

APPLICATION PACKAGE

For the
TEXAS
CERTIFIED FLOODPLAIN
MANAGER PROGRAM (CFM®)



Administered by the

Texas
Floodplain Management
Association (TFMA)

TEXAS FLOODPLAIN MANAGEMENT ASSOCIATION
CERTIFIED FLOODPLAIN MANAGER EXAM APPLICATION

Dear Applicant:

Attached is an application packet for registration as a Certified Floodplain Manager through the Texas Floodplain Management Association's *Certified Floodplain Manager Program*. Please complete all necessary forms, the initial TFMA CFM® certification will be awarded upon successful completion of four steps:

1. Become a member of TFMA.
2. Verification of applicant credentials,
3. Proof fees have been paid,
4. Passing exam with a grade of 70% or higher.

In order to facilitate the processing of your application in a timely manner, please remember to include:

- \$150.00 Application Fee.
- Complete the Application Form
 - General Information Section
 - Experience Section
 - Education Section
 - (High school education or GED a minimum)
 - (Must document highest level of education)
- Acknowledgment & Disclaimer Form;
- Code of Ethics
- Supervisor Employment Affidavit Form
- Current Member of Texas Floodplain Management Association (\$50)
- **Return pages 4-10 only**

Record/update address and/or employment changes immediately on your membership profile on the TFMA website. *All Information provided is kept confidential by TFMA and is for record keeping only.*

Thank your applying to become a Certified Floodplain Manager (CFM®) and best of luck!

Applications can be emailed to: TFMA@tfma.org

If you choose to mail in your application (will delay the process), mail your completed packet to:
Texas Floodplain Management Association
2006 S. Bagdad Road, Suite 120
Leander, TX. 78641

TEXAS FLOODPLAIN MANAGEMENT ASSOCIATION

CERTIFIED FLOODPLAIN MANAGER (CFM®) FEES

The following fees have been established by TFMA:

Application Packet & Exam	\$150
Annual Membership	\$ 50
Annual CFM® Recertification	\$ 50
Late Fee	\$ 65 (December 31, 5:00 pm CST)
Retake Exam	\$ 85 (ASFPM exam fee)

APPROVAL OF FORMS AND FEES MUST BE PAID PRIOR TO TAKING THE EXAM

Approval Prior to Exam: All necessary documentation and all fees must be submitted to the TFMA Executive Office two weeks prior to taking the CFM® exam. If application and fees are not submitted and approved prior to the exam, you will not be able to take the exam on the scheduled date.

No Show for Exam: If you submit all the necessary documentation and fees prior to the exam, but do not show to take the exam, fees will not be refunded by TFMA. Candidates will need to pay the \$85 ASFPM exam fees.

Exam Preparation: The *Exam Preparation Guide for the Certified Floodplain Manager Program* is a list of references which may be useful in studying and preparing for the exam. The Exam Preparation Guide and other study materials can be found on our website, Step 3 of the CFM Information Tab.



**TEXAS FLOODPLAIN MANAGEMENT ASSOCIATION
CERTIFIED FLOODPLAIN MANAGER EXAM APPLICATION**



Last Name _____ First _____ Middle _____ Maiden _____

Test Method: ____ At testing Facility ____ In-home/In-office

Group digital Exam Location _____

Name to appear on Certificate if different from above: _____

Job Title _____

Employer _____

Work Address: _____
(Street or Box Number)

(City) (State) (Zip)

Home Address: _____
(Street or Box Number)

(City) (State) (Zip)

Please send correspondence to my Home Work address.

Work Phone (____) _____ Home Phone (____) _____

Required *Mark N/A*

Cell (____) _____ E-mail _____

Alternate E-Mail: _____

Please check all of the following areas of floodplain management in which you are involved:

- | | | |
|---|--|---|
| <input type="checkbox"/> Coastal Management | <input type="checkbox"/> Code Enforcement | <input type="checkbox"/> Community Rating System |
| <input type="checkbox"/> Emergency Management | <input type="checkbox"/> Engineering | <input type="checkbox"/> Environmental Management |
| <input type="checkbox"/> Hazard Mitigation | <input type="checkbox"/> Insurance | <input type="checkbox"/> Planning & Zoning |
| <input type="checkbox"/> Public Education | <input type="checkbox"/> Stormwater Management | |
| <input type="checkbox"/> Water & Wastewater Systems | | |

TFMA Office Use Only:

Paid online: _____ **Date:** _____ **Amount: \$** _____

Check # _____ **Date Received** _____ **Amt. of Check: \$** _____

Date of Exam _____ **Score** _____ **CFM#** _____

Exam Location: _____

List other State or association registrations, certifications or licenses held by you:

Have you previously been registered as a Certified Floodplain Manager either through TFMA or ASFPM or another State Certification Program?

YES NO If YES, please provide registration number and name if different from above:

Certifying Organization/State: _____

List all Professional Associations that you maintain membership with:

Have you ever held any elected office in any of the above listed associations?

YES NO If YES, please list office held, name of association and term of office:

EDUCATION

Education

Degree(s)	Major(s)	Year(s)
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Check the highest education:

- GED High School Tech & Vocational Some College
 Bachelor's Masters PhD

Do you have training in water resources, hydrology, and hydraulics? YES NO

EXPERIENCE

Current Employment

Employer name: _____

Job Title: _____

Date of Employment: From (Month/Year) _____

Name of Supervisor: _____

Job Title: _____

Telephone Number: (____) _____ Fax Number: (____) _____

- Employer Type:**
- | | |
|--|---|
| <input type="checkbox"/> Local Government | <input type="checkbox"/> State Government |
| <input type="checkbox"/> Regional Government | <input type="checkbox"/> Federal Government |
| <input type="checkbox"/> Private-Services | <input type="checkbox"/> Private - Products |
| <input type="checkbox"/> Academia | <input type="checkbox"/> Other: |

Have you ever been involved in any special floodplain management or mitigation project which resulted in a reduction in flood hazard within your community?

YES NO If YES, please describe project, date and location:

Is Floodplain Management your primary responsibility with your employer?

YES NO If YES, describe your primary responsibility and % of time devoted to Floodplain Management.

PREVIOUS WORK EXPERIENCE

NOTE: If you have additional work experience to document, please photocopy this page prior to completing, and attach as many copies of this section as needed to cover your complete work history as it pertains to floodplain management.

Have you had additional work experience other than the employment listed above?

YES NO If YES, please complete the following section. If NO, please continue to the next section of the application.

Employer: _____
Address: _____

Your Job Title: _____
Briefly Describe Job: _____

Date of Employment: From (Month/Year) _____ To: _____
Reason for leaving: _____

Immediate Supervisor's Name: _____
Supervisor's Telephone: (_____) _____ Fax Number: (_____) _____

Employer: _____
Address: _____

Your Job Title: _____
Briefly Describe Job: _____

Date of Employment: From (Month/Year) _____ To: _____
Reason for leaving: _____

Immediate Supervisor's Name: _____
Supervisor's Telephone: (_____) _____ Fax Number: (_____) _____

Employer: _____
Address: _____

Your Job Title: _____
Briefly Describe Job: _____

Date of Employment: From (Month/Year) _____ To: _____
Reason for leaving: _____

Immediate Supervisor's Name: _____
Supervisor's Telephone: (_____) _____ Fax Number: (_____) _____



TEXAS FLOODPLAIN MANAGEMENT ASSOCIATION
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ACKNOWLEDGMENT & DISCLAIMER

In making application to the Certified Floodplain Manager Program for professional certification as a floodplain manager, I have read and agree to abide by the “Certified Floodplain Manager Program” and the rules and procedures as adopted by the Texas Floodplain Management Association and its Training/Certification Committee. I also agree to complete all application requirements, provide necessary documentation, and take all examinations as may be required for the processing of my application. Upon my registration as a Certified Floodplain Manager, I agree to be bound by the conditions of recertification as contained in the CFM® Program. I further understand that the fee submitted with this application is non-refundable and the materials submitted for consideration become the property of TFMA and are non-returnable. I am sure of the schedule of fees and understand that additional fees must be paid to keep my certification current. I also recognize that I must meet the continuing education requirements, keep my membership in TFMA current, and complete recertification documentation online to renew and keep my certification active.

The certification program established by TFMA is approved by the Association of State Floodplain Managers, Inc. (ASFPM) and is accredited as a viable state certification program. I agree to hold the Texas Floodplain Management Association and the Association of State Floodplain Managers, Inc., its members, officers, agents, and examiners free from any damage or claim for damage or complaint by reason of any action they or any one of them take in connection with this application, the attendant examination, the grades with respect to any examination, the failure of the Association(s) to register me as a Certified Floodplain Manager and any other aspect of the CFM® Program. I hereby grant permission to the Texas Floodplain Management Association and its Training/Credentialing Committee to seek any information or references it deems fit in securing my credentials pertinent to this application. The same permission is granted to ASFPM.

I further agree that if registered as a Certified Floodplain Manager, upon the revocation, suspension, or cancellation of my certification by action of the TFMA or ASFPM, I shall return my certificate, CFM®Seal and any other items issued as part of the CFM® Program to Texas Floodplain Management Association or to Association of State Floodplain Managers if so directed.

The information, which I have provided in this application, is truthful. I understand that providing false information of any kind may result in the voiding of this application, and my failing to be registered as a Certified Floodplain Manager or the revocation of my certification. I also understand that all information provided as part of this application will remain strictly confidential unless authorized by me in writing to release the information to a requesting party. In the event that TFMA dissolves or is no longer involved in the CFM® Program, it is my understanding that my records will be transferred to ASFPM, Inc. unless the CFM® Program is continued by another state organization or state agency, and I give my permission for the transfer of my records to such organization or agency.

Signature

Date



TEXAS FLOODPLAIN MANAGEMENT ASSOCIATION CERTIFIED FLOODPLAIN MANAGER EXAM APPLICATION

CODE OF ETHICS

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.
- 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.

Signature

Date



CERTIFIED FLOODPLAIN MANAGER PROGRAM **DECERTIFICATION ACKNOWLEDGEMENT FORM**



A copy of this signed document must be submitted with the Certified Floodplain Manager (CFM®) application.

A. A CFM may be decertified for failure to fulfill the requirements specified in TFMA’s Charter by the renewal date.

B. A CFM may be decertified for unprofessional conduct if he/she has:

- (1) Been convicted of a crime or any felony directly related to his or her professional duties.
- (2) 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.
- (3) 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 acceptable practices or values.
- (4) 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.
- (5) Violated the Code of Ethics listed in TFMA’s Charter.

C. 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.

D. If a CFM has not fulfilled the renewal requirements by the renewal date or 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 fees, take the CFM exam again and obtain a passing score of 70% or better in order to regain certification.

E. If the CFM does submit the appropriate papers by the deadline, the procedures in TFMA’s Charter shall be followed.

In signing this document, I acknowledge that I have carefully read and fully understand the foregoing decertification policy and procedure, and I voluntarily accept its application to my continued standing as a Certified Floodplain Manager.

Signature

Date