



**CHARTER**  
**for the**  
**Certified Floodplain Manager Program**  
**(CFM® Program)**  
**Administered by the**  
**TEXAS FLOODPLAIN MANAGEMENT ASSOCIATION**

The Texas Floodplain Management Association (TFMA) hereby established and intends to operate a statewide program for certifying floodplain managers. Recognizing local, state and federal officials whose knowledge of floodplain management and hazard mitigation requirements exceeds the minimum standards of the National Flood Insurance Program (NFIP).

**I. OBJECTIVES OF CERTIFIED FLOODPLAIN MANAGER PROGRAM**

The Certified Floodplain Manager Program (CFM® Program) is hereby created by TFMA to raise and maintain the professional standards of those individuals who manage floodplains, wetlands, and watersheds within the State of Texas. The program is designed to certify competency with the basic principles of sound floodplain management as mandated and encouraged by the NFIP.

**II. PROGRAM GOALS**

The primary goal of the CFM® Program is improving the knowledge and abilities of floodplain managers in the State of Texas. Improving NFIP knowledge and capabilities within local governments and the floodplain management community 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, attendance at training sessions, and requiring testing to obtain certification;
- B. Requiring continuing education as a condition for certification renewal; and
- 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 to increase 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:

- A. Improving the recognition of floodplain management and hazard mitigation as a specific discipline;

- B. Increasing the status of floodplain managers as knowledgeable professionals in a complex and important field; and
- C. Promoting certification to provide greater visibility of the profession.

### **III. ESTABLISHMENT OF THE CERTIFICATION COMMITTEE**

The Certification Committee is hereby established as an on-going operating committee of TFMA.

#### **A. MEMBERSHIP OF THE CERTIFICATION COMMITTEE**

All members of the CERTIFICATION COMMITTEE shall be CFMs and shall include the following:

1. At least one board member of TFMA, who is appointed by the Board,
2. Three or more additional at-large members of TFMA, appointed by the Board, and
3. The State NFIP Coordinator, in an advisory role.

#### **B. ORGANIZATION, MEETINGS AND TERMS OF THE COMMITTEE**

1. The Certification Committee Chair will be appointed by the TFMA President. Members of The Certification Committee will elect a Vice Chair and Secretary from within its membership.
  - a. The Chair of the Certification Committee shall preside at all committee meetings at which he or she is in attendance, and guide the Certification Committee in the performance of its duties as prescribed by the TFMA Board of Directors and/or the Certification Committee.
  - b. The Vice-Chair of the Certification Committee shall perform the duties of the Chair in the absence of the Chair. In case the office of Chair becomes vacant for any reason, the Vice-Chair will assume all duties until a successor is named.
  - c. The Secretary of the Certification Committee shall be responsible for taking minutes of all committee meetings and recording all decisions made by the committee members.
2. The Certification Committee shall meet at least once every year. The Chair may call additional meetings when deemed necessary to carry out the responsibilities of the committee. Webinars and phone conferences may be counted as meetings.
3. The membership of the committee shall change when the Board decides to replace current or retiring committee members.

### **C. RESPONSIBILITIES OF THE CERTIFICATION COMMITTEE**

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

1. Report to the TFMA Board of Directors on meetings and decisions made by the Certification Committee.
2. Develop rules and regulations for operating the TFMA CFM<sup>®</sup> 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.
6. Develop closed book testing procedures and a test to evaluate the applicant's knowledge of the National Flood Insurance Program; including, floodplain management and hazard mitigation. Exams developed by ASFPM must be used.
7. Develop and evaluate opportunities for application and testing for the CFM<sup>®</sup> Program. The Certification Committee can delegate this responsibility to the TFMA Executive Office.
8. Recommend fees related to the CFM<sup>®</sup> Program that are collected by the TFMA Executive Office and/or TFMA Treasurer.
9. Review applications for approval or rejection for professional certification. The Certification Committee can delegate this responsibility to the TFMA Executive Office.
10. Grade closed book exams and evaluate testing requirements. The Certification Committee can delegate this responsibility to the TFMA Executive Office.
11. Send congratulatory letters and issue certificates to all applicants passing the closed book exam and meeting all other requirements for professional certification. The Certification Committee can delegate this responsibility to the TFMA Executive Office.
12. Establish continuing education requirements and review training for Continuing Education Credits (CECs). Evaluate non-TFMA programs, conferences and training sessions for credit under the Continuing Education requirements.
13. Develop advanced training and certification program(s), as needed.

14. Other duties as assigned by the TFMA Board of Directors.
15. Ensure the CFM registered trademark given to the Association of State Floodplain Managers, Inc. (ASFPM) for the national CFM<sup>®</sup> Program is enforced within our CFM<sup>®</sup> Program.

#### **D. RESPONSIBILITIES OF THE TFMA BOARD OF DIRECTORS**

1. Overall responsibility for the CFM<sup>®</sup> Program.
2. Appoint/remove members of the Certification Committee.
3. Appoint and supervise a paid administrative staff to help complete the requirements of the Certification Committee as outlined in this charter. This administrative staff will be paid by TFMA with fees for new applications and certification renewals.
4. Promote and facilitate professional certification under CFM<sup>®</sup> Program.
5. Offer at least one opportunity per calendar year for TFMA members to make application and undergo testing under the CFM<sup>®</sup> Program.
6. Offer at least one opportunity per calendar year for CFMs to meet the continuing education requirements (Please note that 8 to 12 CECs can be earned annually with attendance to the TFMA Conferences.)
7. Assist the Association of State Floodplain Managers, Inc. with ongoing development of a national certification program for floodplain managers and ensure the CFM<sup>®</sup> registered trade mark owned by ASFPM for their CFM<sup>®</sup> Program is used properly within the state program.
8. Maintain and publish a directory of all current TFMA members who have become and/or maintained national CFM<sup>®</sup> certification. The list of CFMs on the TFMA website serves as a directory.
9. Promote the Code of Ethics for all CFMs.

#### **IV. DISCLAIMER LIABILITY**

Professional certification is a peer review process administered by TFMA. Participation in the Certified Floodplain Manager<sup>®</sup> Program is strictly voluntary. The program is designed to establish education/ training opportunities and set experience criteria in the fields of floodplain management, hazard mitigation and the National Flood Insurance Program, and to certify that an individual applicant has met these criteria. These guidelines will be used to certify individuals interested in this type of certification.

The Texas Floodplain Management Association assumes no liability for any action or inaction made by individual Certified Floodplain Managers during the course of performing their prescribed duties and responsibilities. The Texas Floodplain Management Association will not attempt to independently verify the information submitted by certification applicants.

The Association of State Floodplain Managers accredits the TFMA CFM® Program, and as such, ASFPM, Inc. assumes no liability for any action or inaction made by an individual CFM during the course of performing his prescribed duties and responsibilities. The ASFPM will not attempt to independently verify the information submitted by certification applicant. Further, the ASFPM assumes no liability or responsibility for any action or inaction made by an ASFPM accredited Chapter in accepting, denying, certifying, or renewing CFMs. In the event that the Texas Certified Floodplain Manager Program would cease to exist, all Texas CFMs agree to relinquish their State Certification and not hold TFMA, ASFPM or any other organization or agency responsible for such program termination. TFMA will work with ASFPM to transfer CFM certification to their program. If the CFM Program is continued by another state organization or state agency, certification will be transferred to such organization or agency.

## **V. 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. PROGRAM REQUIREMENTS**

The initial CFM designation will be granted upon successful completion of:

1. APPROVAL OF EXAM APPLICATION AND FEE,
2. PROOF OF CURRENT MEMBERSHIP WITH TFMA, AND
3. PASSING EXAM WITH A GRADE OF 70% OR HIGHER

### **B. EXAM APPLICATION**

Any person wishing to become a CFM will apply directly to TFMA by obtaining an application packet, completing the application, and returning it to TFMA with the appropriate fee. The application will require basic information regarding the applicant's identity and one written professional reference. Additional information will be requested to help the ASFPM maintain demographic information and determine the fairness of the exam. The application shall be signed by the applicant acknowledging that the award of a certification will be based upon meeting all the minimum qualification requirements and achieving a satisfactory score on an exam to be prepared or approved and scored by TFMA. The applicant shall further agree to abide by the Code of Ethics.

Certification will be administered according to the permanent home address of the applicant.

### **C. ELIGIBILITY**

Any person who is a member in good standing of TFMA and meets the credentials and requirements as established by the Certification Committee is welcome to apply for professional certification under TFMA'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 employees, and other agencies or organizations dealing with floodplain management and other related disciplines.

### **D. APPLICANT CREDENTIALS**

A successful applicant for the CFM® Program must meet the following minimum credentials:

#### **1. Experience**

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

#### **2. References**

A Professional Employment Verification Form will be required as part of the application, preferably from the applicant's immediate supervisor. In lieu of this Form, a letter of verification incorporating the information requested on the Form is acceptable. Self-employed applicants must submit written reference from a professional other than a supervisor.

#### **3. Training**

Maintaining integrity of the program is essential to its success, and continued training of CFMs will help to maintain this desired integrity. The Certification Committee has developed criteria to determine the exact number of Continuing Education Credits (CEC) required to maintain certification under the TFMA CFM® Program. CECs can be obtained by attending workshops or conferences, completing approved Internet courses, home study courses administered through FEMA, and other training opportunities directly related to floodplain management or indirectly related disciplines.

### **E. CODE OF ETHICS**

It shall be the policy of TFMA to have a Code of Ethics as part of the application package for individuals seeking to take the CFM® Exam, as well as on file for all current CFM's. A copy of this signed document must be submitted with the

Certified Floodplain Manager (CFM®) application. Certified Floodplain Managers will agree to follow the Code of Ethics below:

As a CFM®, I agree to fully comply with the following tenets of the Code of Ethics in all of my professional responsibilities. I will:

- Protect the health, safety, property, and welfare of the public in the practice of my profession;
- Establish and maintain a high standard of integrity and practice;
- Practice honesty and integrity in all of my professional relationships with the public, peers, and employer;
- Be truthful and accurate in my professional communications;
- Not express a professional opinion in deposition or before a court, administrative agency, or other public forum which may be contrary to generally accepted scientific and floodplain management principle, without fully disclosing the basis and rationale for such an opinion;
- 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 the profession of floodplain management and to improving the quality of life.

*And I also agree to the best of my ability to:*

- Stand tall and proud as a Certified Floodplain Manager, and through my dedication, actions and integrity, I will strive to be worthy of such an honored distinction and will promote the virtues of professional certification in all of my future contacts with my peers and my public.

## **VI. THE CFM EXAM**

**ANYONE NOT PRE-APPROVED MAY NOT BE ALLOWED TO TAKE THE CFM EXAM.**

Upon receipt, review and approval of a complete application by TFMA, the applicant will be eligible to take the ASFPM/TFMA certification exam to be offered at the TFMA conferences and at other approved locations. All applicants, regardless of experience, must be TFMA members and score 70% or higher on the CFM exam, which measures a person's knowledge of a community's responsibilities under the National Flood Insurance Program (NFIP) and related floodplain management topics.

The exam may cover, but not be limited to, such topics as: the Overall Context of Floodplain Management; Floodplain Mapping; NFIP Regulatory Standards; Regulatory Administrative Procedures; Flood Insurance; Flood Hazard Mitigation; and the Natural and Beneficial Functions of Floodplains. All test results will be held in strict confidence. The TFMA will adopt the ASFPM Exam Hosting and Proctoring policy and a photo ID is required for pre-approved applicants to take the proctored exam. Exams developed by ASFPM will be used.

It shall be the policy of TFMA to comply with the Americans with Disability Act of 1990 (28 CFR Part 36). Special arrangements may be made available to applicants for certification at the examination site by submitting a written request to TFMA with a letter from a licensed physician or health care specialist knowledgeable of the requester'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 and unreasonable burden to TFMA. TFMA 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 accommodations must be sent to the Texas Floodplain Management Association, and received by TFMA not less than thirty (30) days prior to the date of the examination. Late requests for an accommodation may not be honored.

Exam results shall be emailed to the address of record provided on the application. Results will be emailed within two weeks of TFMA receiving the exam materials in the Executive Office.

Applicants who pass the exam with 70% or higher will be assigned a certification number and will receive a certificate which conveys to them the title of CFM®. TFMA may also send a letter describing the applicant's achievement to the applicant's supervisor.

Applicants who fail to pass the exam with 70% or higher will be eligible to retake the exam within one year and must submit the Retake Exam Application and Retake Exam Fee. Retake fees to retake the exam are only available within one year of the original exam. Retakes beyond one year of the original exam are considered a new application and fee.

## **VII. CERTIFICATION**

- A. The following requirements pertain to the certification and renewal of floodplain managers under TFMA's CFM® Program:
1. Upon completion of the above requirements, and payment of appropriate fees, applicants will be awarded a certificate and be designated a CFM®. A pocket card will be issued upon request. The certification will remain in effect until December 31 following the date of issuance. The certification year shall be from January 1 to December 31.



**a. CFM Stamp**

1. A CFM Stamp may be obtained with a special order form provided by TFMA. This stamp will show the certification holder's name, certification number, and the title "Certified Floodplain Manager" with space for signature.
  2. The CFM stamp shall only be used in the following situations:
    - i. to document a floodplain action within an individual area of expertise such as the issuance or denial of a floodplain development permit,
    - ii. a FEMA Elevation Certification Section G, or
    - iii. correspondence, plans, or reports that document a floodplain management action.
  3. The certification holder's stamp signature and certification number may be placed on the document provided the CFM prepared or directed and controlled the preparation of the written materials.
  4. The CFM stamp may not be used in any unprofessional, derogatory, or frivolous manner which discredits the individual, ASFP, or an Accredited State.
  5. No person may use or place a stamp on a document if the certification of the CFM has expired, been suspended, or has been revoked.
  6. The affixing or imprinting of the CFM stamp on a document shall not infer or imply that ASFP or the Accredited State approves or endorses the floodplain management action. ASFP and the Accredited States shall not be liable for any direct, indirect, consequential, special, or other damages resulting from any stamped floodplain management action.
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2. At the end of the initial and subsequent certification periods, each CFM must submit a renewal to TFMA. Each year, at least 2 months prior to the renewal deadline of December 31, a reminder e-mail or letter discussing the CEC requirements and renewal process will be sent. This information will also be posted on the TFMA website. The renewal will be utilized to update each CFMs credentials and to document completion of the required CECs. A renewal fee is required to be paid. When these conditions are met, a renewal card for the following calendar year (12 months) will be issued to the CFM upon request.
  3. CFMs who have not requested renewal by January 15 of the renewal year (15 days after their certification expires) will be notified by the TFMA Executive Office via U.S. Postal certified mail to submit CEC documentation and late fees on or before February 28. The period January 1 through February 28 constitutes a 2-month grace period.
  4. CFMs who have failed to respond to the renewal process will be decertified, and thereafter, be required to complete a new application package, pay the initial application fee, and take the CFM exam again in order to regain certification. Plus, a CFM who fails to renew under the renewal process will not be allowed to re-apply and take the exam for a period of 6 months following

decertification. If special circumstances prevent timely renewal, the Certification Committee will consider a waiver of these requirements on an individual basis.

5. In the event an application for certification or renewal is denied, the applicant has the right to appeal the decision of the Certification Committee. Such appeals must follow the guidelines as described in Section X of the Charter.
  6. A CFM may request a one-year extension to the renewal date when that CFM has been unable to satisfy the continuing education requirements because of special circumstances, including but not limited to active duty in the military, medical condition, maternity or paternity leave, natural disaster, or other cause beyond the CFM's control. Changing jobs or lack of training funds are not grounds for requesting an extension.
  7. Procedures to request an extension:
    - a. A request for extension must be submitted in writing to the TFMA Executive Office. The request must include a description of the special circumstances which justify the request and include all necessary and applicable documents supporting the request.
    - b. The request will be reviewed by the Certification Committee, who will recommend approval or denial, along with appropriate deadlines, to the TFMA Board of Directors. The Certification Committee or Board of Directors may request additional documentation from the CFM before rendering a decision.
    - c. The request will be reviewed and approved or denied by the TFMA Board of Directors.
  8. An extension will be granted only to provide more time for a CFM to earn the required CECs or leniency in the required fees. The extension does not change the renewal periods or reduce the requirement or lessen the number of CECs needed for the current and subsequent renewal periods.
  9. Any decision to deny the request for an extension shall state the reasons for the denial.
  10. A CFM may appeal an adverse decision pursuant to the procedures contained in Section X of this Charter within 60 days of receipt of the decision.
  11. Notwithstanding the foregoing, the Executive Director may suspend or waive any or all renewal certification criteria where to do otherwise would create an injustice.
- B. The following requirements pertain to the decertification of floodplain managers under TFMA's CFM® Program.
1. A CFM may be decertified for failure to fulfill the requirements specified in Section VII.A.2 of the Charter by the renewal date.

2. CFMs who have failed to respond to the renewal process will be decertified, required to surrender their CFM Stamp, (if applicable) and thereafter, be required to complete a new application package, pay the initial application fee, and take the CFM exam again in order to regain certification. Plus, a CFM who fails to renew under the renewal process will not be allowed to re-apply and take the exam for a period of 6 months following decertification. If special circumstances prevent timely renewal, the Certification Committee will consider a waiver of these requirements on an individual basis.
3. A CFM may be decertified for unprofessional conduct if that CFM 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 or 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 manner outside of commonly recognized floodplain management practices or values;
  - d. 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
  - e. Violated the Code of Ethics.
4. Information on a CFM's unprofessional conduct must be submitted to the TFMA Executive Office in writing. No anonymous submittals will be accepted. If the President of TFMA 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.
5. If a CFM has not responded to the charges of unprofessional conduct by the specified deadline, the CFM will be decertified, and thereafter may not claim to be a "Certified Floodplain Manager" or use the ASFPM Registered Trademark CFM. The CFM will be required to complete a new application package, pay the initial application fee, and take the CFM exam again in order to regain certification; however, the CFM will not be allowed to re-apply for a minimum of one year following decertification.
6. If the CFM does submit the appropriate papers by the deadline, the procedures as described in Section X of this Charter shall be followed.

### C. REVIEW PANEL

If an application for certification or renewal is denied or a CFM challenges the basis for decertification, the person may appeal to the TFMA Board of Directors, according to the guidelines specified below. An appeal is a request for review of a decision by the TFMA Certification Committee. An appeal may be made only on the grounds that the decision was in conflict with this Charter. All actions related to unprofessional conduct or requests for renewal extensions shall be reviewed by TFMA Board of Directions before any action is taken by the Board.

## VIII. CONTINUING EDUCATION CREDIT (CEC) REQUIREMENTS.

As stated in the above section, all CFMs must meet the continuing education requirements for renewal. The Certification Committee has determined how many credits of continuing education will be required. During the “first year” when an individual becomes certified as a CFM, the required number of continuing education credits (CECs) shall be six (6), if the CFM becomes certified prior to June 30. There are no “first year” CEC requirements for individuals that become certified after July 1. Beginning January 1 after an individual has become certified the annual CEC requirements are as follows:

The required number of continuing education credits shall be eight (8) CECs during the period from January 1 to December 31 of each year. A CFM can accumulate a maximum of 12 CECs in the calendar year and a maximum of four (4) CECs can be carried over into the following year to satisfy the minimum of eight (8) CECs for the calendar year. The Certification Committee defines continuing education credits as one (1) CEC per hour of instruction of **directly related** floodplain management subject as defined in the CEC document and on ASFPM’s webpage [www.floods.org](http://www.floods.org).

The continuing education requirements can be met by attending TFMA’s Annual Conference or other training programs offered by TFMA, the State of Texas, FEMA and/or Department of Homeland Security, ASFPM, or other agencies and organizations approved by the Certification Committee.

The Association of State Floodplain Managers (ASFPM) requirements for a nationally recognized CFM are the minimum requirements for the TFMA CFM<sup>®</sup> Program. If the CEC requirements for ASFPM exceed the TFMA CFM Program CEC requirements listed above, the ASFPM CEC requirements will become the TFMA CFM<sup>®</sup> Program requirements.

## **IX. NATIONAL ACCREDITATION & DISCLAIMER**

Any person granted certification under this Texas CFM<sup>®</sup> Program after May of 2000, will be recognized by ASFPM as an accredited CFM<sup>®</sup>. This recognition shall be valid in all states except those with their own accredited program. States with their own accredited program will determine the conditions of reciprocity in that state.

In the event the Texas Certified Floodplain Manager Program would cease to exist, all Texas CFMs agree to relinquish their State Certification and not hold TFMA, ASFPM or any other organization or agency responsible for such program termination. TFMA will work with ASFPM to transfer CFM certification to their program. If the CFM Program is continued by another state organization or state agency, certification will be transferred to such organization or agency.

## **X. APPEALS PROCEDURE**

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

1. Substantial errors were made in processing the material.
2. Committee's guidelines were not followed.
3. Candidate disagrees with evaluation and files an appeal.

### **A. Procedures for Initiating an Appeal**

If an applicant wishes to appeal the decision of the Certification Committee, the applicant must request an appeal, in writing, within 60 calendar days of being notified of the Certification Committee's actions. The appeal and accompanying documentation should be sent to the attention of the President of the TFMA Board of Directors. The following materials are to be enclosed with the letter requesting an appeal:

1. A copy of the decision being appealed and any other pertinent documentation;
2. 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
3. There is no fee for a request for a renewal extension or a review of a charge related to unprofessional conduct.

### **B. Procedure for Reviewing an Appeal**

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

1. The TFMA Board of Directors will acknowledge receipt of the materials in writing and indicate if additional materials are needed from the appellant. Such acknowledgement will occur within 60 days of the date of the postmark of the appeal request.
  - a. The TFMA Board of Directors, less those Board members that also serve on the Certification Committee, will investigate the appeal.
  - b. The TFMA Board of Directors (as modified above) will make its decision based on the review of the materials and 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.
  - c. After the TFMA Board of Directors (as modified above) reviews the materials and completes any interviews (within 60 days of the date of postmark of the appeal request), it shall render a decision to uphold or deny the appeal.
  - d. Within 60 days of receipt of all requested materials, TFMA Board of Directors (as modified) will prepare a summary report of its findings. The report 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 President of TFMA Board of Directors before the TFMA Board of Directors takes action.
  - e. Upon review of any additional information, the TFMA Board of Directors will make the final decision. The Certification Committee and the appellant will be notified by certified mail within 10 days of the TFMA Board of Directors decision.
  - f. The decision of the TFMA Board of Directors (as modified) is binding.

## **XI. RECORD KEEPING**

The TFMA Executive Office shall keep a record of all meetings, applications, certifications granted, certifications denied, and appeals. An annual report shall be made to the TFMA Board of Directors. Individual test results and application materials will be kept confidential.

## **XII. SCHEDULE OF FEES**

In order to cover the costs of administering the CFM<sup>®</sup> Program, fees will be collected for specific actions. All checks shall be made out to TFMA and shall be deposited in the TFMA account. The TFMA Board of Directors will establish fees for application, certification, exam, renewals, appeals, and late fees.

Additional fees may be established as the CFM<sup>®</sup> Program progresses and said fees do not cover expenses required to administer the program.

### **XIII. RECIPROCITY**

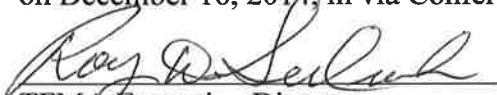
TFMA will recognize and grant reciprocity only to individuals that are CFMs in good standing with the ASFPM-administered CFM<sup>®</sup> Program, or with an ASFPM State Chapter whose CFM<sup>®</sup> Program has been approved and accredited with ASFPM. Individuals can apply to TFMA for reciprocity by contacting the TFMA Executive Office.

### **XIV. NON-DISCRIMINATION**

It is the policy of ASFPM and TFMA not to discriminate against any applicant for certification or renewal, because of race, color, creed, age, religion, sex, physical condition, ancestry, handicap, developmental disability, sexual orientation, arrest or conviction record or national origin.


## **XV. BOARD APPROVAL**

This charter of the Texas Floodplain Management Association Certified Floodplain Manager Program is hereby approved by the TFMA Board of Directors by vote taken on December 16, 2014, in via Conference Call of the Board.

  
TFMA Executive Director

  
Date

  
Certification Committee Chair

  
Date

Witness:

  
Signature

  
Date

  
Printed Name