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 2022-2023 year. Sections 3.1 and 3.2 of this work plan present the specific items for 2022-2023 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
2nd Co-Chair to be appointed

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 NFIP 101 course at the annual ASFPM conference. This will include submitting the abstract and coordinating facilitators for the workshop.
3. Review and update the two-hour ethics workshop and share training materials on the PDCEC webpage.
### 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</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</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</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 ASFPM goals during CBOR quarterly meetings.</td>
</tr>
<tr>
<td>Evaluate Continuing Education Opportunities and Requirements</td>
<td>Lori Rafferty/Laura Hendrix</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 CBOR meeting with the six accredited states.</td>
</tr>
<tr>
<td>Prepare Annual Committee Report and Develop Work Plan</td>
<td>Lori Rafferty</td>
<td>10 hours</td>
<td>Determine goals, work tasks, and identify lead on task. Link back to ASFPM Goals and Objectives.</td>
</tr>
</tbody>
</table>
### 3.2 Work Items for 2021/2022

#### 3.2.1

<table>
<thead>
<tr>
<th>Task Title: Professional Development Training Suite</th>
<th>Task Leader:</th>
<th>Rafferty/Hendrix</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:</th>
<th>Approximate # Hrs to Complete:</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/01/2022 – 05/15/2023</td>
<td>60 hours</td>
</tr>
</tbody>
</table>

**Detailed Task Description:**

Create a professional development training suite using available training opportunities through Rise 360 courses. Work with ASFPM staff to brand existing content and add content as needed to create personalized training courses. Training suite will be available on the ASFPM website and will be promoted at the 2023 conference. Potential training categories include professional skills, project management, and leadership development.

**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 2023

**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:</th>
<th>Rafferty/October 2022</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:

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 2022</td>
<td>May 2023</td>
</tr>
</tbody>
</table>

### Approximate # Hrs to Complete:

40 hours

### Detailed Task Description:

Coordinate the NFIP 101 course for the annual ASFPM conference. Tasks will include submitting the abstract 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:

May 2023 Annual Conference

### Deliverables:

Updated PowerPoint presentation for NFIP 101 course

### Other Necessary Support or Resources:

Potential Instructors: Shanna Michael and Michelle Gilbert

### 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 2022

### Approved By/ Date:
### Task Title: Ethics Workshop

**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:** 07/01/2022 – 06/30/2023

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

**Detailed Task Description:**
Review and update the existing two-hour ethics workshop and share training materials on the PDCEC webpage.

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

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

**Completion Schedule:**
2023 ASFPM conference

**Deliverables:**
Create an online version of the Ethics Workshop presentation that can be shared on the ASFPM website.

**Other Necessary Support or Resources:**

**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 2022

**Approved By/ Date:**