



FEMA

Sharing Information
Enhancing Preparedness
Strengthening Homeland Security

**Lessons Learned
Information Sharing**
LLIS.gov

IAEM CEM and AEM Publication Process

The International Association of Emergency Managers (IAEM) requires Certified Emergency Manager (CEM®) candidates to document 6 professional contributions. One option includes the publication of a Lessons Learned or Innovative Practice document to [LLIS.gov](https://www.llis.gov). This option is also available to Associate Emergency Manager (AEM) candidates, although not a requirement for their certification.

Candidates looking to contribute towards their certification by submitting to [LLIS.gov](https://www.llis.gov) must produce an original document derived from personal emergency management experience, interviews, after-action reports, or independent research. The publication must have an independent editorial review control.

Submission Criteria

To ensure that each submission is being reviewed objectively and is held to IAEM standards, each document:

- Should be emergency management related
- Should enhance the knowledge of the whole community
- Should be one of 2 types of documents:
 - **Lesson Learned** – Positive or negative experiences derived from actual incidents, operations, training, or exercises that can inform others in the emergency management community
 - **Innovative Practice** – Successful and innovative procedures, techniques, or methods developed and/or implemented by the emergency management community to adapt to changing circumstances that others may wish to replicate
- May be authored as part of the candidate's job
- Should be well-written and cohesive (e.g., spelling and grammar)
- Should be no more than 2 pages in length
- Should be submitted using the template provided at <https://www.llis.dhs.gov/get-involved>
- Should be submitted within the correct timeframe. While submissions to [LLIS.gov](https://www.llis.gov) count toward both certification and re-certification, submissions for re-certification will only count if the submission occurs within the 5-year window from candidate's certification or last re-certification

LLIS Review Process

Every Lesson Learned or Innovative Practice submitted to [LLIS.gov](https://www.llis.gov) will undergo a thorough review process outlined below:

- Candidate submits their Lesson Learned or Innovative Practice to [LLIS.gov](https://www.llis.gov) at <https://www.llis.dhs.gov/get-involved>
- [LLIS.gov](https://www.llis.gov) sends candidate an email confirming receipt
- [LLIS.gov](https://www.llis.gov) reviews submissions. This process can take up to 30 days
 - Publication will be reviewed for the following:

- Coherency
- Pertinence to emergency management
- Originality (i.e., *LLIS.gov* reserves the right to verify sources if needed)
- If approved, *LLIS.gov* will notify the candidate via email and publish submissions within 30 days of notification. If not approved, *LLIS.gov* will return the submission to the candidate with comments. The candidate can then resubmit their content
- Candidate will receive a letter and certificate of approval for published submission

Note: All submissions will be published publicly unless the candidate requests that the submission be published privately