

CHARTER

For the

CERTIFIED FLOODPLAIN MANAGER PROGRAM

(CFM® Program)

Administered by

The Oklahoma Floodplain Managers Association, Inc.

Professional Development Certification Committee

OFMA CFM® Program
Vision Statement

"Every community has a professional certified floodplain manager who can provide community specific assistance and guidance to the community to ensure effective floodplain management. "

This revision of the OFMA CFM® Charter contains changes as approved by the OFMA PDCC and Board of Directors on October 28, 2022. This revised Charter includes adopting the Digital National Exam and revised fees. It became effective when signed by the Chairman and Secretary on the date below:

October 2022

OKLAHOMA FLOODPLAIN MANAGERS ASSOCIATION, Inc.
CHARTER FOR
PROFESSIONAL CERTIFICATION OF
FLOODPLAIN MANAGERS

The Oklahoma Floodplain Managers Association, Inc. (OFMA) hereby establishes and intends to operate a statewide program for certifying floodplain managers recognizing the floodplain management and hazard mitigation requirements of local, state and federal programs dealing with the National Flood Insurance Program.

I. OBJECTIVES OF THE PROFESSIONAL CERTIFICATION PROGRAM

The Certified Floodplain Manager (CFM[®]) Program is hereby created by OFMA to raise and maintain the professional standards of those individuals who manage floodplains, wetlands and watersheds within the State of Oklahoma. The program is designed to certify competency with the basic principals of sound floodplain management as mandated by the National Flood Insurance Program (NFIP).

II. PROGRAM GOALS

The primary goal of the CFM[®] Program is improving the knowledge and abilities of floodplain managers in the State of Oklahoma. Improving NFIP knowledge and capabilities within local governments will contribute substantially toward reducing the state's flood losses and ensure the protection and enhancement of natural floodplain values. This primary goal will be achieved over time through:

- A. Encouraging self-study and attendance at training sessions by requiring testing to obtain certification;
- B. Requiring continuing education as a condition for certification renewal;
- C. Encouraging city and county governments to require training and professional certification of local floodplain managers.

On a larger scale and in a longer time frame, a second major goal of the CFM[®] Program is increasing the prominence of floodplain management and hazard mitigation in decision-making by local and state officials and the general public. This goal will be achieved over time through:

- D. Improving the recognition of floodplain management and hazard mitigation as a specific discipline;
- E. Increasing the status of floodplain managers as knowledgeable professionals in a complex and important field;
- F. Promoting certification to provide greater visibility of the profession.

III. ESTABLISHMENT OF COMMITTEE

The Professional Development Certification Committee (PDCC) is hereby established as an ongoing operating committee of OFMA.

A. MEMBERSHIP OF COMMITTEE

All members of the PDCC must be Certified Floodplain Managers. Membership of the PDCC shall include, but is not limited to the following:

1. Four Elected Board Members of OFMA; (Vice-Chairman, Treasurer, Past Chairman, One Regional Rep)
2. Two at-large members of OFMA
3. The State NFIP Coordinator or his duly appointed representative
4. Chairman Training Cadre

B. ORGANIZATION, MEETINGS AND TERMS OF THE COMMITTEE

1. Members of the PDCC will elect a Chair, Vice-Chair and Secretary from within its membership.
 - a. The Chair of the PDCC shall preside at all committee meetings at which he or she is in attendance and perform all duties prescribed by OFMA Board of Directors and/or the PDCC.
 - b. The Vice-Chair of the PDCC shall perform the duties of the Chairman in the absence of the Chairman. In case the office of Chairman becomes vacant for any reason, the Vice-Chair will assume all duties until a successor is named.
 - c. The Secretary of the PDCC shall be responsible for taking minutes of all committee meetings and recording all decisions made by committee members. The Secretary shall ensure a congratulatory letter is prepared and sent to the supervisor of each successful applicant. The PDCC Chair shall sign these letters.
2. The PDCC shall meet at least once every year, usually during OFMA's annual conference. The Chair may call additional meetings when deemed necessary to carry out the responsibilities of the committee.
3. By their nature, the four members of the Committee representing the OFMA Board will change when their terms of office end and new OFMA members are elected to the Board. The OFMA Board of Directors, if required, shall determine term limits for the remaining members of the PDCC.

C. RESPONSIBILITIES OF THE COMMITTEE

The PDCC shall be responsible for the following activities, subject to approval by the Board of Directors.

1. Report to the OFMA Board of Directors on meetings and decisions made by the PDCC.
2. Develop rules and regulations for operating the OFMA CFM[®] Program consistent with the National ASFPM program.
3. Develop Program Application Forms and Credentials required for professional certification.
4. Review and develop professional standards as basis for certification.
5. Develop renewal requirements consistent with the National program.
6. Coordinate exam procedures with ASFPM and their Certification Board of Regents (CBOR).
7. Develop and evaluate opportunities to offer application and testing for the CFM[®] Program.
8. Establish and collect fees for the CFM[®] Program.
9. Review and approve or reject applications for professional certification.
10. Grade exams if not done by digital contractor and evaluate testing requirements and exam results. Provide exam results and statistics to ASFPM.
11. Issue certificates to all applicants passing the closed book exam and meeting all other requirements for professional certification.
12. Establish continuing education requirements consistent with the ASFPM.
13. Review educational programs and define continuing education credits (CEC's).
14. Evaluate non-OFMA programs, conferences and training sessions for credit under the Continuing Education requirements.
15. Other duties as assigned by the OFMA Board of Directors.

IV. RESPONSIBILITIES OF THE OFMA BOARD OF DIRECTORS

The OFMA Board of Directors shall have the responsibility for, but not be limited to the following activities:

- A. Overall responsibility for the CFM[®] Program.
- B. Appoint/remove members of the PDCC.
- C. Promote and facilitate professional certification under the CFM[®] Program.
- D. Offer opportunities annually for OFMA members to make application and undergo testing under the CFM[®] Program.
- E. Offer at least one opportunity per calendar year for CFM[®]s to meet the continuing education requirements; (Please note 12 CECs may be earned annually by attendance

at the OFMA Annual Conference).

- F. Develop additional opportunities for application and testing under the CFM[®] Program.
- G. Promote with OWRB the offering of FEMA's course entitled "Managing Floodplain Development Through the National Flood Insurance Program".
- H. Promote and develop training opportunities for new floodplain managers.
- I. Promote and develop more training opportunities to include special topics such as flood hazard mitigation, community rating system, multi-objective management and other related disciplines.
- J. Share all current information with the Association of State Floodplain Managers, Inc. and cooperate with the ASFPM in the implementation of this program.
- K. Maintain and publish a list or directory of all OFMA members participating in the CFM[®] Program.
- L. Promote the Code of Ethics for Certified Floodplain Managers and evaluate any Potential violations of the code..

V. DISCLAIMER OF LIABILITY

Professional Certification is a peer review process administered through OFMA. Participation in the CFM[®] Program is strictly voluntary. OFMA is not establishing standards governing the conduct of any floodplain manager or other qualified applicant, nor is it establishing any set procedures for work performance. The CFM[®] Program is designed to establish educational, training and experience criteria related to floodplain and stormwater management, hazard mitigation and the National Flood Insurance Program and to certify each applicant has met these criteria.

OFMA assumes no liability for any action or decision made by an individual CFM[®] during the normal course of performing their prescribed duties and responsibilities of managing development within the identified floodplain as established by criteria of the NFIP and mandated by their respective employer or local governmental agency.

The ASFPM, Inc. accredits the OFMA CFM[®] Program; however, the ASFPM, Inc. assumes no liability for any action or decision made by an individual CFM[®] during the normal course of performing their prescribed duties and responsibilities of managing development within the identified floodplain as mentioned in the paragraph above.

VI. RULES AND POLICIES OF THE CFM[®] PROGRAM

The purpose of this section is to establish the application procedures and criteria for registration as a CFM[®] and to establish basic operating rules and procedures for implementing the CFM[®] Program.

A. ELIGIBILITY

Any person involved with the management of the state's floodplains, wetlands and Watersheds and who meets the credentials and requirements as established by the PDCC is welcome to apply for professional certification under OFMA's CFM[®] Program. It is anticipated most applicants will be local floodplain managers, however the program is open to individuals in the private sector, state and federal government and other agencies or organizations dealing with floodplain and other related disciplines. It is mandatory that applicants are current full time members of OFMA.

B. PROGRAM REQUIREMENTS

The initial CFM[®] designation will be granted upon successful completion of three areas which include the application, applicant requirements and exam.

VII. CFM[®] PROGRAM APPLICATION

All applicants for certification must complete the official CFM[®] Program application and return it to the OFMA PDCC with the appropriate fee prior to being approved to take the exam. For taking the digital exam, each applicant or OFMA shall submit an additional application and payment to ASFPM to be scheduled. The exam can be taken at a testing center or on a personal computer with an on line proctor. Payment must be made before the applicant's exam will be scheduled.

The Application and instructions shall be posted on the OFMA website.

VIII. APPLICANT REQUIREMENTS

A successful applicant for the CFM[®] Program must meet the following minimum requirements:

A. Education

All applicants must, at a minimum, be a high school graduate or have completed a GED. The PDCC may waive the high school graduate/GED requirement after considering the applicant's other qualifications/experience/training.

B. References

A reference from the applicant's current supervisor will be required as part of the application. If self employed, a professional reference would suffice here.

C. Membership

All applicants for the CFM[®] Program must be a member in good standing of OFMA.

D. Training

All applicants must meet the above criteria and must also complete the FEMA “Managing Floodplain Development Through the National Flood Insurance Program” course (or approved equivalent) prior to certification. For highly experienced applicants, the PDCC will consider a request to waive this training.

A listing of training courses for certification and continuing education requirements will be developed and updated annually by the OFMA Professional Development Certification Committee. The PDCC will evaluate and make a judgment call on the number of CECs that can be obtained by attending workshops; conferences and other training opportunities directly related to floodplain management or indirectly related disciplines.

IX. THE EXAM

All applicants must score 70% or higher on the National ASFPM CFM[®] Program exam, which measures basic management skills and comprehension of the principles of sound floodplain management as established by criteria of the National Flood Insurance Program. All exam results will be held in strict confidence. Each applicant must first be pre-approved to take the exam to protect the confidentiality of the exam and simplify the record keeping process. A photo ID will be required for pre-approved applicants to take the proctored or on line exam. The paper exam shall be proctored as closed book with a 3 hour time limit for completion of the exam.

There are four optional methods for an applicant to take the exam. 1. An in person paper exam with a proctor, 2. A Digital Exam on a secure personal computer with an on line proctor, 3. A Digital Exam at a Scantron testing center or 4. A digital exam hosted at an event such as a conference or workshop.

The Digital exam application process is a partnership with ASFPM and OFMA, as an Accredited Chapter. The application must be approved by OFMA then submitted to ASFPM with payment. The Digital Exam process is implemented by ASFPM and their contractor Scantron. The fee of \$85 shall be paid to ASFPM before the digital exam is scheduled. An additional fee of \$25 will be paid to OFMA with the application.

Two versions of the paper exam (A&B) as provided by ASFPM will be used. The pool of questions for each exam is assembled by the ASFPM Certification Board of Regents

(CBOR). The digital exam questions are taken from the national pool and will be in scrambled order on the exam. The OFMA Professional Development Certification Committee will maintain and administer as well as keep records for all exams for OFMA CFMs. The PDCC will remain active in the CBOR relative to all issues regarding Exam questions, revisions and implementation.

If the applicant fails to take the digital exam after being scheduled, there will be a \$50 fee assessed by Scantron. This is subject to change based on extenuating circumstances.

If an applicant fails the exam and wishes to retest, the original testing fee will be required. A one month waiting period and additional training is recommended prior to retaking the exam. The re-exam applicant will be required to ensure by letter and signature to the PDCC there has been no change to his/her original application requirements, employment status, etc. If there has been a change, this applicant will be required to submit a new application.

X. CERTIFICATION AND RENEWAL

The following requirements pertain to the certification and renewal of floodplain managers under OFMA's CFM[®] Program:

- A. Upon completion of the above requirements, passing the exam and payment of appropriate fees, new applicants will be awarded a certificate and designated a CFM[®]. The certificate will remain in effect for as long as certification requirements are maintained. A certification card will validate certification for the year from October 1 to September 30.
- B. On July 1 of each year the PDCC Chair will send a renewal notification letter and form to each CFM[®] as a reminder that renewal requirements are due on September 30th. The CFM[®] must then submit an application to OFMA for renewal. The application will be utilized to update the CFM[®]'s credentials and to document completion of the required continuing education credits. A renewal fee must be included with the application and the CFM[®] must be a member of OFMA. When these conditions are met, a renewal letter for a time period of one-year will be issued to the CFM[®]. This letter validates the certificate for the next year.
- C. In the event an application for certification or renewal is denied, the applicant has the right to appeal the decision of the PDCC. Such appeals must follow the Appeals Procedures specified in this document.
- D. If the CFM[®] certification requirements expire, the PDCC will officially notify the CFM[®]. This PDCC notice will inform the CFM[®] they have thirty (30) days to submit proof of any training or course work they completed during the last training year. If the CFM[®] submits the proof of required CECs and late fee within the 30-day period, their CFM[®] will be renewed.

- E. If a CFM[®] fails to make an application for renewal within one month of the required Renewal date (30 September), he or she shall be required to complete a new application package, pay the appropriate fees and retake exam. If special circumstances prevent timely renewal, the PDCC will consider a waiver of these requirements.
- F. A CFM[®] may request up to a one (1) year extension to their renewal date when the CFM[®] had been unable to satisfy renewal certification criteria because of exceptional circumstances. The PDCC Chairman will evaluate and grant this extension if applicable. For purposes of this section, exceptional circumstances include but are not limited to active military duty, medical condition, maternity or paternity leave, natural disaster or other cause(s) beyond the CFM[®] control. Changing jobs or lack of training funds are not grounds for requesting an extension. No requests for an extension will be approved after a CFM[®] expiration date has passed.

XI. CONTINUING EDUCATION REQUIREMENTS

As stated in the above section, the CFM[®] must meet the continuing education requirement for renewal. The PDCC has determined how many credits of continuing education will be required. During the first two years of this program and thereafter, unless changed by the PDCC, the required number of continuing education credits shall be sixteen (16) during two consecutive years, of which no more than twelve (12) and no less than four (4) may be obtained in either year. The PDCC defines continuing education credits as one credit per hour of instruction of directly related floodplain management subject as defined in more detail in the Continuing Education Policy. That Policy also expands on parallel discipline training allowed and other restrictions.

The continuing education requirement can be met by attending the OFMA annual conference or other training programs offered by the state, FEMA, or other agencies and organizations approved by the PDCC. If the required CEC's are not obtained, re-examination is required.

A list of courses that can prepare individuals for testing and continuing education for certification will be recommended by the PDCC and approved by OFMA. This list is available on the OFMA website. OFMA also will assist in developing training courses by providing summaries of subjects covered in the test for various types and levels of certifications, example questions and pertinent materials.

Documentation of training and CECs will be reviewed and tabulated by OFMA. See the CEC Policy Document for further description and a list of approved CEC programs and courses. CECs and related training could be obtained through.

- OFMA and ASFPM conferences, workshops and training sessions;
- Related EMI courses;

- FEMA on-line or in person training
- National Flood Insurance Program Community Rating System training;
- Disaster response training sessions;
- Continuing education units or training hours from other educational training;
- Selected State or federal agency training courses

Applicants for certification renewals may request OFMA to review training courses or conferences not on the list of approved programs. OFMA will evaluate these requests to determine the quality of training and their relevance to floodplain management. If a training course is deemed to meet the training requirements of the CFM Program, OFMA will determine the number of CECs to be granted, notify the applicant and place the new program on OFMA's list of approved programs and courses.

XII. RECIPROCITY

Any ASFPM accredited state Certified Floodplain Manager that moves to Oklahoma must adhere to OFMA requirements. They must become an OFMA member, and renew their CFM® through OFMA where Continuing Education Credits CECs will be administered. Their records will be transferred from either ASFPM or their State to OFMA. For an OFMA CFM® moving to another state; they must adhere to the requirements of the state where they live and work. Their records, CEC data etc. will be transferred to their state or ASFPM as appropriate.

XIII. DECERTIFICATION

A CFM® will be decertified for failure to fulfill the requirements specified in this Charter Sections X and XI.

A CFM® will be decertified for unprofessional conduct if he/she has:

- A. Been convicted of a crime or any felony directly related to his or her professional duties;
- B. 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 of floodplain management;
- C. 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 matter outside of commonly acceptable practices or values;
- D. Used his or her position in an illegal, dishonest, or unprofessional way to influence or gain financial or other benefit of his or her immediate family or organization with which he or she is associated; or
- E. Violated the Code of Professional Conduct listed in the CFM® application.

Information on a CFM®s unprofessional conduct must be submitted in writing to the PDCC. No anonymous submittals will be accepted. If the PDCC 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.

If a CFM has not fulfilled their renewal requirements by the renewal date or has not responded to the charges of unprofessional conduct by the specified deadlines, they will be sent a registered letter of decertification, stating that they must not classify themselves as A Certified Floodplain Manager” or use the ASFPM Registered Trademark CFM® in any way. They may reapply to take the CFM® exam any time if decertification is due to non renewal. If decertification is due to unprofessional conduct, they may reapply to take the exam one year after resolving issues. If the appropriate papers are submitted by the deadline, the procedures in section XIV shall be followed.

XIV. APPEALS PROCEDURE

An appeal is a request for the OFMA Board of Directors to review a decision to deny certification or renewal by the PDCC. The act of requesting an appeal is an acknowledgement that the findings of the Board of Directors, as modified herein, the appeal process is final and binding for all parties. An appeal may be made on the grounds the decision was in conflict with the approval procedures or on other grounds to include, but not limited to:

- A. Substantial errors were made in processing the material.
- B. Committee's guidelines were not followed.
- C. Candidate disagrees with evaluation.

All actions related to unprofessional conduct or requests for renewal extensions shall be reviewed by an Appeals Review Board as designated below in Section 2b.

1. Procedure for Initiating an Appeal:

If an applicant wishes to appeal the decision of the PDCC, the applicant must request an appeal in writing within 30 calendar days of being notified of the PDCC's actions. The appeal and accompanying documentation should be sent to the attention of the Chair, OFMA Board of Directors. The following materials are to be enclosed with the letter requesting an appeal:

- a. A copy of the PDCC’s decision and any other pertinent documentation.
- b. A statement clearly identifying the reasons for the appeal.
- c. A check or money order for the appeal fee.

2. Procedure for Reviewing an Appeal

Upon the receipt of a request for an appeal, the following actions will be taken:

- a. The OFMA Board of Directors will acknowledge receipt of the materials and indicate if additional materials are needed from the appellant. Such acknowledgment will occur within 30 days of the date of postmark of the appeal request.
- b. Appeals Review Board will consist of all OFMA board members excluding the members on the PDCC.
- c. The Appeals Review Board may meet or take action in the presence of a quorum which will consist of the majority of members of the Appeals Review Board. Actions of the Appeals Review Board shall be bound by the provisions of this charter and shall not constitute actions of the OFMA Board of Directors.
- d. The OFMA Appeals Review Board will make its decision based on review of the materials as well as an interview with the appellant, if warranted. This may be done by teleconference or in person. All expenses involved in facilitating such an interview will be borne by the appellant regardless of the outcome of the appeal process.
- e. Within 60 days of receipt of all requested materials, the OFMA Appeals Review Board will review the materials, complete any interviews, and shall render a decision to uphold or deny the appeal. In the event the appeal is upheld, i.e. the PDCC action is reversed; the appeal fee is refunded to the appellant. If the appeal is denied, i.e. the PDCC action stands and the appeal fee will not be returned.
- f. The OFMA Appeals Review Board will prepare a summary report of its findings and within ten days following the rendering of the decision, the PDCC and the appellant will be notified.
- g. The decision of the OFMA Appeals Review Board is binding.

XV. NATIONAL ACCREDITATION & DISCLAIMER

The OFMA has met criteria in its certification program developed by the Association of State Floodplain Managers, Inc. and now all floodplain managers passing these criteria are nationally accredited floodplain managers. OFMA will notify all members about the opportunity to become Certified Floodplain Managers (CFM[®]s). ASFPM, Inc. is released from any liability of any CFM[®], as this program is strictly voluntary and not required by any law in Oklahoma or by the United States of America government. If the OFMA CFM[®] Program should cease to exist, all CFM[®]s in Oklahoma shall be administered by ASFPM for national accreditation and shall not hold ASFPM, Inc. or any other organization or agency

responsible for such program termination. If such certification becomes required by a local, state or federal law this disclaimer will be revisited.

XVI. RECORD KEEPING

The Secretary of the PDCC shall keep a record of all meetings, applications, certifications granted, certifications denied and appeals. The OFMA Treasurer, a designated member of the PDCC, shall keep a separate accounting of the CFM[®] Program income and expenses to maintain the program. Records shall be made available for ASFPM audit as needed.

An annual report shall be made to the OFMA Board of Directors and a listing of successful applicants shall be displayed at the OFMA annual conference and other meetings as directed by the Board. Individual test results and application materials will be kept confidential.

XVII. ADA Compliance

OFMA acknowledges the need and desirability to provide reasonable accommodations to prospective applicants for certification and recertification with a qualified disability.

Special arrangements may be made available for applicants for certification at the examination site by submitting a written request to OFMA with a letter from licensed physician or health care specialist knowledgeable of the requestor's disability stating the specific needs to be accommodated. An accommodation will be provided to qualified individuals with disabilities to the extent the accommodation does not fundamentally alter the examination, cause disruption to other test takers or cause an undue burden to OFMA. OFMA may deny special accommodations which include but are not limited to unlimited testing time, modification of the format or content of the examination, paraphrasing or translating the test materials by a reader or interpreter.

All requests for accommodation must be sent to OFMA, P.O. Box 8101, Tulsa, OK 74101 and received by OFMA not less than thirty days prior to the date of the examination. Late requests for an accommodation may not be honored.

It is the policy of OFMA not to discriminate against any applicant for certification or recertification, any employee or any applicant for employment because of race, color, creed, age, religion, sex, physical condition, ancestry,

handicap, developmental disability, sexual orientation, arrest or conviction record or national origin. This policy shall include but is not limited to certification, recertification, recruitment, employment, fringe benefits, promotion, demotion, transfer, and training. OFMA will take affirmative action to ensue equal employment opportunities.

XVIII. SCHEDULE OF FEES

In order to cover the costs of administering the CFM[®] Program, fees will be collected for specific actions. All checks shall be made out to OFMA and shall be deposited in the OFMA account. Payment for the Digital Exam will be made to ASFPM, usually by credit card. The PDCC and/or ASFPM have established the following fees: For the digital exam, no show or rescheduling fees will apply and the original application fee will not be refunded.

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|----|--|-----------------|
| A. | Application for Paper Exam & Initial Certification | \$50.00 |
| B. | Digital Exam Fee to ASFPM (Scantron) | \$85.00 |
| C. | OFMA Application Fee Digital Exam | \$25.00 |
| D. | Appeal Fee | \$50.00 |
| E. | Retest Fee (paper/digital) | \$50.00/\$85.00 |
| F. | Renewal Fee | \$50.00 |
| G. | Late Renewal Fee | \$50.00 |
| F. | “No Show” Penalty for Digital Exam | \$85.00 |
| G. | Reschedule or Cancel penalty | \$50.00 |

Additional fees may be established as the CFM[®] Program progresses. Fees may be modified to maintain the certification program. Changes will be recommended by the PDCC for approval by the OFMA Board.

The revisions in this Charter of the Oklahoma Floodplain Managers Association, Inc. Certified Floodplain Manager Program were approved on October 28
2022

The OFMA Board of Directors approved the changes the PDCC recommended on October 28 2022 .

[Signature] OFMA Chair Signature [Signature] OFMA Secretary Signature

Notarized by Michelle Gourd on 10-28-2022
Name & Signature Date

