

## **Nationally Accredited Certified Floodplain Manager (CFM) Program**

A person granted certification under this Texas CFM Program is recognized by ASFPM as an accredited CFM. This recognition is valid in all states except those with their own accredited CFM Program. States with their own accredited CFM Program will determine the conditions of reciprocity in that state.

As part of maintaining TFMA Certification status, the Certified Floodplain Manager (CFM) must stay abreast of floodplain management policies and concepts to help reduce the state's losses, and protect and enhance the natural resources and functions of its floodplains. TFMA's Certification Committee must review Continuing Education Credits (CECs) and the type of training eligible for CEC credit.



### **Texas Floodplain Management Association**

Executive Office  
P.O. Box 90367  
Austin, Texas 78709-0367

Phone: 512-892-2459  
Fax: 512-892-2480  
E-mail: [tfma@earthlink.net](mailto:tfma@earthlink.net)

## **TFMA'S Nationally Accredited Certified Floodplain Manager (CFM) Program**



[www.tfma.org](http://www.tfma.org)

## How Many Continuing Education Credits do I need each year?

During the "first year" when an individual becomes certified as a CFM the number of continuing education credits shall be:

- Six (6) if the CFM is certified before June 30th
- Zero (0) if the CFM is certified after July 1

Beginning January 1 after an individual becomes certified the annual CEC requirement are as follows:

- Eight (8) CEC's each year (Jan. 1- Dec. 31)

A maximum of twelve (12) CEC's can accumulate in one calendar year and a maximum of four (4) CEC's can be carried over into the following year to satisfy the minimum of eight (8) CEC's per calendar year.

## What is a Continuing Education Credit?

The Certification Committee defines Continuing Education Credits (CECs) as:

- One (1) CEC credit per hour of instruction of directly related floodplain management
- One half (0.5) CEC credit per hour of instruction related to parallel or indirect subject matter

To ensure that you receive full credit for attendance, get your courses/workshops pre-approved by the TFMA Certification Committee. CEC's are further outlined in the CEC document on ASFPM's web-site

[www.floods.org](http://www.floods.org).

## CFM Annual Renewal Process

At the end of the each calendar year, every CFM must submit an application to TFMA for renewal post marked no later than December 31st. By November of each year, approximately 2 months prior to the renewal deadline, CFM's will receive a reminder email or letter discussing the CEC requirements and CFM renewal process. ALL CFMs are required to renew their certification regardless of receipt of letter or e-mail. It is the CFM's responsibility to review the instructions on the TFMA web-site, notify the Executive Office of any address changes, and submit all required information by December 31st to the TFMA Executive Office.

A CFM who has not requested renewal by January 15 of the renewal year (15 days after the certification expires), will be notified by the Certification Committee via U.S. Postal certified mail to submit CEC documentation and fees on or before February 28. If a CFM fails to make an application for renewal within two (2) months of the required renewal date (by February 28), he/she shall be decertified, and thereafter required to complete a new application package, pay the initial application fee and take another test in order to regain certification.

## What to Submit Annually

Each year all CFM's are required to submit the following information to the TFMA Executive Office in order to maintain his/her CFM accreditation.

- TFMA Membership/CFM Recertification Form
- \$55 Fee for TFMA Membership & CFM Renewal
- CEC Summary Verification Form listing all courses & workshops
- Supporting Documentation for each CEC including Certificates of Completion, Pre-Approval letters, etc.

## Information on the Website

Copies of all CFM forms, more detailed information about "What to Submit" and other CFM information can be found on the Certification Page at [www.tfma.org](http://www.tfma.org).

## I need CECs. Where Can I go?

The continuing education requirement can be met by attending TFMA Conferences or other training programs offered by TFMA, the State, FEMA, Association of State Floodplain Managers (ASFPM), or other agencies and organizations approved by the Certification Committee.

TFMA lists training opportunities on its web-site along with the number of CEC's available for all pre-approved courses. Also, the Executive Director frequently e-mails the membership regarding upcoming opportunities.

## Reciprocity for CFM's

TFMA will recognize and grant reciprocity only to individuals that are CFM's in good standing with the ASFPM-administered CFM Program or with an ASFPM State Chapter who's CFM Program has been approved and accredited by ASFPM. Individuals can apply to TFMA for reciprocity by submitting a TFMA/CFM Application and the required TFMA annual CFM renewal fee. Reciprocity will not be approved until the individual's CFM records have been received and approved by the TFMA Certification Committee.