



Illinois Certified Floodplain Manager (CFM[®]) Program Charter

1. Creation

The Illinois Association for Floodplain and Stormwater Management (IAFSM) hereby establishes a statewide program for certifying professionals in the field of floodplain management. This program shall be known as the Illinois Certified Floodplain Manager Program.

2. Objective

The primary objective of the Illinois Certified Floodplain Manager Program (ICFMP) is to help reduce flood losses and protect and enhance the natural resources and functions of Illinois' floodplains by improving the knowledge and abilities of floodplain managers. The ICFMP will achieve this objective by:

- Formalizing a procedure to recognize individuals' knowledge of floodplain management;
- Providing an incentive for people to improve their knowledge of floodplain management;
- Promote an understanding of relevant subject matter that is consistent statewide;
- Encouraging professional training by requiring testing to obtain certification;
- Encouraging professional training by requiring continuing education as a condition for maintaining certification;
- Improving the recognition of floodplain management as a specific discipline; and
- Increasing the status of floodplain managers as knowledgeable professionals in a complex and important field.

3. Certification Committee

3.1. Creation: The Certification Committee is hereby designated as an ongoing committee of IAFSM.

3.2. Chair: The Committee Chair shall be selected by the Chair of IAFSM, subject to the approval of the IAFSM Executive Committee, in accordance with the Constitution of IAFSM.

3.3. Members: The members of the Committee shall be comprised of ten members of IAFSM who represent a cross section of the profession. There shall be members from Federal, State and local government agencies, private firms, northeastern Illinois and downstate Illinois. The members shall be nominated by the Committee Chair and approved by the IAFSM Board of Directors

3.4. Duties: The Certification Committee is charged with:

- Developing and interpreting the rules and regulations for the ICFMP, consistent with this Charter;
- Recommending revisions to this Charter to the IAFSM Board;
- Developing application forms, certificates and other documentation as needed;
- Developing minimum standards for the certification exam;
- Recommending fees, contracts, and financial arrangements to the IAFSM Board;
- Deciding appeals to administrative decisions and decisions of the Exam Subcommittee;
- Determining the continuing education credits (CEC's) for various training and educational programs;
- Recommending training opportunities for floodplain managers;
- Qualifying the ICFMP for accreditation by the Association of State Floodplain Managers (ASFPM) and maintaining that accreditation;
- Publicizing the ICFMP and encouraging professionals to become certified;
- Periodically reviewing and recommending changes to training courses, workshops, references and other educational materials; and
- Conducting other duties as assigned by the IAFSM Board of Directors.

3.5. Final authority: Duties listed as “recommending” shall be subject to final approval by the IAFSM Board of Directors. The Certification Committee shall have final authority to implement all other duties, consistent with this Charter and any directions given by the Board of Directors.

3.6. Records: The Secretary of IAFSM shall be the repository of all official rules, procedures and other actions taken by the Board of Directors related to the ICFMP.

4. Exam Subcommittee

4.1. Creation: There is hereby created an Exam Subcommittee of the Certification Committee.

4.2. Members: The Chair and members of the Exam Subcommittee shall be selected by the Chair of the Certification Committee. They shall be chosen based on their knowledge of floodplain management and the rules and regulations of the National Flood Insurance Program and state floodplain management programs. They must be Certified Floodplain Managers certified by the ICFMP.

4.3. Duties: The Exam Subcommittee is charged with:

- Recommending exam and proctoring rules and procedures to the full Committee; and
- Reviewing appeals and questions on exam questions.

4.4. Restrictions: Members of the Exam Subcommittee are expected to keep the examination confidential and to not reveal details of any questions.

5. Certifications

5.1. Certified Floodplain Manager: The ICFMP shall designate individuals who fulfill the requirements of this program as a Certified Floodplain Manager (CFM[®]). The CFM certification recognizes individuals for their knowledge of:

- Floodplain studies, maps and regulatory data;
- The floodplain management requirements of the National Flood Insurance Program;
- Administration and enforcement of a local floodplain management ordinance; and
- Related floodplain management topics of a general nature.

5.2. Expiration: An individual is certified as a CFM for a period of two years unless renewed in accordance with Section 8. The first period may be longer as renewal dates happen only 2 times per year January 31st and July 31st.

5.3. Recognition: Certified Floodplain Managers will be provided with a certificate designating their certification. Certified Floodplain Managers who maintain their certification may use the “CFM” designation after their names in correspondence and documents.

5.4. Registered trademark: CFM[®] is a registered trademark of the ASFPM Certified Floodplain Manager Program and available only to valid CFMs.

5.5. Recognition by other programs: As long as the ICFMP is accredited by ASFPM, a person certified by the ICFMP will be recognized by ASFPM as a CFM. This recognition is valid in all states except those with their own ASFPM-accredited CFM program. States with their own accredited CFM programs determine the conditions of reciprocity for certification in their states.

6. Eligibility

6.1. General: Any person involved with, or interested in, the management of Illinois’ floodplains, wetlands and watersheds is welcome to apply for professional certification under the ICFMP. It is anticipated most applicants will be local floodplain managers, but certification is open to individuals in the private sector, state and federal government, schools and universities and other agencies or organizations dealing with floodplain and other related disciplines.

6.2. IAFSM membership: Membership in IAFSM is not required for a person to become a CFM. However, the IAFSM Board of Directors may establish different fee schedules for members and nonmembers.

6.3. Prerequisites: To be certified as a CFM[®], a person must complete the following prerequisites:

- Possess a high school diploma or equivalent;
- Submit a completed application on a form established by the Certification Committee;
- Agree to abide by the rules and procedures of the ICFMP;
- Submit a statement by the applicant’s employer or other reference;
- Sign the Code of Professional Conduct
- Sign a Decertification Acknowledgment Form;
- Pay the appropriate certification fee; and
- Pass the ICFMP certification exam.

6.4. Exam: An applicant for certification must have met all of the other prerequisites before he or she can take the certification exam. A complete application must be received and accepted by IAFSM CFM Program Administrator at least two weeks before the exam is given.

6.5. Renewal: To maintain certification, a CFM must fulfill the requirements listed in Section 8, Certification and Renewal, of this Charter.

7. Certification Exam-

7.1. Starting January 1, 2010 IAFSM has decided to use the ASFPM National exam instead of their own certification exam. ASFPM will annually review and revise the exam, if necessary and update IAFSM of changes. ASFPM will also keep the Exam Study Guide update.

7.2. Passing grade: The exam shall include sections on general knowledge and practical exercises. To pass the certification exam, a person must get at least 70% of the answers correct.

7.3. Versions: ASFPM will develop more than one version of each exam. The exam will be distributed so that no person taking the exam will be sitting next to someone else taking the same version.

7.4. Security: The Certification Committee Chair shall keep the exam questions and answers in confidence and not release them to any unauthorized person.

- Exam questions shall not be transferred by e-mail or other unsecured means.
- An answer sheet that matches the question numbers to the answer numbers may be provided to the administrative office for exam grading.
- Exam Subcommittee members may discuss questions with people who have taken the exam and may identify where the answer can be found, but will not release the actual answer to any question.

7.5. Proctoring: The exam will be “closed book.” IAFSM shall appoint people to serve as proctors. Except as otherwise specified in this Charter, the ASFPM Proctor Instructions are hereby adopted by reference and shall be followed by those giving the exam. The rules for exam takers will be given to each person who registers for the certification exam.

7.6. Cheating: If the proctor catches a person cheating, that person will be told:

- He or she must leave the exam room;
- He or she will not be certified; and
- He or she will not receive a refund of fees paid.

7.7. Results: Each person taking the certification exam will be given a summary of how they did on each general topic.

7.8. Site: The certification exam shall be given at each annual conference held by IAFSM. IAFSM may approve other venues for holding the exam.

7.9. Take over exam: If a person fails the certification exam, he or she may take the exam over again at any time it is offered during the next twelve months. A take over exam fee will be charged. A person taking the exam after the twelve months expire must apply as a new applicant for certification and pay the regular certification application fee. The Certification Committee may extend the twelve months deadline when an exam will be given at a more convenient location soon after the twelve months expire.

8. Certification and Renewal

8.1. Certification: Upon passing the certification exam, IAFSM will designate the applicant as a Certified Floodplain Manager, eligible to use “CFM” after his or her name in official correspondence. A CFM will receive a letter of certification and a certificate.

8.2. Effective date: The letter of certification and the certificate will designate the effective date of the initial certification.

8.3. Biennial renewal: Initial certification is good until January 31 or July 31 two years after passing the exam. At the end of the two-year period, a CFM must submit an application to IAFSM for biennial renewal. The biennial renewal application shall include:

- A form to update the CFM’s credentials;
- Documentation that the required continuing education credits have been met; and
- Payment of the renewal fee.

8.4. Correspondence: At least one reminder will be sent to CFMs before their certification expires. If a CFM has not requested renewal as of the date the certification expires, he/she will be decertified.

8.5. Extensions: A CFM may request a one-year extension to his or her renewal date when he or she has been unable to complete the continuing education requirements because of special circumstances, including but not limited to active duty in the military, maternity leave, natural disaster, or other cause beyond the individual’s or the employer’s control. Changing jobs and lack of training funds are not grounds for an extension. A request for an extension is submitted in writing to IAFSM and decided by the Chair of the Certification Committee.

8.6. Decertification:

- a. A CFM may be decertified for failure to fulfill the requirements specified in Section 8.3 by the renewal date.
- b. A CFM may be decertified for unprofessional conduct if he/she has:
 - Been convicted of a crime directly related to his or her professional duties;
 - Falsified, intentionally destroyed, or modified official records or documents relating to his or her professional duties, or otherwise knowingly provided misleading information related to his or her duties or floodplain management;
 - Received or solicited money or anything of value directly or indirectly that may be expected to influence his or her actions or judgment in a manner outside of commonly acceptable practices or values;
 - Used his or her position in an illegal, dishonest, or unprofessional way to influence or gain a financial or other benefit, advantage or privilege for his or her benefit or for benefit of his or her immediate family or organization with which he or she is associated; or
 - Violated the Code of Professional Conduct in Section 12.
- c. Information on a CFM's unprofessional conduct must be submitted to IAFSM in writing. No anonymous submittals will be accepted. If the Chair of the Certification Committee determines that consideration of decertification may be warranted, the charges and all supporting documentation will be provided to the CFM by certified mail. The CFM shall have 30 days upon receipt thereof to respond in writing to the charges.
- d. If a CFM has not fulfilled the renewal requirements by the renewal date or has not responded to the charges of unprofessional conduct by the specified deadline, he or she will be sent a registered letter of decertification, stating that he/she may not classify him or herself as a "Certified Floodplain Manager" or use the CFM Registered Trademark in any way for a period of time specified in the letter. He/she may reapply to take the CFM exam after that date.

8.7. Recertification: A decertified CFM may apply to become certified again by submitting an application for certification and fulfilling all the regular prerequisites as listed in Section 6, including passing the certification exam.

9. Continuing Education

9.1. Continuing education credits (CECs): Except for the section on verification and as otherwise specified in this Charter, the ASFPM Continuing Education Credits Policy is hereby adopted by reference.

9.2. IAFSM training: All publicity on IAFSM workshops, seminars and conferences will identify how many CECs they are worth.

9.3. Determining CECs: If a workshop, seminar, conference or training course has not been granted CECs by ASFPM, the Certification Committee will determine the number of CECs to be granted a CFM.

9.4. Verifying CECs: The Certification Committee will publish procedures on how the ICFMP verifies attendance at creditable workshops, seminars, conferences and courses.

10. Appeals

10.1. Routing: All appeals of certification decisions shall be made to the Chair of the Certification Committee. The Chair will review all formal appeals and will submit a recommendation to the Certification Committee.

10.2. Timing: All appeals must be submitted within 60 days of the action being appealed and the Certification Committee must respond in writing to the appellant within 60 days of receiving the appeal.

10.3. Second Appeal: All actions related to unprofessional conduct and requests for renewal extension shall be reviewed by the Certification Committee before action is taken by the Board of Directors. If an individual challenges the decision of the Certification Committee, he/she may appeal the decision to the IAFSM Board of Directors. An appeal may be made only on the grounds that the decision of the Certification Committee was in conflict with this Charter.

- a. The applicant must submit an appeal request in writing to IAFSM within 60 calendar days of being notified of the decision being appealed. The following materials must be enclosed with the letter requesting an appeal:
 - A copy of the Certification Committee’s decision and any other pertinent documentation;
 - A written statement and supporting documentation clearly identifying and arguing the reasons for the appeal, including a list of possible witnesses corroborating the appellant’s position; and
 - The appropriate fee. There is no fee for a request for a renewal extension or a review of a charge related to unprofessional conduct.
- b. Upon receipt of a request for an appeal or the response from a CFM related to a charge of unprofessional conduct, the following actions will be taken:
 - The Chair of IAFSM will acknowledge receipt of the materials and indicate whether additional materials are needed. Such acknowledgment will occur within 60 days of the date of the receipt of the request.
 - The Chair of IAFSM shall select three Board members to form a Review Panel for review of the case. Board members who reviewed the original appeal materials or have personal knowledge related to the case are not eligible to sit on the Review Panel.
 - The Review Panel shall consider all materials submitted, including any statements from witnesses. The Review Panel may contact the CFM, witnesses, and, in the case

of unprofessional conduct, the person who submitted the charges. The CFM may request a teleconference interview with the Review Panel. All teleconference interview expenses involved in such an interview will be borne by the appellant.

- Within 60 days of receipt of all requested materials, the Review Panel will prepare a summary report of its findings. The report will be submitted to the Board of Directors and a copy will be sent to the appellant. The appellant will be advised that he or she has 30 days to supply any additional comments to the Chair of IAFSM before the Board takes action.
- Upon review of the Review Panel’s report, the Board will make the final decision. The appellant will be notified by certified mail within 10 days of the Board’s decision.
- If the Board finds in favor of the appellant, the appeal fee shall be refunded in full.

10.4.Fee: An appeal must include payment of the appeal fee as specified in Section 11.

11. Administration

11.1.Supervision: The ICFMP shall be supervised by the Certification Committee, consistent with this Charter and the policies set by the IAFSM Board of Directors.

11.2.Administrative Office: The Administrative Office shall be the office of an agency, organization or company under contract to IAFSM to perform the administrative duties of the ICFMP. The contract shall be renegotiated from time to time with the same or another office. It is expected that the fees for the program will cover all the costs of the Administrative Office contract.

11.3.Administrative Duties: Day to day activities of the ICFMP shall be administered by the ICFMP Administrative Office. The duties of the Administrative Office include:

- Processing applications to be a CFM;
- Processing applications for renewal;
- Processing requests for CEC determinations;
- Keeping track of CFM records and sending out reminder notices;
- Reproducing, processing and scoring exams;
- Maintaining copies of the exam, exam score sheets and proctor records;
- Preparing and distributing correspondence and certificates to CFMs;
- Sending materials to ASFPM to maintain national accreditation; and
- Other duties as assigned by the Chair of the Certification Committee, within the scope of services of the Administrative Office contract.

11.4.Fees:

	<u>IAFSM Member</u>	<u>Non-member</u>
- Application packet	No charge	No charge
- Application for certification and request to take the exam	\$100	\$170
- Take over exam	\$50	\$50
- Biennial renewal (2 years after initial certification)	\$50	\$120
- Fee for late renewal	\$75	\$75
- Formal appeal of exam or certification decision	\$50	\$70

12. Code of Professional Conduct

As part of the application for certification, an applicant must agree to abide by the following *Code of Professional Conduct*.

As a Certified Floodplain Manager, I agree to abide by the following tenets of the Code of Professional Conduct in all of my professional responsibilities. I will

- Practice honesty and integrity in all of my professional relationships with the public, peers, and employer;
- Be truthful and accurate in my professional communications;
- Be fair and considerate of all persons;
- Foster excellence in floodplain management by staying abreast of pertinent issues;
- Enhance individual performance by attention to continuing education and technology;
- Avoid conflicts of interest resulting in personal gain or advantage;
- Be economical in the utilization of the nation’s resources through the effective use of funds, accurate assessment of flood-related hazards, and timely decision-making;
- Maintain the confidentiality of privileged information;
- Promote public awareness and understanding of flood-related hazards, floodplain resources, and flood hazard response; and
- Be dedicated to serving to the profession of floodplain management and to improving the quality of life.

13. Disclaimer

13.1. Professional certification is a peer review process administered by IAFSM. Participation in the Illinois Certified Floodplain Manager Program is strictly voluntary.

13.2. The ICFMP is designed to establish educational and training criteria related to floodplain management and to certify whether an applicant has met these criteria.

13.3. IAFSM assumes no liability for any action or decision made by a certified individual during the normal course of performing his or her prescribed duties and responsibilities.

13.4. If the Association of State Floodplain Managers, Inc. accredits the ICFMP, then the ASFPM, Inc. assumes no liability for any action or decision made by a certified individual during the normal course of performing his or her prescribed duties and responsibilities.

13.5. If the ICFMP would cease to exist, all Illinois CFMs agree to relinquish their IAFSM Certification and not hold ASFPM or any other organization or agency responsible for such program termination.

13.6. If floodplain manager certification becomes required by a local, state or federal law this disclaimer will be revisited.

14. Adoption and Revision of this Charter

This Charter was adopted by the Board of Directors of the Illinois Association for Floodplain and Stormwater Management on March 17, 2000, as evidenced by the minutes of a Board meeting held on that date.

Last revised by the Board of Directors on: December 1, 2009