

# TEM<sup>®</sup> Recertification Checklist

√ Use this checklist to ensure your submission is complete.

Initial each section

## A. Completed Application Cover Sheet with Code of Conduct Pledge: (Please initial each area)

√ \_\_\_\_\_ Requires Signature.

## B. Completed Credentials Packet:

√ \_\_\_\_\_ Membership in EMAT for the duration of the certification. If you do not renew your membership during the time you qualify as a TEM<sup>®</sup>, you will not be able to use the TEM<sup>®</sup> designation after your name.

√ \_\_\_\_\_ References  
Requires three (3) individuals who are current contacts.

√ \_\_\_\_\_ Work History  
Four (4) years in emergency management with required 2 years of experience in Texas  
**And**

\_\_\_\_\_ Participation in a full-scale exercise

√ \_\_\_\_\_ **Or**  
Actual disaster experience in Texas and copies of your position descriptions or supervisor statements.

√ \_\_\_\_\_ Training  
Requires documentation (certificates) and contact information, if no certificate was given, regarding training in the last five (5) years from the date of your last certification. (See page 2 for the number and type of training required as it relates to the number of recertification years.)

\_\_\_\_\_ **77** \_\_\_\_\_ Emergency Management Training (hours)

\_\_\_\_\_ **42** \_\_\_\_\_ General Management Training (hours)

\_\_\_\_\_ **119** \_\_\_\_\_ Over all EM/GM Training (hours)

√ \_\_\_\_\_ Contributions to the Profession  
Requires documentation or contact information where requested contributions made in Texas in the last five (5) years from the date of your last certification. (See page 2 for the number of contributions required as it relates to the number of recertification years.)

## D. Miscellaneous:

√ \_\_\_\_\_ Type All Materials (unless otherwise specified, such as a signature and copies of supporting documentation.)