1.0 Overview

The mission of the Professional Development & Continuing Education Committee (PDCEC) is to provide vision, leadership and direction to ASFPM members regarding issues affecting the floodplain management profession. The PDCEC strives to maintain a high standard of integrity, ethical behavior and practices, professional conduct and skill for all floodplain managers and encourages certification via the ASFPM Certified Floodplain Manager (CFM) program. PDCEC also strives to expand and promote the professional status and legal responsibility of the CFM and will review and monitor professional education opportunities for floodplain managers.

The PDCEC provides a liaison to the Certification Board of Regents to support the CFM program. In this capacity, the liaison communicates and provides alignment of common activities between CBOR and PDCEC regarding issues affecting the floodplain management profession.

Section 2 provides an outline of the work item tasks for the 2023-2024 year. Sections 3.1 and 3.2 of this work plan present the specific items for 2023-2024 that are to be accomplished by this committee and the work tasks required to complete these items. These items directly support Goals and Objectives for ASFPM that are related to professional development and the CFM program.

Committee Co-chairs:
Lori Rafferty, PE, CFM, Louisville Metropolitan Sewer District
Joe Remondini, PE

Liaisons:
Laura Hendrix, CFM: Committee’s Liaison to Certification Board of Regents (CBOR)

2.0 Task Outline

2.1 On-going work items (see 3.1 table):
1. Participate in ASFPM Policy Committee Conference Calls and Retreat.
2. Attend Policy Committee Chair Meeting at the annual conference and hold an annual meeting.
3. Conduct a biannual “Certification Program Survey” to compare the ASFPM CFM certification program to other certification programs and submit survey report to the PDCEC, CBOR, ASFPM board and the ASFPM executive office.
4. Attend CBOR conference calls and quarterly meetings (PDCEC liaison serves as a member of CBOR).
5. Evaluate and promote continuing education opportunities.
6. Prepare annual committee report and develop a work plan.

2.2 Work items for the 2022/2023 Year (see 3.2 Table):
1. Create a professional development training suite using available training opportunities through Rise 360 courses.
2. Coordinate/assist with NFIP 101 course at the annual ASFPM conference.
3. Promote cross training with state chapters.
# 3.0 Tasks

## 3.1 Ongoing Work Items

<table>
<thead>
<tr>
<th>Task Name</th>
<th>Task Leader</th>
<th>Approx Hrs to complete</th>
<th>Detailed Task Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conference Calls &amp; Committee Retreat</td>
<td>Lori Rafferty/ Joe Remondini</td>
<td>40 hours</td>
<td>A co-chair or the liaison should attend all conference calls and at least one of co-chairs should attend the conference retreat.</td>
</tr>
<tr>
<td>Annual Conference</td>
<td>Lori Rafferty/ Joe Remondini</td>
<td>16 hours</td>
<td>Prepare for the co-chairs meeting and the annual committee meeting. Prepare notes of annual meeting for distribution.</td>
</tr>
<tr>
<td>Certification Program Survey</td>
<td>Lori Rafferty/ Joe Remondini</td>
<td>20 hours</td>
<td>Conduct a biannual “Certification Program Survey” to compare the ASFPM CFM certification program to other certification programs and submit an annual survey report to the PDCEC, CBOR, ASFPM board and the ASFPM executive office.</td>
</tr>
<tr>
<td>CBOR Conference Calls &amp; Quarterly Meetings</td>
<td>Laura Hendrix</td>
<td>64 hours</td>
<td>Prepare and report on committee activities during CBOR conference calls. Report critical information from calls to committee members via email. Prepare draft work plan and provide input to ASFM goals during CBOR quarterly meetings.</td>
</tr>
<tr>
<td>Evaluate Continuing Education Opportunities and Requirements</td>
<td>Lori Rafferty/ Joe Remondini</td>
<td>16 hours</td>
<td>Review CFM continuing education requirements for national and state accredited CFM programs. Request input from the six accredited states regarding CEC issues and participate in the annual CEC meeting with the six accredited states.</td>
</tr>
<tr>
<td>Prepare Annual Committee Report and Develop Work Plan</td>
<td>Lori Rafferty/ Joe Remondini</td>
<td>10 hours</td>
<td>Determine goals, work tasks, and identify lead on task. Link back to ASFPM Goals and Objectives.</td>
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</table>
### 3.2 Work Items for 2023/2024

#### 3.2.1

<table>
<thead>
<tr>
<th>Task Title: Professional Development Training Suite</th>
<th>Task Leader: Rafferty/Remondini</th>
</tr>
</thead>
</table>

**ASFPM Goal # Cross Reference/Other Reason for Including Task (EO Request, Committee Priority, etc.):**

2.3.2 Develop webinars and outreach on ASFPM products, as well as marketing of website/online tools for use by ASFPM Chapters and members.

<table>
<thead>
<tr>
<th>Approximate Start/End Date: 12/01/2023 – 05/31/2024</th>
<th>Approximate # Hrs to Complete: 60 hours</th>
</tr>
</thead>
</table>

**Detailed Task Description:**

Create a professional development training suite using available training opportunities through Rise 360 courses. The new training courses would be in addition to the courses created in 2022/2023. Work with ASFPM staff to brand existing content and add content as needed to create personalized training courses. The new training suite will be available on the ASFPM website and will be promoted at the 2024 conference. Training courses will focus on project management.

**Prerequisites Needed: (Activities That Need To Be Performed Before This Task Can Begin)**

None

**Other Policy Committees/entities to Engage for this Task:**

ASFPM staff

**Completion Schedule:** May 2024

**Deliverables:** Training suite available on ASFPM webpage

**Other Necessary Support or Resources:** None identified

**Approximate Direct Cost to Complete: (Labor and Non-Labor)**

Volunteer labor

**Approval Process: (Does The Task Require Board Approval?)** N/A

**Assumptions:**

None

<table>
<thead>
<tr>
<th>Prepared by/ Date: Rafferty/October 2023</th>
<th>Approved By/ Date:</th>
</tr>
</thead>
</table>
### Task Title: NFIP 101 course
**Task Leader:** Rafferty

#### ASFPM Goal # Cross Reference/Other Reason for Including Task (EO Request, Committee Priority, etc):
2.3.2 Develop webinars and outreach on ASFPM products, as well as marketing of website/online tools for use by ASFPM Chapters and members.

#### Approximate Start/End Date:
October 2022 - May 2023

#### Approximate # Hrs to Complete:
40 hours

#### Detailed Task Description:
Assist with the coordination of the NFIP 101 course for the annual ASFPM conference. Tasks will include assisting with the abstract to ensure it is submitted by the October 31st deadline and coordinating facilitators for the workshop. Tasks may also include reviewing and updating existing training materials for the workshop as necessary.

#### Prerequisites Needed: (Activities That Need To Be Performed Before This Task Can Begin)
None

#### Other Policy Committees/entities to Engage for this Task:
Risk Communication & Outreach

#### Completion Schedule:
June 2024 Annual Conference

#### Deliverables:
Updated PowerPoint presentation for NFIP 101 course

#### Other Necessary Support or Resources: Potential Instructors: Michelle Gilbert, CFM and Yi Ling Chan, CFM

#### Approximate Direct Cost to Complete: (Labor and Non-Labor)
Volunteer labor

#### Approval Process: (Does The Task Require Board Approval?)
N/A

#### Assumptions:
None

**Prepared by/ Date:** Rafferty / October 2023

**Approved By/ Date:**
### Task Title:
Cross Training with State Chapters

### Task Leader:
Remondini

<table>
<thead>
<tr>
<th>ASFPM Goal # Cross Reference/Other Reason for Including Task (EO Request, Committee Priority, etc):</th>
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<table>
<thead>
<tr>
<th>Approximate Start/End Date:</th>
<th>Approximate # Hrs to Complete:</th>
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<tbody>
<tr>
<td>January 2024/ continuous</td>
<td>Variable</td>
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</tbody>
</table>

**Detailed Task Description:**
Promote cross training between Accredited Chapters (or others) to increase cadre of trainers and subject matter experts. Share presentations developed by other Chapters and/or Instructors.

**Prerequisites Needed: (Activities That Need To Be Performed Before This Task Can Begin)**
Assess available resources, including experienced presenters that have presented floodplain training.

**Other Policy Committees/entities to Engage for this Task:**
Flood Mitigation, Non-Structural Floodproofing, and Risk Communications & Outreach

**Completion Schedule:**
On-going

**Deliverables:**
Actual "canned" presentations or Volunteers to travel to other venues

**Other Necessary Support or Resources:**
Other State Chapters, Engineers, Emergency Managers

**Approximate Direct Cost to Complete: (Labor and Non-Labor)**
Volunteer with possible per diem reimbursement costs

**Approval Process: (Does The Task Require Board Approval?)**
N/A

**Assumptions:**

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<thead>
<tr>
<th>Prepared by/ Date:</th>
<th>Approved By/ Date:</th>
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</thead>
<tbody>
<tr>
<td>Joe Remondini / January 2024</td>
<td></td>
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