POLICY MANUAL
for the
CERTIFIED FLOODPLAIN MANAGER PROGRAM
(CFM® Program)
Effective July 1, 2014

Administered by the
ASSOCIATION OF STATE FLOODPLAIN MANAGERS, Inc.

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1. Reciprocity

ASFPM Certification Program Policy: Accredited Chapters	PPN: 08_010
	Effective Date: 7/1/2014
	Supersedes: Charter 10/1/2009

Purpose: To establish a Policy for ASFPM Chapters who are accredited to offer and administer the National CFM® Program.

Scope: This policy applies to Chapters that have been approved and have entered into an annual Memorandum of Agreement with the ASFPM.

Background: The evolution and establishment of the national CFM® Program occurred, in many instances, after or at the same time as some Chapter CFM® Programs.

Definitions: N/A

Policy: It shall be the policy of the ASFPM to enter into annual agreements with the Chapter states of North Carolina, Arkansas, Oklahoma, New Mexico, Texas and Illinois to accredit them to administer the national exam and award CFM® recognition and renewals to persons meeting the criteria established by CBOR and residing in their state. It shall also be the policy to limit accreditations to only these so-named Chapters. These Chapters shall be called an ASFPM Accredited Chapter for the Certified Floodplain Manager (CFM®) Program.

Procedure:

1. **Awarding CFM® designations:**
   a. A CFM® certification can be awarded directly by an ASFPM Accredited Chapter that has been accredited by the ASFPM Certification Board of Regents (CBOR). This certification, although issued by the appropriate Chapter, is entitled to include a statement that it is "ASFPM accredited." A Chapter which is accredited, can contract with ASFPM to perform the administration of the chapter CFM® program.
   b. A person awarded an ASFPM accredited certification under an Accredited Chapter program might not be recognized as an ASFPM accredited CFM® in other states with an Accredited CFM® Program. Chapters with an ASFPM accredited CFM® Program will determine the conditions for reciprocal certification in that state.

2. **ASFPM Accredited Chapter Certified Floodplain Manager Programs**
   a. There will be no additional Accredited Chapters with their own CFM® Program.
   b. Chapter accreditation must be renewed each year. Submittal of a renewal application and review of the certification program by the CBOR will be required for re-accreditation. The CBOR or Executive Office will periodically audit an accredited program to ensure that it is being adequately administered. ASFPM Chapters that have an accredited certification program are eligible to add the "ASFPM Accredited" designation to the floodplain manager certifications it awards in its jurisdiction.
   c. Fees for ASFPM accredited Chapters with Certification Programs shall be subject to an annual renewal of accreditation fee of $300.

3. **Audits of the Accredited Chapter CFM® Programs**
   a. Starting January 1, 2008 the Accredited Chapter being audited will reimburse the ASFPM Executive Office Representative's travel expenses. The Executive Office will invoice the accredited Chapter after the audit. For the auditing of the states where ASFPM administers the program, those states will need to pay expenses to send their Representatives to the ASFPM Executive Office for the audit.

ADOPTED BY THE BOARD OF DIRECTORS ON OCTOBER 1, 2009
REVISED BY THE BOARD OF DIRECTORS ON JUNE 1, 2014

ASFPM Certification Program Policy: ADA/Special Needs	PPN: 08_020
	Effective Date: 7/1/2014
	Supersedes: Charter 10/1/2009

Purpose: To comply with Federal, State and local laws.

Scope: This policy applies to potential CFM® Exam takers.

Background: The Association of State Floodplain Managers, Inc. acknowledges the need and desirability to provide reasonable accommodations to prospective applicants for certification and recertification with a qualified disability.

Definitions: N/A.

Policy: It shall be the policy of the ASFPM to comply with the Americans with Disability Act of 1990 (28 CFR Part 36) and in compliance with ASFPM Procedures.

Procedure:
Special arrangements may be made available to applicants for certification at the examination site by submitting a written request to the Association 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 the Association. The Association 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 Association of State Floodplain Managers, Inc., and received by the Association not less than thirty (30) days prior to the date of the examination. Late requests for an accommodation may not be honored.

ADOPTED BY THE BOARD OF DIRECTORS ON OCTOBER 1, 2009
REVISED BY THE BOARD OF DIRECTORS ON JUNE 1, 2014

ASFPM Certification Program Policy: Appeals – Decertification	PPN: 08_030
	Effective Date: November 10, 2015
	Supersedes: Charter 10/1/2009

Purpose: To establish an appeals policy and procedure for decertified CFMs.

Scope: This policy applies to all CFMs.

Background: There are several situations where a CFM® may be decertified, including but not limited to, non-renewal, non-payment, failure to comply with continuing education credit requirements, or an infraction such as non-compliance with the Code of Ethics. There may also be other circumstances where the ASFPM Board of Directors or the Certification Board of Regents may elect to decertify an individual.

Definitions: N/A.

Policy: It shall be the policy of ASFPM to develop procedures for appeals of decertification. Exam results are not eligible for appeal.

Procedure: If a CFM® challenges the basis for decertification, the person may appeal to the CBOR. An appeal is a request for review of a decertification. An appeal may be made only on the grounds that the decision was in conflict with Policy. All appeals shall be reviewed by a CBOR Review Panel before action is taken by the CBOR.

A. Initiating an Appeal

The appellant must submit an appeal in writing to the CBOR at the ASFPM Executive Office within 90 calendar days of the date of the decertification letter.

The following materials must be submitted with an appeal:

(1) A copy of the decertification letter;

(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) Any other pertinent information or documentation;

B. CBOR Review Panel

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

(1) The Executive Office will acknowledge receipt of the materials. Such acknowledgment will occur within 10 days of the date of the receipt of the appeal. The Executive Office will forward the materials to the CBOR President.

(2) The CBOR President shall select three CBOR members to form a Review Panel for review of the case.

(3) The Review Panel shall consider all materials submitted, including any statements from witnesses. The Review Panel may contact the CFM®, witnesses, and, in the case of unethical conduct, the person who submitted the charges.

(4) Within 60 days of receipt of all requested materials, the Review Panel will prepare a summary report of its findings. The report will be submitted to the CBOR President.

(5) The CBOR President will transmit the review panel findings and recommendations to CBOR. The CBOR President will request concurrence of Regents with the review panel's decision.

(6) Upon concurrence of the Review Panel's report, the appellant will be notified by certified mail within 10 days of the CBOR's final decision.

ADOPTED BY THE BOARD OF DIRECTORS ON OCTOBER 1, 2009
AMENDED BY THE BOARD OF DIRECTOR ON November 10, 2015

ASFPM Certification Program Policy: Application for CFM® Certification	PPN: 08_040
	Effective Date: October 1, 2018
	Supersedes: July 1, 2014

Purpose: To establish the policy and procedure for obtaining a CFM® certification.

Scope: This policy applies to all applicants and potential applicants.

Background: The CFM® programs intent was to assess and acknowledge a base level of competency in floodplain management. Applicants seeking this designation must comply with policies to obtain and maintain certification.

Definitions: N/A

Policy: It shall be the policy of the ASFPM to award the initial ASFPM Certified Floodplain Manager certification upon successful completion of three steps: (1) submitting completed application and fee; (2) submitting an Employment Verification Form; and (3) receiving a grade of 70% or higher on the certification exam. There is no provision for honorary CFM® designations.

Procedure:

1. **Application-** Any person not residing in a state with an accredited chapter and wishing to become a CFM® will apply directly to the ASFPM by obtaining an application, completing the application, and returning it to the ASFPM with the appropriate fee. The application will require basic information regarding the applicant's identity and one written 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 the ASFPM. The applicant shall further agree to abide by the Code of Ethics.

2. **Address of Record-** Certification will be administered according to the permanent home address of the applicant.

3. **References-** An 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. The contact on the Form or letter will be notified of the applicant's successful certification.

4. **Exam-** Upon receipt, review, and approval of a complete application by the ASFPM, the applicant will be eligible to take the ASFPM certification exam to be offered at the ASFPM annual conference and other approved locations as approved and specified by the CBOR within the US and its territories. All applicants, regardless of experience, must pass the 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. Applicants who obtain certification will be notified in writing. A certification number will be assigned to the individual and the appropriate certificate will be issued, designating the applicant as an "ASFPM Certified Floodplain Manager". Applicants who fail the exam will also be notified in writing. They will be eligible to retake the exam within one year or at the next ASFPM annual conference 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, or by the annual ASFPM conference. Retakes beyond these dates are considered a new application and fee.

ADOPTED BY THE BOARD OF DIRECTORS ON OCTOBER 1, 2009
REVISED BY THE BOARD OF DIRECTORS ON JUNE 1, 2014
REVISED BY THE BOARD OF DIRECTORS ON SEPTEMBER 18, 2018

ASFPM Certification Program Policy: Continuing Education Credits (CEC)	PPN: 08_050
	Effective Date: May 31, 2026
	Supersedes: July 7, 2015

Purpose: Continuing education is a key component in establishing that a Certified Floodplain Manager (CFM) is a credible, up-to-date, informed professional who continues to exemplify their competency in the most current floodplain management techniques, legislation, and practices. The continuing education requirement improves recognition of CFMs as subject matter experts in the field of floodplain management demonstrating a standard of knowledge across the country and strengthening floodplain management associations.

Scope: This policy applies to all CFMs (including retired, non-employed, and non-practicing CFMs).

Background: ASFPM requires that CFMs must continually improve their education and knowledge regarding floodplain management in order to renew their certification. The Continuing Education Credit (CEC) policy has been in effect since the creation of the CFM program.

Definitions:
Certification Period – 2-year certification cycle for which a CFM is considered active and in good standing.

Virtual Learning - Virtual learning includes courses, training, conferences or learning events that are not held in a face-to-face environment, such as self-study or online courses, webinars, virtual training/courses, and other learning events held "at a distance" or in multiple sites linked via correspondence, email, virtual event software, Internet, video conferencing, chat, instant messaging, and/or phone. Virtual learning must be an educational and informational learning activity with the purpose of 1) expanding knowledge, 2) developing understanding, 3) enhancing skills, and 4) influencing a change in behavior. Virtual learning is NOT a conference call or virtual meeting to conduct standard business. Up to one CEC will be credited for virtual learning, regardless of the length of the session. An agenda and proof of completion must be submitted with the application for credit. Committee, Chapter, Association, Policy, or work conference calls are not considered to be virtual learning.

Virtual Training - Virtual Training is defined as an activity that meets all the requirements of virtual learning above, with the addition of learning objectives and a learning check. A learning check is defined as any form of question and answer in which the participant must generate feedback, including formal exams, follow-up email responses, real-time webinar polls, etc. One CEC will be credited for every hour of virtual training completed. Participants must satisfactorily complete the learning check to receive full credit for virtual training. If the learning check is not completed, participants will receive a maximum of 1 CEC for completion of virtual learning regardless of the length of the session.

CEC Requirement: CFMs must obtain 16 CECs over the course of their 2-year certification period. Continuing education must be verifiable. Credit may only be claimed once per certification period for each unique event / item (e.g. CECs will only be given credit for the first time a CFM attends / teaches a course, even if CFM attended / taught it multiple times during their certification period). A maximum of 12 CECs may be obtained according to the Schedule of CEC-eligible Activities for each unique event / item. The requirement for continuing education within the two-year period can be met through combinations of activities, including face-to-face participation, virtual learning, virtual training, and professional memberships and contributions. Public / town meetings, board / business meetings, and conference calls are not CEC-eligible activities. All activities submitted for CECs are subject to ASFPM review and final approval. CECs may only be earned following initial certification, and except for the first certification period, all CECs must be earned within the 2-year cycle immediately succeeding the expiration date of the prior certification period.

Example #1: An individual attains certification on March 1. The individual's first certification period shall commence on August 1 and expire on July 31, two (2) years thereafter. Any Continuing Education Credits (CECs) earned between March 1 and August 1 shall be credited toward the subsequent certification renewal period.

Example #2: An individual's CFM certification expires on January 31, and the individual renews certification on January 10. Any CECs earned between January 10 and January 31 shall not be credited toward the subsequent certification period. Only CECs earned after January 31 shall count toward the next certification period.

Ethics Requirement: Beginning January 1, 2027, CFMs shall complete a minimum of 1 hour of Ethics training within each certification period. Such Ethics training shall be credited towards their next certification renewal.

CEC Requirement Summary

Category	Requirement / Rule	Key Details
Total CECs Required	16 CECs per 2-year certification period	Must be verifiable; only earned after passing the CFM exam.
Certification Period	2 years	All CECs must be earned within the cycle following the previous expiration date (except first cycle).
First Certification Period Exception	CECs earned between exam date and first cycle start *do* count	Example: Certified March 1 → Cycle begins Aug 1 → CECs earned Mar–Aug count.
CEC Timing Restriction	CECs earned after renewal but before expiration *do not* count toward next cycle	Example: Renew Jan 10, expiration Jan 31 → CECs earned Jan 10–31 do *not* count.
Maximum CECs per Unique Event	12 CECs	Applies to each unique course/event/item; attending/teaching the same course multiple times does not earn additional credit.
Virtual Learning	1 CEC per event	Regardless of duration; must include agenda + proof of completion.
Virtual Training	1 CEC per hour	Must include learning objectives + learning check; without learning check, max 1 CEC.
Teaching a Course	2 CECs per hour taught	Only first instance per cycle counts.
Professional Memberships	1 CEC per membership	Max 2 per certification period; must be flood-related.
Authoring Publications	6 CECs per peer-reviewed article or ASFPM white paper	Must list CFM as author/co-author.
Ethics Requirement	Minimum 1 hour required beginning Jan 1, 2027	Counts toward the 16-CEC total.
Non-Eligible Activities	Public/town meetings, board/business meetings, conference calls	Not eligible for CECs.
Subject Matter Eligibility	Broad flood-related topics	Must reasonably relate to floodplain management competencies.

Schedule of CEC-Eligible Activities

	Activity	Eligible CEC hours (maximum of 12 CECs for any 1 activity)	Proof you should acquire and save for verification
1	ASFPM Pre-approved Courses	Varies: measured by 1 whole hour instruction = 1 CEC	Certificate of completion / attendance with date, start & end times
2	Flood-related Courses and Conferences	Varies: measured by 1 whole hour instruction = 1 CEC	Agenda with date, start & end times, & Certificate of completion / attendance
3	Flood-related Virtual Learning	One learning event = 1 CEC, regardless of duration of learning event	Agenda with date, start & end times, & Certificate of completion / attendance
4	Flood-related Virtual Training	Varies: measured by 1 whole hour instruction = 1 CEC	Agenda with date, start & end times and learning objectives, & Certificate of completion / attendance and satisfactory learning check completion
5	Membership in a flood-related Professional / Technical Association	1 CEC per membership (Max 2 per certification period)	Proof of membership from the Associations for the certification period
6	Authoring/co-authoring a peer-reviewed published journal article related to flooding or an ASFPM Technical White Paper	6 CECs per article / whitepaper	Copy of the published article / white paper noting CFM by name as author/co-author
7	Teaching a flood-related course	Varies: measured by 1 whole hour instruction = 2 CECs	Agenda with date, start & end times, course announcement / promo material identifying CFM by name as instructor

Subject Matter: ASFPM's qualifying CEC subject matter is quite broad. Anything reasonably deemed to be flood-related and/or addressing floodplain management core competencies may be considered eligible for CECs. Examples of CEC-eligible subjects / topics include but are not limited to:

Benefit-cost analysis
Building construction
Communication Skills
Conflict Resolution
Customer Service Skills
Disaster assistance procedures
Green Infrastructure
Disaster Mitigation Act 2000
Elevation certificates
Emergency management
Ethics
Facilitation Skills, Train the Trainer
Flood hazard mitigation
Flood insurance
Flooding and flood hazards
Floodplain management
Floodplain ordinance administration
Floodplain management regulations
Floodplain mapping
Floodplains and ecosystem services
Floodproofing
Land use management
Hydrology and Hydraulics
Leadership and Management Skills
Multi-objective management
Negotiation Skills

NFIP Legislation
No Adverse Impact Floodplain Management
Presentation Skills, Public Speaking
Public information programs
Stormwater management
Stream gaging
The National Flood Insurance Program
Time Management & Organizational Skills
Water quality
Water resource management
Wetlands management
Natural and Beneficial Functions

ADOPTED BY THE BOARD OF DIRECTORS, FEBRUARY 25, 2015
AMENDED BY THE BOARD OF DIRECTORS, JULY 7, 2015
AMENDED BY THE BOARD OF DIRECTORS, MAY 31, 2026

ASFPM Certification Program Policy: CFM® Stamp	PPN: 08_060
	Effective Date: 7/1/2014
	Supersedes: Guidelines 7/23/2008

Purpose: To establish a policy for the use of the CFM® Stamp.

Scope: This policy applies to all current CFMs.

Background: In benchmarking against many similar organizations with designations similar to the CFM®, CBOR created a CFM® Stamp that could be ordered from ASFPM and used by the CFM® in their professional capacity as a CFM®.

Definitions: N/A

Policy: It shall be the policy of the ASFPM to allow the use of the CFM® stamp by an individual certified by ASFPM or an Accredited Chapter in compliance as follows:

1. CFM® is a registered trademark of the ASFPM, obtained in October 2002, which is only valid for CFMs certified under the ASFPM program.

2. CFM® Stamps must meet the stamp specifications (design, size and content) approved by the Certification Board of Regents (CBOR). This stamp will show the certification holder's name, certification number, and the title "Certified Floodplain Manager" with space for signature. CFM® Stamps can be ordered from ASFPM.

3. The CFM® stamp shall only be used in the following situations:
   a. to document a floodplain action within an individual area of expertise such as the issuance or denial of a floodplain development permit,
   b. a FEMA Elevation Certification Section G, or
   c. correspondence, plans, or reports that document a floodplain management action.
   d. 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, ASFPM, 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 ASFPM or the Accredited State approves or endorses the floodplain management action. ASFPM and the Accredited States shall not be liable for any direct, indirect, consequential, special, or other damages resulting from any stamped floodplain management action.

REVISED BY THE BOARD OF DIRECTORS ON JUNE 1, 2014

ASFPM Certification Program Policy: CBOR Chapter Regent	PPN: 08_070
	Effective Date: November 10, 2015
	Supersedes: New

Purpose: The CBOR Charter dated June 1, 2014 states that the nominations of regents shall be made by the ASFPM Chair and approved by the ASFPM Board of Directors. This policy addresses the process for solicitation and recommendation of nominations to the ASFPM Chair for Chapter Regent to CBOR.

Scope: This policy and procedure applies to all eligible nominees.

Background: This policy hopes to provide a larger pool of nominees by getting people from the local level who may not yet be involved nationally.

Definitions:
ASFPM member – a member who has paid their dues in the current membership cycle;
CFM – an individual who is a current CFM and has met the criteria of the Certified Floodplain Manager program;
Chapter Regent – someone who represents and promotes the CFM Program with and among ASFPM Chapters as well as serving as a contributing Regent.
EO- ASFPM Executive Office

Policy: It is the policy of ASFPM to seek and recruit potential Regent nominations from all ASFPM Chapters to serve as CBOR Chapter Regent and provide recommendations to the ASFPM Chair for consideration and final approval by the Board of Directors.

Process:
1. The ASFPM Chapter/Training Coordinator shall request/solicit nominations from ASFPM Chapters to serve on CBOR as a Chapter Regent. Such solicitation may occur when the position becomes vacant;
2. Each Chapter may nominate one person to serve on CBOR;
3. The EO will verify the nominees meet the selection criteria and commitment time as outlined in the Roles and Expectations for Chapter Regent;
4. The President of CBOR, or designee, may participate in the review of all nominations;
5. The EO shall submit the entire slate of eligible nominees to the ASFPM Chair with any recommendations noted;
6. The ASFPM Chair will then recommend a nominee to the ASFPM Board for approval.

ADOPTED BY THE BOARD OF DIRECTOR ON November 10, 2015.

ASFPM Certification Program Policy: Code of Ethics	PPN: 08_080
	Effective Date: 7/1/2014
	Supersedes: Charter 10/1/2009

Purpose: To establish a Code of Ethics related to persons seeking a CFM® designation.

Scope: This policy applies to all applicants for the CFM® Exam and program, as well as all current CFM's and those renewing their CFM® designation.

Background: In order to maintain the high ethical standards of the profession, the CBOR discussed and created a Code of Ethics that shall be signed by everyone applying for a CFM® designation or renewal, as applicable. This code replaces the previously named Code of Professional Conduct.

Definitions: N/A

Policy: It shall be the policy of the ASFPM 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.*

Signature: _____Date:_____

Printed Name: _____

ADOPTED BY THE BOARD OF DIRECTORS ON OCTOBER 1, 2009
REVISED BY THE BOARD OF DIRECTORS ON JUNE 1, 2014

ASFPM Certification Program Policy: Confidentiality and records	PPN: 08_090
	Effective Date: 7/1/2014
	Supersedes: Charter 10/1/2009

Purpose: To establish a policy to protect and safeguard all confidential information acquired during the course of application, acquiring, or maintaining a CFM®.

Scope: This policy applies to all staff, leadership, and volunteers of ASFPM.

Background: Laws and regulations dealing with information and data privacy and security obligate ASFPM to take affirmative steps to safeguard confidential information and deal with the risks of information security and privacy breaches proactively.

Definitions: Confidential Information includes, but is not limited to: any personally-identifiable records, financial records (including social security and credit card numbers), contracts; research data; personnel records other than an individual's own personnel records; ASFPM financial data; computer passwords, ASFPM proprietary information/data; and any other information for which access, use, or disclosure is not authorized by:

- federal, state, or local law; or
- ASFPM policy or operations.

Policy: It shall be the policy of the ASFPM to comply with the following principles governing confidentiality and recordkeeping at ASFPM:

1. The legal custodian for CFM® records shall be the Executive Director or his/her designee.

2. Documents and files (both electronic and hardcopy) containing confidential information shall be accessed, used, and disclosed only with explicit authorization and only on a need-to-know basis to an employee or volunteer in order to fulfill the need of the CFM® applicant or CFM®.

3. All employees and volunteers have a duty to use available physical, technological, and administrative safeguards, in accordance with ASFPM policies and procedures, to protect the security of all confidential information in whatever form or medium.

4. Violation of this policy may result in disciplinary action being taken against the responsible employee or volunteer. Disciplinary action may include, but is not limited to, suspension, or termination of employment.

5. Upon conclusion of an employee's employment or volunteer's service, or upon request of a supervisor, employees, and volunteers will return originals and copies of all documents and files (whether electronic or hardcopy) containing confidential information to the ASFPM and relinquish all further access to and use of such information.

6. All active ASFPM CFMs files will be kept in a secured location at the ASFPM Executive Office. All non-active certification files will be kept for five (5) years and then destroyed.

7. Examination records which include but are not limited to test questions and answers, test results, general or specific data regarding test questions, reviews, changes, modifications and all other information relating to content, validation, development and administration of certification examination and process.

8. Records which contain personally identifiable information such as name, address, telephone number and social security number may be redacted by the legal custodian before release.

9. The Association reserves the right to charge a reasonable fee for location, staff time, and per page for all requests exceeding ten (10) pages. The requester may be directed to prepay the amount of the copying charge prior to the Association sending the materials.

ASFPM Certification Program Policy: Decertification	PPN: 08_100
	Effective Date: January 14, 2020
	Supersedes: September 18, 2018

Purpose: To establish the situations in which a CFM® may be decertified and how the process will occur.

Scope: This policy applies to all CFMs.

Background: Having a CFM® designation requires passing an exam, continuing education credits, timely payment of fees and adherence to the Policy: Code of Ethics. A CFM® may need to be decertified for a variety of reasons.

Definitions: N/A

Policy: It shall be the policy of ASFPM to identify situations where a CFM® may be decertified as well as notification and/or recertification procedures, as outlined below:

Reasons for Decertification

1. A CFM® may be decertified for failure to fulfill the requirements specified in the Policy: CFM® Renewal by the renewal date.

2. A CFM® may be decertified for violation of any policy of CBOR or ASFPM.

3. A CFM® may be decertified for unprofessional or unethical behavior if he/she has:
   a. Been convicted of a crime 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 action or judgment in a manner outside of commonly acceptable practices;
   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 Policy: Code of Ethics.

Notification & Communication

1. If a CFM® has not fulfilled the renewal requirements by the renewal date or has not responded to the allegations of unprofessional or unethical behavior by the specified deadline, he or she will be sent a registered letter of decertification, stating that the he/she may not classify him or herself as an "ASFPM Certified Floodplain Manager" or use the ASFPM Registered Trademark "CFM®" in any way for a period of time specified in the letter.

2. Information on a CFM's alleged unethical or unprofessional behavior shall be submitted to the ASFPM Office in writing. No anonymous submittals will be accepted. If the President of CBOR determines that a decertification may be warranted, the allegations 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 allegations.

3. If the CFM® submits the appropriate paperwork by the deadline, the procedures in the Policy: Appeals –Decertification shall be followed.

Recertification

1. A CFM® decertified for failure to satisfy the requirements specified in the Policy: CFM® Renewal, must wait 12 months from date of decertification before being eligible to take the CFM® exam.

2. A CFM® decertified for unprofessional or unethical behavior must wait a minimum of 36 months from date of decertification before being eligible to take the CFM® exam. However, at the discretion of CBOR, the circumstances which led to decertification may permanently prohibit the individual from becoming recertified.

3. Upon passing the CFM® exam and fulfilling all application requirements, the individual will receive a new certification number.

ADOPTED BY THE BOARD OF DIRECTORS ON OCTOBER 1, 2009
REVISED BY THE BOARD OF DIRECTORS ON JUNE 1, 2014
REVISED BY THE BOARD OF DIRECTORS ON SEPTEMBER 18, 2018
REVISED BY THE BOARD OF DIRECTORS ON JANUARY 14, 2020

ASFPM Certification Program Policy: Disclaimer of Liability	PPN: 08_110
	Effective Date: 7/1/2014
	Supersedes: Charter 10/1/2009

Purpose: To establish a policy addressing ASFPM liability relating to CFM® Program.

Scope: This policy applies to all CFMs and Accredited Chapters.

Background: Participation in the Certified Floodplain Manager Program (CFM® Program) is strictly voluntary. The program is designed to establish educational, training, and experience criteria related to floodplain management, hazard mitigation, and the National Flood Insurance Program, and to certify that an individual applicant has met these criteria.

Definitions: N/A

Policy: The ASFPM assumes no liability for any action or inaction made by individual Certified Floodplain Managers (CFMs) during the course of performing their assigned duties and responsibilities. The ASFPM will not attempt to independently verify the information submitted by certification applicants. 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.

ADOPTED BY THE BOARD OF DIRECTORS ON OCTOBER 1, 2009
REVISED BY THE BOARD OF DIRECTORS ON JUNE 1, 2014

ASFPM Certification Program Policy: Exam Hosting and Proctoring	PPN: 08_120
	Effective Date: September 15, 2022
	Supersedes: October 1, 2018

Purpose: To establish guidelines regarding the hosting and proctoring of the Certified Floodplain Manager (CFM®) Exam. High ethical and exam security standards are required to continue the professional standing of the ASFPM CFM® program.

Scope: This policy applies to all in-person exam events with approved proctors and host locations per the Proctor Agreement.

Background: Inappropriate administration of any part of this CFM® exam process can have serious negative consequences on our entire profession. Consistent CFM® exam standards is a critical element of the national CFM® exam process. It is imperative that proctors model only the highest ethical standards and behavior while implementing the entire exam process, from when exam takers receive the exam through the delivery and return of the completed exams. These guidelines are intended to define expectations regarding how to administer all aspects of the exam process and answer some of the commonly asked questions regarding the exam proctoring requirements.

Definitions:
CFM® Exam Materials - Any part of the CFM®exam, the answer sheets, or any of the products of the exam packet or process.

Policy: ASFPM may allow individuals other than ASFPM staff to proctor the CFM® exam in accordance with the following procedures. Any CFM located within the US or its territories, the State Floodplain Manager, the State NFIP Coordinator, the EMI Point of Contact, or ASFPM staff are eligible to be approved to administer and proctor the CFM® exam.

Procedure:

1. To host a CFM® exam, a potential host's proctors must submit and the ASFPM Office must receive a signed Proctor Agreement no less than 30 days prior to the proposed exam date. Government agencies or private sector entities may host an exam at their worksite within the US or its territories upon approval from ASFPM.

2 Administrative costs may prohibit ASFPM to grant a request to host an exam event for a single person for exceptional circumstances.

3. NO fees or charges directly associated with taking the CFM® exam may be charged by the hosting or proctoring entity. The hosting or proctoring entity is responsible for any costs associated with hosting the CFM® exam.

4. Any advertisement of the CFM® exam must clearly state that applicants can obtain an application form from the ASFPM website, www.floods.org, at the Certification Program tab. All CFM® exam applications must be received at the ASFPM Executive office at least two (2) weeks prior to the exam date for review and approval. **No walk-ins will be allowed unless authorized by the ASFPM Executive office.**

5. Hosting and proctoring entities must give priority to the confidentiality of the CFM® exam. The exam cannot be accessed or reviewed at any time. The hosting and proctoring entity must secure all exam materials as soon as they receive them and must maintain security at all times. Exam materials may only be removed from the secure location to be taken to the exam location.

6. If review or training is offered in connection with a CFM® exam event, all attendees must be informed that the review or training provided is for "Enhancement or Refresher only and not intended to teach the knowledge required to pass the CFM® exam."

7. Proctors must not administer the CFM® exam to supervisors or family members. Hosts and proctors must avoid relationships or situations where the integrity of the exam or the administration of the exam may be brought in question. Any CFM with knowledge of a breach of this standard must report the breach to the ASFPM Executive Office immediately.

8. Proctors are prohibited from opening CFM® exam packets, reviewing the exam, or reading individual exam questions. Proctors may provide verbal assistance regarding logistics or procedural instruction to candidates during the exam, but must not offer any assistance for how to interpret or answer exam questions. Proctors are prohibited from discussing exam questions or content with candidates before, during or after the exam.

9. Personal belongings of exam candidates, such as backpacks, purses, etc. and any devices that can record, transmit, or receive text, images, video, or sound media (e.g., cell phones, smart watches, smart glasses, etc.), must be placed in a location designated by the proctor.

10. All CFM® exam materials must be secured at all times with no opportunity to access any part of the exam materials. Hosts and proctors must return exam materials to the ASFPM Executive Office within three (3) business days of the conclusion of the exam or follow similar security standards. Exam materials must be secured until they are ready for return mail to the ASFPM Executive Office.

11. Any failure to adhere to these procedures may result in the removal of the CFM from eligibility to be a proctor and may be grounds for a review of their CFM® under the ASFPM Code of Ethics.

12. All Proctors are expected to maintain the highest ethical standards before, during, and after the administration of the CFM® exam.

13. Exam Venue: **The exam venue must be ADA Compliant** and must be within the US or its territories. The exam venue must be arranged in standard classroom style facing the Proctor. The exam venue must have adequate writing surfaces and be large enough to accommodate twice the number of persons taking the exam. The room must be relatively free of distractions. and should have close proximity to restrooms and available potable water.

14. ASFPM is available to review announcement material before printing and distributing. If the number of exam applicant spaces is limited notify potential applicants that spaces are limited in the announcement.

ADOPTED BY THE BOARD OF DIRECTORS ON OCTOBER 1, 2010
REVISED BY THE CERTIFICATION BOARD OF REGENTS ON NOVEMBER 13, 2013
REVISED BY THE BOARD OF DIRECTORS ON JUNE 1, 2014
REVISED BY THE BOARD OF DIRECTORS ON SEPTEMBER 18, 2018
REVISED BY THE BOARD OF DIRECTORS ON SEPTEMBER 15, 2022

ASFPM Certification Program Policy: CFM® Exam Results	PPN: 08_130
	Effective Date: September 15, 2022
	Supersedes: October 1, 2018

Purpose: To establish the protocol for reporting exam results.

Scope: This policy applies to all CFM® exam takers and ASFPM.

Background: To create a consistent standard for reporting CFM® exam results and to respect the privacy of CFM applicants and the security of exam results.

Definitions: N/A

Policy: ASFPM will not provide exam results by phone.

Exams administered in a paper format: Within two (2) weeks of receipt of all exam materials, ASFPM will send CFM® exam results to the home address, which is the address of record provided on the exam application. For all addresses within the US or its territories, ASFPM will mail exam results. For addresses outside the US or its territories, ASFPM will email exam results.

Exams administered electronically: ASFPM will provide CFM® exam results to exam candidates on-screen following the conclusion of the exam and via follow-up email. For purposes of administering the CFM® program in cooperation with Accredited Chapters (AC), individual exam results may also be shared with the applicable AC.

ADOPTED BY THE BOARD OF DIRECTORS ON OCTOBER 1, 2009
REVISED BY THE BOARD OF DIRECTORS ON JUNE 1, 2014
REVISED BY THE BOARD OF DIRECTORS ON SEPTEMBER 18, 2018
REVISED BY THE BOARD OF DIRECTORS ON SEPTEMBER 15, 2022

ASFPM Certification Program Policy: Renewals, Late Renewals & Extensions	PPN: 08_140
	Effective Date: September 15, 2022
	Supersedes: 7/1/2014

Purpose: To establish a policy related to the terms and conditions of the CFM® and the criteria to be eligible for renewal, late renewal following receipt of decertification letters, and extending renewal dates.

Scope: This policy applies to all individuals with a current CFM® designation.

Background: The CFM® Designation is an active designation that requires biennial renewal.

Definitions: N/A

1. **Renewal:** It shall be the policy of the ASFPM that certifications awarded by the ASFPM will remain in effect for two years. The expiration dates will be January 31 or July 31. An initial ASFPM CFM® certification will be valid indefinitely, provided that the applicant complies with the biennial (every two years) renewal requirements, which are:

    - Submittal of renewal form;
    - Submittal of renewal fee;
    - Submittal of proof of valid continuing education credits (CECs) earned in accordance with the Policy: Continuing Education Credits (CECs).

    Procedure: To maintain certification, prior to the end of two years each CFM® must submit the Renewal Application to ASFPM and enclose the renewal fee. The Renewal Application will be used to update the CFM's record. Documented completion of the required continuing education credits, as per the Continuing Education Credits (Policy: CECs) must be met. When all these conditions are completed, a two-year certification will be reissued.

2. **Late Renewal:** It shall be the policy of the ASFPM to allow a 30-day renewal after receipt of a decertification notice to renew.

    Procedure: If a CFM® submits an application for renewal within 30 days following receipt of a decertification notice, the CFM will receive their renewal certification only if they complete all of the following requirements;

    - Submit an updated renewal form;
    - Pay the renewal fee and any late fees;
    - Submittal of proof of valid continuing education credits (CECs) earned in accordance with the Policy: Continuing Education Credits (CECs).

    If the certification has been expired for more than one-month, re-establishing certification is not possible unless the applicant pays the original application fees, re-takes the CFM® exam, and passes the exam.

3. **Extensions due to Exceptional Circumstances:** It shall be the policy of the ASFPM that a CFM® may request up to a one (1) year extension to their renewal date when the CFM® had been unable to satisfy renewal certification criteria because of exceptional circumstances. For purposes of this section, exceptional circumstances include but may not be limited to active military duty, medical condition, maternity or paternity leave, natural disaster, or other cause(s) beyond the CFM's control. Change of employment or lack of training funds are not acceptable reasons for requesting an extension. No requests for an extension will be approved after a CFM's expiration date has elapsed.

   Procedure:

   a. A CFM® may request an extension with the ASFPM Executive Office by filing a written statement reciting the reasons thereof and providing all necessary and applicable documents supporting the request no less than thirty (30) days prior to their renewal date. The request will be reviewed by the ASFPM Executive Director or designee. The ASFPM Executive Director or the designee may request additional documentation from the CFM® before rendering a decision. The decision to approve or deny the request will be in writing and provided to the CFM®. Any decision to deny the request for an extension shall state the reasons for the denial. A CFM® may appeal an adverse decision to CBOR pursuant to the procedures contain in in Policy: Appeals within thirty days of receipt of the decision.

   b. Extensions will not eliminate or reduce a CFM's requirement for obtaining the necessary CECs for the current and subsequent periods.

   c. During the extension period, the CFM® shall be considered an active CFM® subject to the all applicable rules, codes and regulations. In the event the CFM® falls to obtain all necessary CECs during the approved renewal period or if the CFM's request is denied and no appeal has been initiated, the CFM® will be decertified within thirty days after receipt of a decertification notice unless the CFM® provides documentation that the CFM® has satisfied all criteria for late renewal.

   d. Notwithstanding the foregoing, the Executive Director may suspend or waive any or all renewal certification criteria where to do otherwise would create an injustice.

ADOPTED BY THE BOARD OF DIRECTORS ON OCTOBER 1, 2009
REVISED BY THE BOARD OF DIRECTORS ON JUNE 1, 2014
REVISED BY THE BOARD OF DIRECTORS ON SEPTEMBER 15, 2022

ASFPM Board of Directors Certification Program Policy: CFM® Fee Schedule	PPN: 08_150 Effective Date: 7/1/2014 Supersedes: 7/1/2013

Purpose: To establish annual fees for the CFM® program.

Scope: This policy applies to all CFMs and potential CFMs under the ASFPM national certification program. This does not pertain to accredited chapters which set their own fees.

Background: The ASFPM Board of Directors has the key responsibility for the financials of the ASFPM. As such, they approve a budget on an annual basis.

Definitions: N/A

Policy: It shall be the policy of the ASFPM to adopt an annual budget that reflects the fees for the CFM® program. It shall be the duty of CBOR to create an Annual Fee Implementation Schedule consistent with the Board approved budget.

It is also the policy of ASFPM that Corporation, Agency, and Chapter Partners do not make an applicant eligible for the member rate in this certification process. The applicant must maintain their individual ASFPM membership throughout the duration of the certification period to get the member renewal rate.

ADOPTED BY THE BOARD OF DIRECTORS ON OCTOBER 1, 2009
REVISED BY THE BOARD OF DIRECTORS ON JUNE 9, 2013
REVISED BY THE BOARD OF DIRECTORS ON JUNE 1, 2014

ASFPM Certification Program Policy: Fees for Student Members	PPN: 08_160
	Effective Date: no later than 11.1.2015
	Supersedes: 11.12.2014

Purpose: To create a policy associated with fees assessed to student members of ASFPM.

Scope: This policy applies to all full-time (matriculated) students attending any accredited university or college.

Background: Under the current policy, if a full-time student decides to take the CFM exam they have a choice of either joining ASFPM as a regular member ($130) and paying the exam fee of $100 for a total of $230, or, paying the full fee of $450 to take the exam (based on 2015 membership dues). This can be a significant financial burden for many full-time students.

Definitions:
Full time student: Persons enrolled in an accredited University or college, pursuing a degree on a full-time basis as defined by the university or college.
Professional reference: For purpose of this policy, the professional reference requirement on the application may be signed by a professor, advisor, or other individual familiar with the student's course of study and pursuit of this certification.
Student Member of ASFPM: An ASFPM member who qualifies under the student member rate and pays the associated fee, therein.

Policy: To allow full-time (matriculated) students that are attending accredited universities and colleges, who are Student Members of ASFPM, to take the CFM exam and renew their CFM at the member discounted rate.

ADOPTED BY THE BOARD OF DIRECTORS ON November 12, 2014.
AMENDED BY THE BOARD OF DIRECTOR ON November 10, 2015.

ASFPM Certification Program Policy: Non-discrimination	PPN: 08_170
	Effective Date: 7/1/2014
	Supersedes: Charter 10/1/2009

Purpose: To comply with Federal, State and local law.

Scope: This policy applies to the ASFPM and its CFM® exam applicants and renewals.

Background: The ASFPM seeks to comply with all applicable laws and regulations.

Definitions: N/A.

Policy: It is the policy of the Association of State Floodplain Managers, Inc. 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.

ADOPTED BY THE BOARD OF DIRECTORS ON OCTOBER 1, 2010
REVISED BY THE BOARD OF DIRECTORS ON JUNE 1, 2014

ASFPM Policy and Procedures Policy: Retired Member and CFM-retired	PPN: 08_180 Effective Date: July 1, 2016 Supersedes: New policy.

Purpose: To define the ASFPM membership category "Retired Member", and add a CFM-retired designation.

Scope: This policy applies to all ASFPM members and current CFMs, as applicable.

Background: In 2015, the ASFPM Board of Directors approved a "retired membership" category, via a budget amendment to the FY15 Board Budget narrative. The vision of the retired membership category is to allow professionals, who have been individual members of the association, that have truly "retired" from floodplain management to maintain their relationships with others in our field, as more of a social membership, and also allow a discount to the annual conference so that they may still meet and greet with their friends and former colleagues. It was intended to reward long-time ASFPM membership and support of the association.

The CBOR later discussed, in 2016, that a "retired member", should also be able to retain their CFM designation as a title only, as "CFM-retired", at the time of receiving their retired membership. This would be an inactive CFM who would not be using their CFM as a "working professional".

Definitions:
Retired member: An ASFPM member who qualifies as a retired member rate and pays the associated fee.
ASFPM Individual member: Persons who have applied and paid fees as an Individual member of ASFPM. Chapter membership does not qualify as ASFPM individual membership.
CFM: A person who has successfully passed the CFM exam and taken the required continuing educational requirements (CECs) to remain in good standing.
ASFPM accredited chapter: A separate legal entity that enters into annual agreements with ASFPM to administer their own membership fees (if any) and administrate the national ASFPM CFM exam. Reciprocity agreements dictate that CFMs in these states will be recognized as national CFMs, but all administration is handled by that Chapter, as long as that member lives in that state.
Working floodplain management professional: An individual that is receiving pay for floodplain management related work. Unpaid volunteer or mentoring situations would not be considered as working under this definition, nor would reimbursed direct expenses, stipends or honorariums related to volunteer or mentoring situations, be considered pay. Related part-time work or contracts would be considered pay, however, regardless of size of contract or hours worked.

Policy: It shall be the policy of the ASFPM to have a Retired Member category for those members that have been individual ASFPM members for at least 10 years. An annual renewal with affidavit that they are truly "retired" from being a working professional in floodplain management will be a condition of this membership category. Additionally, application, qualification and acceptance as a retired member, will automatically convert active CFMs to CFM-retired status.

Procedure:
1. The application and annual affidavit for both the Retired Member and the CFM-retired designation title shall be made at the time of annual renewal for membership.
2. Individual members must have at least 10 years paid ASFPM individual membership prior to application for retired member and CFM-retired. To qualify as an ASFPM retired member, and if applicable as a CFM-retired, the individual must not be a working floodplain management professional at the time of application.
3. Once a member qualifies as an ASFPM retired member, and if applicable a CFM-retired, they shall retain that designation regardless of their place of residence. This designation supersedes any reciprocity agreements with Accredited Chapters.
4. The fee for both a retired member and CFM-retired shall be annual to cover basic record-keeping and administrative costs.
5. All retired members, including CFM-retired if applicable, will be listed on the website, as such, and cannot use their CFM stamp or seal, unless reinstated. The reinstatement process is the same process as a decertified CFM which includes re-taking the exam and rejoining ASFPM as an individual member.
6. Retention of the letters "CFM-retired" is still acceptable after the name.

APPROVED BY CERTICATION BOARD OF REGENTS (CBOR) ON May 10, 2016
ADOPTED BY THE ASFPM BOARD OF DIRECTORS ON June 19, 2016.

ASFPM Certification Program Policy: CFM Exam Prep	PPN: 08_190
	Effective Date: May 1, 2026
	Supersedes: new

Purpose: CFM® is a certification mark and may only be used by individuals certified and in good standing under the Association of State Floodplain Managers (ASFPM) Certified Floodplain Manager (CFM) program. The CFM Examination is the exclusive property of ASFPM and is protected under applicable United States copyright laws. The contents of the CFM exam are strictly confidential. Exam candidates are expressly prohibited from retaining, copying, distributing, disclosing, discussing, possessing, transmitting, or receiving any exam content, including partial questions or answers, by any means or forms of communication whether written, electronic, oral, or otherwise.

To support candidates' preparation for the CFM Exam, ASFPM has developed and made available various preparatory resources, including live presentations, virtual webinars and on-demand instructional materials. Such resources are periodically reviewed and updated, as necessary, to align with the current exam content and standards.

Scope: This policy shall apply to all CFMs, including those who are retired, unemployed, non-practicing, or otherwise not actively engaged in the professional practice.

Background: Historically, ASFPM has discouraged any individual or entity from advertising a course as a "CFM Prep" course or from representing that attendance at a particular course or workshop will ensure or materially increase the likelihood of passing the CFM Exam, as such representation creates an unreasonable and potentially misleading expectation that participation in the training alone guarantees examination success.

Policy: It shall be the policy of ASFPM that no CFM shall reference the term "exam preparation" in connection with any course, workshop, or training program, nor advertise, represent, or otherwise suggest that any such course or training is intended to prepare an individual for, or assist in passing, the Certified Floodplain Manager or CFM Exam, without the prior written conditional approval of ASFPM.

This policy shall not apply to any individual or entity offering a course or workshop that provides instruction on the foundational principles of floodplain management or the National Flood Insurance Program (NFIP), provided that no direct or indirect reference is made to the CFM Exam in any matter whatsoever.

ADOPTED BY THE BOARD OF DIRECTORS ON MAY 31, 2026.

ASFPM Certification Program Policy: Digital Credential	PPN: 08_200
	Effective Date: 12/16/2025
	Supersedes: New

Purpose: Establish a framework whereby Certified Floodplain Managers in good standing can display their earned digital CFM credential via social media, email signature block and/or printed materials.

Scope: This policy applies to all Certified Floodplain Managers

Background: ASFPM seeks to allow certified floodplain managers to display their digital CFM credential as it provides a verified, sharable way to showcase specific skills, achievements, and competencies, thereby enhancing their career opportunities. Additionally, digital credential will improve and expand awareness of the CFM Program with the goal of increasing the number of certified floodplain managers.

Policy: It shall be the policy of the ASFPM to issue electronic CFM credential including a digital badge and digital certificate. Upon passing the CFM exam and becoming certified, individuals will receive a notification from ASFPM's electronic credential provider regarding access and information for sharing their digital credential. Only certified floodplain managers in good standing may utilize digital CFM credential. Certified floodplain managers who have been decertified, suspended, or whose certification has otherwise lapsed are prohibited from using or displaying any digital CFM credential, badge, certificate, or other representations of certification issued by ASFPM or its Accredited Chapters.

Digital Credential Recipients are allowed to:

- Share their digital CFM credential via email and social media.
- Embed their digital CFM credential in their email signature block.
- Display their digital CFM credential in a resume or letterhead.
- Display a digital and/or paper version of their CFM certificate.

Digital Credential Recipients are not allowed to:

- Alter, modify, or allow for the misrepresentation of their digital CFM credential.

ADOPTED BY THE BOARD OF DIRECTORS ON: December 16, 2025