



Emergency Management Specialist Certificate Program

Frequently Asked Questions

1. What is the purpose of the Emergency Management (EM) Specialist Certificate Program?

The California Governor’s Office of Emergency Services, a national leader in emergency management, developed this certificate program to recognize individuals who successfully complete a series of rigorous and comprehensive professional courses in disaster management delivered through its California Specialized Training Institute (CSTI).

2. When did the EM Specialist Certificate Program begin?

The certificate program began in 2008. The California Specialized Training Institute has been offering courses in emergency management, hazardous materials emergency response, law enforcement safety and tactics, terrorism awareness, and other critical disaster management subjects for over 40 years.

3. How many individuals have completed the EM Specialist Certificate Program?

As of early 2014, nearly 200 professionals have completed the Emergency Management Specialist Certificate Program and nearly 100 professionals have completed the Terrorism/Homeland Security Specialist Certificate Program.

4. What are the requirements to complete the EM Specialist Certificate Program?

Four core courses (minimum 104 hours) and three elective courses (minimum 72 hours). The core courses focus on the four phases of emergency management: preparedness/planning; response; recovery, and mitigation. Over 60 approved elective courses cover a variety of subjects, including: crisis communications, terrorism, hazardous materials, school preparedness, conducting and evaluating exercises, managing sustained operations, etc. See *List of Approved Electives* for more information.

All of CSTI’s courses integrate practical, real world training into the learning environment. By completion of the certificate program, graduates will have participated in numerous practical applications and drills, workshops/break-out groups, tabletop exercises, and at least one complex functional EOC exercise. Some courses also include quizzes and written exams.



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5. How do I apply for the EM Specialist Certificate?

Applications are available online at:

<http://www.calema.ca.gov/CSTI/Pages/EMERGENCY-MANAGEMENT-SPECIALIST-CERTIFICATE.aspx>

Instructions for requesting a Specialist Certificate are included on the application.

For more information or assistance in completing the application, please contact the

CSTI Specialist Certificate Coordinator at:

(805) 549-3536 or specrequest@caloes.ca.gov

6. How much does the application process cost?

\$75.00 plus tax. This fee is charged to cover costs related to the review of the applicant's packet and creation and issuance of the certificate.

7. Who reviews my application packet?

An initial review is conducted by the Specialist Certificate Coordinator to check for completeness.

Then, the application packet is reviewed by a panel of three full-time CSTI emergency management instructor/coordinators under the supervision of the Emergency Management and Criminal Justice Training Section Chief. Course certificates/transcripts submitted are reviewed along with required minimum hours to ensure all core and elective course requirements have been fully met.

8. Will Cal OES accept courses provided by other organizations?

Core (Required) Courses:

In order to ensure quality training and curriculum consistency, Cal OES only accepts certified core courses delivered by approved Cal OES instructors using approved Cal OES curriculum. Substitutions are not permitted for core courses.



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Elective Courses:

Generally, only Cal OES delivered courses are accepted for the certificate program. However, a limited number of courses, certified through the California State Fire Marshal (CSFM), the Commission on Peace Officer Standards and Training (POST), California Volunteers, or the Federal Emergency Management Agency are accepted as electives. Please see the Approved Course Elective List posted on the Cal OES website for current courses.

9. How long does it take for the application to be processed?

Once CSTI receives your completed application, it will take approximately 30-45 days to process.

10. What do I receive from Cal OES when I successfully complete the application process?

Individuals who successfully complete the Specialist Certificate Program receive a Cal OES embossed portfolio containing an acknowledgement letter from the Cal OES Director and a Certificate of Achievement suitable for framing.

11. Does CSTI offer any other certificate programs?

Yes, the California Specialized Training Institute offers *Specialist* certificates in *Crisis Communications*, *Terrorism/Homeland Security*, and *Hazardous Materials*. CSTI also offers certificates for Hazardous Materials Technician and Hazardous Materials Instructor.

12. Can I use core courses from another CSTI certificate program as elective courses in the EM Specialist Certificate Program?

Yes. Core courses from the *Terrorism/Homeland Security Specialist Certificate Program*, the *Crisis Communications Specialist Certificate Program*, or the *Hazardous Materials Technician or Specialist Certificate Programs* may be used as electives for the *Emergency Management Specialist Certificate Program*.