The State of North Carolina originated the Certified Floodplain Surveyors education and testing program. Dan Brubaker (NC NFIP) and Gary Thompson (NCSS), both of North Carolina along with the National Flood Insurance Program (NFIP) Coordinator for Tennessee, Amy Miller and TN LS Mike North brought the program to Tennessee. Brian Bartlett was already certified in North Carolina and he assisted in the implementation of the program. Bart Crattie had been a Certified Floodplain Manager for ten years and had instructed on floodplain issues.

TAPS wishes to provide a means to further the education and skill of Tennessee surveyors by offering a certification program in floodplain management. This area of our practice is truly complex and requires a level of education above and beyond what is traditionally any portion of the Land Surveyor’s normal education and experience.

This report of Guidelines is the methods Tennessee will use to administer its program. Other states are invited to use this paper as guidance in establishing a Certified Floodplain Surveyor (CFS) program within their states.

Topics Covered:
1. The Program in General
2. Roles of Different Stakeholders: NFIP, Tennessee Association of Professional Surveyors (TAPS) and North Carolina Society of Surveyors (NCSS), National Society of Professional Surveyors (NSPS)
3. Administration
4. Venues
5. Fees
6. Compensation
7. Retesting

THE PROGRAM

TAPS will one time, annually, offer a training session and testing to become Certified as a Floodplain Surveyor. The course will consist of two and one half days of intensive training, many times exceeding a normal eight hour day. The second half of the third day is spent in discussions, question and answers and review of the material covered.

A four hour test is administered the fourth day. It consists of two parts with a total of 125 questions.

Should anyone fail either of the two parts, one fails the entire exam. Retesting is required.

A recertification/refresher course consisting of four hours of instruction and one hour of testing is required every two years to maintain one’s certification.
ROLES

Tennessee Association of Professional Surveyors
Registration and collection of fees
Maintaining a registration/renewal list of those certified
Coordinate with NFIP Coordinator
Reimburse NFIP Coordinator for printing (50%)
Mail CEU Certificates (not the CFS cert document)
Provide refreshments at seminar (coffee, snacks, soft drinks)
Local Chapter Director or Regional Director to assist in refreshments, clerical needs, errands etc at each particular venue

NFIP Coordinator
Assembling materials for the CFS course
Printing
Securing a venue
Printing and mailing the actual Certification document

North Carolina
Grading Exams
Program oversight
Coordination with the TN NFIP Coordinator

NSPS
Expand and establish this program to the national level.
Each state is to administer their own program (and retain all fees) based on general guidelines.
Ensure that the quality of the program does not diminish.
Act as a liaison with ASFPM, FEMA and other nationally based floodplain management organizations.
Once established, maintain a national database
Provide promotion
Publish database on the NSPS website

ADMINISTRATION

CFS program Administrators:
Amy Miller, Tennessee NFIP Coordinator
Lori Medley, TAPS Executive Director

CFS Program Directors
Brian Bartlett, Bart Crattie, Benny Moorman
VENUES

Instruction and Testing
Locations for the courses and testing will rotate among the three grand divisions of the great state of Tennessee annually. The venues will follow a three year cycle rotating between west, middle and east Tennessee locations.

Retesting and a refreshing course to maintain certification will be held at the TAPS spring conference each year.

FEES

Fees for the Initial Course and Testing
To enroll in the CFS course and to take the test is:
Member of TAPS: $450
Non-member: $600

Refresher Course and Testing
Member of TAPS: Covered by the Conference Registration Fee
Non-member: $300 plus the Conference Registration Fee

Retesting in Case of Failure
Member of TAPS: $250
Non-member: $400

COMPENSATION

Instructors – full course/testing and the recertification course
Travel: Standard IRS mileage compensation rate
Lodging: TAPS to reimburse at a reasonable local rate.
Instruction (daily rate): $400 for the full day; $250 for a half day; $250 to proctor exam

RETESTING

Retesting in Case of Failure
The applicant will be required to attend the third day of the CFS fall courses, including the second half of the day for the review, one on one discussion and wrap up of the full course. The applicant will be required to sit for the entire exam. Should the applicant fail the second testing, the applicant will be required to return the next year to attend the entire three day course and sit for the entire exam with full fees required.