS is:

- A. A set of concepts and principles for all threats, hazards, and events across all mission areas.
- B. Standard resource management procedures that enable coordination among different jurisdictions or organizations.
- C. Scalable, flexible, and adaptable; used for all incidents, from day-to-day to large-scale.
- D. All of the above.

3. Resource Typing is based on all of the following except:

- A. Capability: The core capability for which the resource is most useful.
- B. Source: The make and manufacturer of the resource.
- C. Category: The function for which a resource would be most useful (e.g., firefighting, law enforcement, health and medical).
- D. Type: A resource's level of minimum capability to perform its function.

4. An appropriate and manageable span of control would be:

- A. 1 supervisor: 15 subordinate units.
- B. 2 supervisors: 25 subordinate units.
- C. 1 supervisor: 5 subordinate units.
- D. None of the above.
- E. Any of those is appropriate and manageable.

Answers: 1. B, 2.D, 3. B, 4. C

Recommended Publications

The following publications may be used to make up all exams and can be obtained from the internet.

Core References

- 1) National Incident Management System, 3rd Edition, 10/2017 [National Incident Management System \(fema.gov\)](#)
- 2) National Prevention Framework, 2nd Edition, 06/2016 [National Prevention Framework, Second Edition \(fema.gov\)](#)
- 3) National Mitigation Framework, 2nd Edition, 06/2016 [National Mitigation Framework, Second Edition \(fema.gov\)](#)
- 4) National Disaster Recovery Framework, 2nd Edition, 06/2016 [National Disaster Recovery Framework, Second Edition \(fema.gov\)](#)
- 5) National Protection Framework, 2nd Edition, 06/2016 [National Protection Framework, Second Edition \(fema.gov\)](#)
- 6) National Response Framework, 4th Edition, 10/2019 [National Response Framework \(fema.gov\)](#)
- 7) Homeland Security Exercise and Evaluation Program (HSEEP), 01/2020 [Homeland Security Exercise and Evaluation Program \(HSEEP\) \(fema.gov\)](#)
- 8) Local Mitigation Planning Handbook, 03/2013 [Local Mitigation Planning Handbook \(fema.gov\)](#)
- 9) Pre-Disaster Recovery Planning Guide for Local Government, 02/2017 [Pre-Disaster Recovery Planning Guide for Local Governments \(fema.gov\)](#)
- 10) FEMA: How a Disaster Gets Declared [How a Disaster Gets Declared | FEMA.gov](#)
- 11) FEMA Disaster Authorities [Disaster Authorities | FEMA.gov](#)
- 12) CalOES Overview of SEMS [Planning & Preparedness Standardized Emergency Management System \(ca.gov\)](#)
- 13) CalOES Yellow Book, 2021 [Yellow Book 2021 \(ca.gov\)](#)
- 14) IS-230.E: Fundamentals of Emergency Management
- 15) Stafford Act, As Amended, 05/21 <https://www.fema.gov/disaster/stafford-act>
- 16) Disaster Recovery Reform Act of 2018, 10/18, <https://www.fema.gov/disaster/disaster-recovery-reform-act-2018>