

IAEM BURSARY GUIDELINES

Disaster Conferences Inc. delivers the Disaster Forum Conference each year. As part of its commitment to developing professionalism in the field of Emergency Management, a Bursary Program is being offered to Canadian residents who successfully complete the Certified Emergency Management program through IAEM.

The program is designed to reimburse up to ten (10) candidates each year for the tuition costs of certification with IAEM. Criteria for applications is as follows:

1. Applicants must be Canadian citizens and residents of Canada. Proof of residency and citizenship is required.
2. Applicants must be members in good standing of IAEM Canada. Proof of registration with IAEM Canada is required.
3. Applicants must be NEW graduates of the Certified Emergency Management (CEM) program. Bursaries will not be awarded to individuals who are re-qualifying. Copy of CEM award is required.
4. Applicants must be successful recipients of the CEM designation in the current year (Jan. 01 to Dec. 31). Applicants must apply for the award in the year that they receive their CEM designation. Retroactive applications will not be considered.
5. Applicants must prove that they have personally paid for the designation and are not being reimbursed by their employer or any other party for these costs. A letter from the employer and declaration by applicant confirming this fact is required.
6. Applicants should submit a photo (print and digital JPEG format) and short professional resume. Applicants consent to have their name, photo and short biography published by Disaster Conferences Inc. in their conference program and on the Disaster Forum web site. Submission of these items is deemed consent for this to occur.
7. The first ten (10) applications that meet the above criteria will be granted the bursary each calendar year. Applications received later in the year may be rejected if 10 bursaries have already been awarded.

The value of the bursary is currently set at Four Hundred Dollars (\$400.00 Cdn.)

Written submissions in letter form with the information included as outlined above can be made to:

Disaster Conferences Inc.
13127 – 156 Street
Edmonton, AB, Canada T5V

For more information about Disaster Forum, visit our website at www.disasterforum.ca

DOCUMENTATION REQUIREMENTS - please include in appropriate order:

1. **Proof of Residency** – please provide us with a copy of a utility bill or drivers license showing a Canadian address. Note: Blank out account number for privacy.
2. **Proof of Registration**, please provide copy of documentation showing IAEM membership.
3. Please provide **copy of CEM** award or certificate with current date.
4. **Letter of declaration** and **copy of cancelled cheque/credit card statement** verifying payment of CEM tuition.
5. **Email photo to: info@disasterforum.ca**

For questions, please call us at 1.800.718.3762.