TQC & TQAC Description Document

01.07.2022

TIEMS International Certifications

TQC™ & TQAC™

TQC™ = *TIEMS Qualification Certification*
In International Emergency and Disaster Management

TQAC™ = *TIEMS Qualification Associate Certification*
In International Emergency and Disaster Management

SUMMARY

The International Emergency Management Society - TIEMS, believes that education, training, and international certification in emergency and disaster management is the key to improved resilience worldwide. TIEMS has therefore launched a comprehensive international education, training, and certification program, under the motto: "Preparedness Saves Lives!". This Document describes the background and process of the "TIEMS Qualification Certification – TQC & TQAC", from the candidate's application, through compliance evaluation, to the examination. The purpose of this document is to familiarize the candidates with the TQC & TQAC framework, background and process.

TIEMS INTERNATIONAL CERTIFICATIONS - TQC & TQAC

## CONTENT

1. TQC™ & TQAC™ BACKGROUND AND DEVELOPMENT

The idea for a TIEMS International Certification emerged during the TIEMS 2006 Annual Conference in Korea, and since then around 300 experts from more than 40 countries have, over time, been consulted during the TQC development process, by answering a questionnaire and participating in three workshops in Kiev, Manila, and Seoul, discussing and concluding the TQC concept. Eight test candidates from 7 countries, Australia, China, Jordan, Nigeria, South Africa, India, and USA have tested the on-line TQC system from A to Z, giving valuable feed-back on the quality, operational aspects, and relevance of TQC, thus guiding TIEMS to attune TQC to the needs of the international emergency management and disaster response community. When TQC was officially launched, early 2020, TIEMS was soon approached by newly educated professionals, who had proper education, but were lacking practical experience in emergency management. TQAC was then established as an additional TIEMS certification for those with proper education in emergency management but were lacking practical experience.

1.1 TQC™ & TQAC™ Motivation

With an increasing number of disasters worldwide, resulting in more international collaboration and support to disaster-stricken areas, the need for more education and training in international emergency and disaster management seems evident. TIEMS believes that it is important to raise the awareness of the competencies needed in emergency and disaster management, and to support those participating in these activities and operations in acquiring those competencies. The International Emergency Management Society - TIEMS, believes that education, training, and international certification in emergency and disaster management, is the key to improved resilience worldwide. TIEMS has therefore launched this international certification program under the motto:

Preparedness Saves Lives!

TQC & TQAC can act as the facilitator element in the cooperation's efforts between countries and organizations using a common language and a common knowledge and understanding of international emergency and disaster management. This document describes TIEMS Qualification Certifications - **TQC™ & TQAC™**, which certifie Qualifications in International Emergency and Disaster Management. The process from the candidate's application, through compliance evaluation, to the examination is described, with the purpose to familiarize the candidates with the **TQC & TQAC** background, framework, and process.
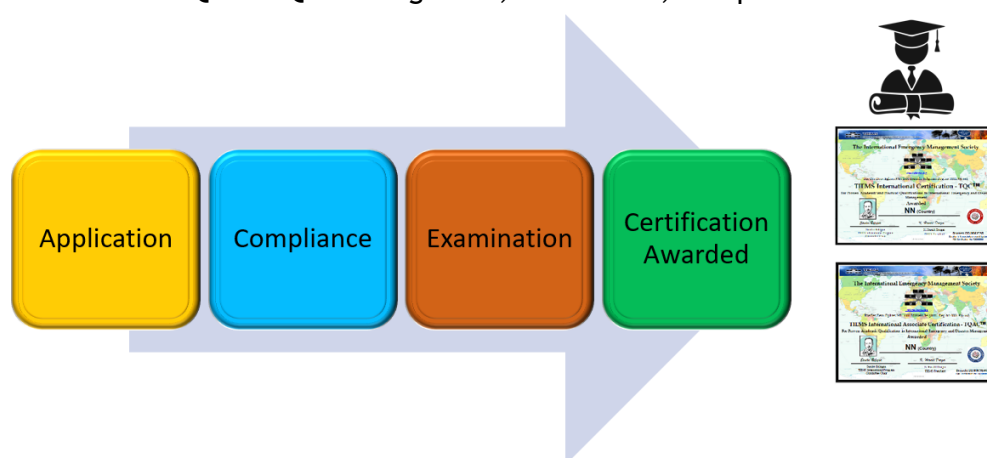
TIEMS's long-term goal is to become an international certification body officially accredited by a recognized accreditation entity. The short-term goal was to set up the certification procedure, to implement the supporting certification web platform, and to gain experience

for incrementally improving the concept. The short-term goal is reached, and the 9 first experts, coming from 8 different countries, are **TQC** certified, and the first **TQAC** candidates are in the process of being TQAC certified. The work has now started to obtain worldwide recognition and to work towards TIEMS being officially accredited as an international certification body for the **TQC** & **TQAC** certification.

1.2 What is TIEMS Qualification Certification - TQC^{TM} and TQAC^{TM}

TQC & TQAC For Whom:

- ❑ TQC is a certification for individual emergency managers with a nationally recognized professional certification or other individuals with documented competence and experience, practical or academic, in international emergency and disaster management
- ❑ TQAC is a certification for individuals with proper education in emergency management but who are lacking the practical experience as required for TQC
- ❑ TQC & TQAC only certify knowledge and competences about international standards, requirements, and best practices, necessary to create "an international common understanding" among those working with emergency and disaster management internationally

TQC & TQAC Objective:

TIEMS Believes that Internationally Focused Certifications will:
- ❑ Promote Global Competence in Emergency Management
- ❑ Share Best Practices
- ❑ Support International Collaboration
- ❑ Lead to an International Common language, Knowledge and Understanding of Emergency and Disaster Management

https://www.tiems.info/index.php/education/overview

1.3 What is Accreditation

Accreditation is a third-party attestation related to a conformity assessment body (such as certification body, inspection body, or laboratory) conveying formal demonstration of its competence to carry out specific conformity assessment tasks (such as certification, inspection and testing). An authoritative body that performs accreditation is called an 'accreditation body'. The International Accreditation Forum (IAF) and International Laboratory Accreditation Cooperation (ILAC) provide international recognitions to accreditation bodies. There are many internationally recognized accreditation bodies approved by the IAF and ILAC. For most of the accreditation schemes, international standards issued by the International Organization for Standardization (ISO) are used.

1.4 Why Another Certification Scheme

Although there are several qualification and certification schemes for individual emergency managers worldwide, they mainly focus on specific countries' requirements rather than having an international focus. TIEMS Qualification Certifications – **TQC**^{TM} & **TQAC**^{TM}, are based on the assumption, that *"the Applicant is already certified at national level, or he/she has competences and experience recognized at national or international level"*.

TQC^(TM) & TQAC^(TM) only certifies knowledge and competencies about international standards, requirements, and best practices, necessary to create "an international common understanding" among those working with emergency and disaster management internationally.

The importance of international certification is recognized worldwide. An internationally focused certification will share international standards to: (1) promote global competence in emergency management; (2) share best practices; (3) support international collaboration; and (4) support the establishment of a common international understanding among those working with emergency and disaster management.

1.5 Why is an International Certification Important

Major natural and man-made disasters often extend beyond the borders of a single country. A country hit by a disaster can launch an appeal to the international community for help when the country is unable to properly handle the disaster situation. *TIEMS Qualification Certifications – TQC^(TM) & TQAC^(TM) can act as the facilitator element in the cooperation's efforts between countries and organizations, through the use of a common language and a common knowledge and understanding.* Cooperation is also essential to prevention, and the exchange of good practices in prevention and preparedness is the backbone of such cooperation.

1.6 TQC^(TM) & TQAC^(TM) vs. EMPS vs. IAEM AEM®/CEM® vs. DMISA

At present, when launching **TQC^(TM)** & **TQAC^(TM)**, TIEMS is aware of only three consolidated and professionally accepted Certification Programs, from Australia, USA, and South Africa.

EMPS & AFAC

The Emergency Management Professionalization Scheme (EMPS) exists to advance the cause of professionalization in the practice of emergency management in Australia and New Zealand. EMPS is supported by AFAC (Australian Fire and Emergency Services Authorities Council). As such, the professional standards used by the scheme are approved by AFAC and represent a national consensus on the training and experience that emergency management practitioners should demonstrate, in order to be considered proficient (at registered level) or expert (at certified level) in their roles. TIEMS's impression is that it has some limitations as: "... *Certification is available for a select number of emergency management roles which carry the highest levels of impact and consequence ...." or "... If you are considering making an application, you should check with your organisation whether it will support you. Applicants for certification are responsible for compiling their own portfolio of supporting evidence (or obtaining permission to use a portfolio that has previously been used for an internal credential process) but will need the written endorsement of their organisation to proceed with the certification process ....".* **TQC^(TM)** and **TQAC^(TM)** do not have the same limitations.

Some of above was quoted from the websites:

EMPS: https://www.emps.org.au/about-us

AFAC: https://www.afac.com.au/auxiliary/about

IAEM AEM®/CEM®

The International Association of Emergency Managers ("IAEM") created and administers the Associate Emergency Manager (AEM®) and Certified Emergency Manager (CEM®) certification programs. The AEM® and CEM® certification programs are internationally recognized and certify that the practicing AEM® or CEM® professional has satisfied the education as applicable for the designation requirement, necessary training and experiential program requirements, and passed the examination administered by IAEM as a condition of achieving the applicable certification. TIEMS's impression is that IAEM AEM®/CEM® is not designed to create a common language and a common understanding among those working with emergency and disaster management internationally, which is the goal of **TQC™ & TQAC™**.

Some of above was quoted from the website:

(https://www.iaem.org/certification/intro)

DMISA - The Disaster Management Institute of South Africa

The professionalisation of the disaster management sector in South Africa has been underway for about 5 years or so. The registration scheme is operated and run by the Disaster Management Institute of Southern Africa (https://disaster.co.za/) and it is accredited by the South African Qualifications Authority (SAQA). There are four categories of certification, namely; *Disaster Management Technician*, *Disaster Management Associate*, *Disaster Management Practitioner* and *Disaster Management Professional*. The candidates must have 3-7 years of professional experience in disaster management and possess a tertiary qualification in the disaster management field. The duration of the qualification is 1-4 years. Alternatively, practitioners of disaster management can apply for certification based on prior learning from practice which is 5-20 years in length, based on the category applied for. Application for certification is submitted as a portfolio, which is sent as a compilation of documents and evidence that describe the story of professional development of the applicant. The applicant is often a member of DMISA, but non-members can apply as well. Portfolios are evaluated by experts and previously certified professionals and the decision and the process is seen as developmental. Portfolio contains information such as the employment history and educational history of the applicant, as well as their professional milestones. After certification, the certified person must maintain and further develop competence through categories of continuous professional development.

The South African DMISA certification and the **TQC & TQAC** seem to be complimentary in nature. DMISA will evaluate the candidate's local expertise and the **TQC & TQAC** can lead to the expansion of the professional scope of practice for the South African disaster managers into the international realm. Secondly, the applicant in DMISA certification does not sit for an exam but submits a portfolio, while **TQC & TQAC** are all on-line and candidates are evaluated through an exam after being found compliant with **TQC & TQAC** requirements.

Some of above was quoted from the website:

(https://disaster.co.za/)

2. TQC™ & TQAC™ APPLICATION AND CERTIFICATION

TIEMS Qualification Certification – **TQC** & **TQAC** is a voluntary process. First, an individual's qualifications are evaluated against standards of knowledge, skills, and experience. Qualified individuals are then eligible to take the **TQC** & **TQAC** exam and become **TQC** or **TQAC** certified based compliance with **TQC** & **TQAC** requirements and the results of the exam.

2.1 TQC & TQAC Qualification Certification Board Policies

To initiate the **TQC** and **TQAC** certification process the Applicant fills in and submits the **TQC** & **TQAC** Application Form available from the TIEMS web site (https://tqcpreview.tiems.info/). In the **TQC** & **TQAC** Application Form, the applicant must confirm that he/she has read **TQC** & **TQAC** Brief Introduction and the **TQC** & **TQAC** Code of Conduct, and that he/she will adhere to **TQC** & **TQAC** Code of Conduct in the certification process. The Application will be evaluated and the Applicant, if satisfying the **TQC** or **TQAC** qualification and experience requirements, will get a "green light" to continue the certification process, either for **TQC** or **TQAC** certification. If, however, the Applicant is not fulfilling the compliance requirements, as described in the section "**TQC** or **TQAC** Qualification Certification Compliance Requirements", he/she will be notified accordingly. However, the **TQC** & **TQAC** is fundamentally a developmental process, so **TQC** & **TQAC** Administration will do their utmost to facilitate the remedy of any shortcoming that an applicant might experience in relation to the **TQC** or **TQAC** compliance requirements. Participatory engagement between **TQC** & **TQAC** Administration and the applicants will be facilitated wherever possible, e.g., through TIEMS Education and Training.

2.2 TQC & TQAC Application, Upgrade from TQAC to TQC and TQC Re-Certification Form

The Application Form comprises all three types of Applications for TIEMS International Certification in one form with one header and four sections as shown below.

The **TQC** & **TQAC** Certification Board will inform the candidate if he/she is qualified for **TQC** or **TQAC** Certification after viewing their education and experience described in the candidate's application form.

2.3 Upgrade from TQAC to TQC Form

A candidate who is **TQAC** certified, can apply for upgrade from **TQAC** to **TQC** certification when he/she has acquired the experience and education necessary for becoming **TQC** certified. The candidate needs to fill in the third section on the form and will be evaluated by the **TQC** & **TQAC** Compliance board, and if fulfilling the requirements, receive the **TQC** Certification and Diploma.

2.4 TQC Re-Certification Form

TQC is awarded for a three-year period, with re-certification efforts required prior to the end of the third year. The **TQC** & **TQAC** Certification Board will notify the **TQC**-certified person at the beginning of their third year, asking them to submit the fourth section of the form, the *TQC Re-Certification Form* if he/she intends to maintain his/her certification. The **TQC** & **TQAC** Certification Board will then evaluate the **TQC**-certified person's experience, activity, and education/training during the 3 years **TQC** certification period, and, if the person continues to be qualified, issues a *Re-Certification Certificate*, or asks the candidate to take the *TQC Re-Certification Exam*. In the latter case, the evaluation will follow the same procedure, but simpler, as with a new **TQC** certification.

The link to the application form is: https://tqcpreview.tiems.info/

2.5 TQC & TQAC Examination Proctoring

In order for the **TQC** & **TQAC** candidates to take the **TQC** & **TQAC** exam wherever they are worldwide, TIEMS has arranged for on-line proctoring of the **TQC** & **TQAC** candidates during their examination by using the ProctorFree solution. ProctorFree is an on-demand, automated, proctoring solution designed to help institutions of higher learning and commercial organizations add layers of security and academic integrity to the online learning environment experience. ProctorFree provides an accurate identification and authentication of the **TQC** & **TQAC** exam candidate. This proctoring solution is scalable, user-friendly, and cost-effective. For more information about ProctorFree, please visit www.proctorfree.com.
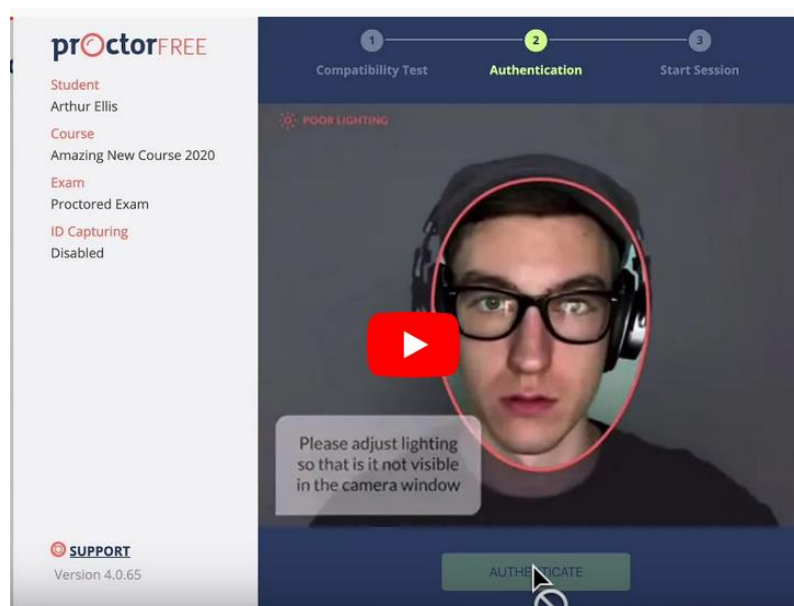
The **TQC & TQAC** Candidate must be a TIEMS Member (as defined in the [TIEMS membership plans)](#) to apply for **TQC & TQAC** certification and to start his/her **TQC^TM & TQAC^TM** Certification process. After **TQC & TQAC** certification, the candidate membership will be a TIEMS Professional Certified Member.

2.6 TQC & TQAC Candidate Evaluation

The figure below shows how the *TQC & TQAC Certification Board*, *TQC & TQAC Compliance Board*, and *TQC & TQAC Examination Board* interact with applicants during the **TQC & TQAC** certification process.
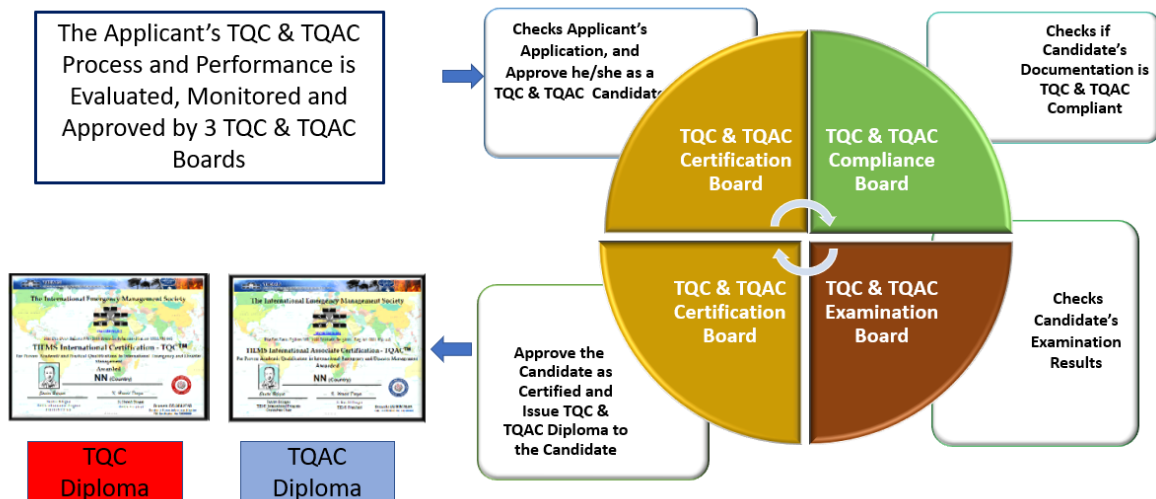
The **TQC & TQAC** process and composition and duties of the different **TQC & TQAC** boards are described in section 3.

2.7 TQC & TQAC Certification Procedures and Platform

The full **TQC & TQAC** Certification Procedure is available for potential Applicants from the TIEMS Web-site at: [TIEMS Education and Training](#), which has a link to the **TQC & TQAC** Platform, as shown below together with the **TQC & TQAC** procedures framework.
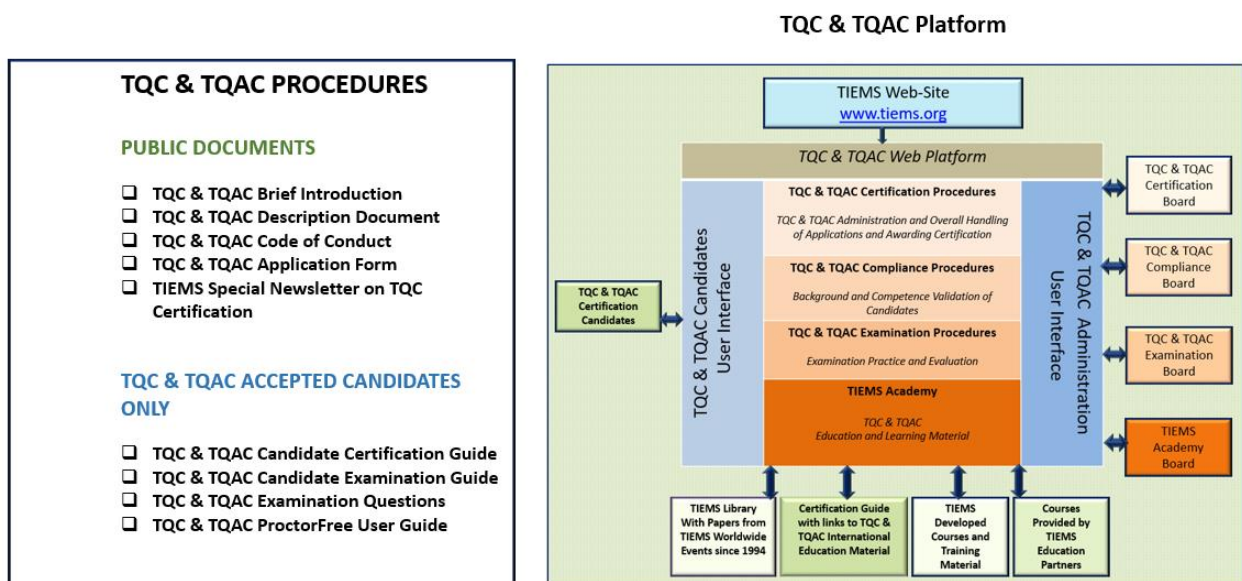
To start the process for applying for TIEMS Qualification Certification – **TQC or TQAC**, the candidate needs to answer the questions in the *TQC & TQAC Application Form* and submit it.

The **TQC & TQAC** Certification Board will evaluate the candidate's **TQC & TQAC** Application Form within 7 days, and if accepted, the candidate will receive, to his/her e-mail address, a unique *Password* and *Username*, which is to be used when logging in to the **TQC & TQAC** Platform and continue the **TQC or TQAC** application process. If the **TQC & TQAC** Application Form is not accepted by the **TQC & TQAC** Certification Board, the candidate will be advised on how he/she can improve his/her qualifications before applying again for **TQC or TQAC** Certification. The **TQC & TQAC** process is organized in 8 steps as shown in the figure below.
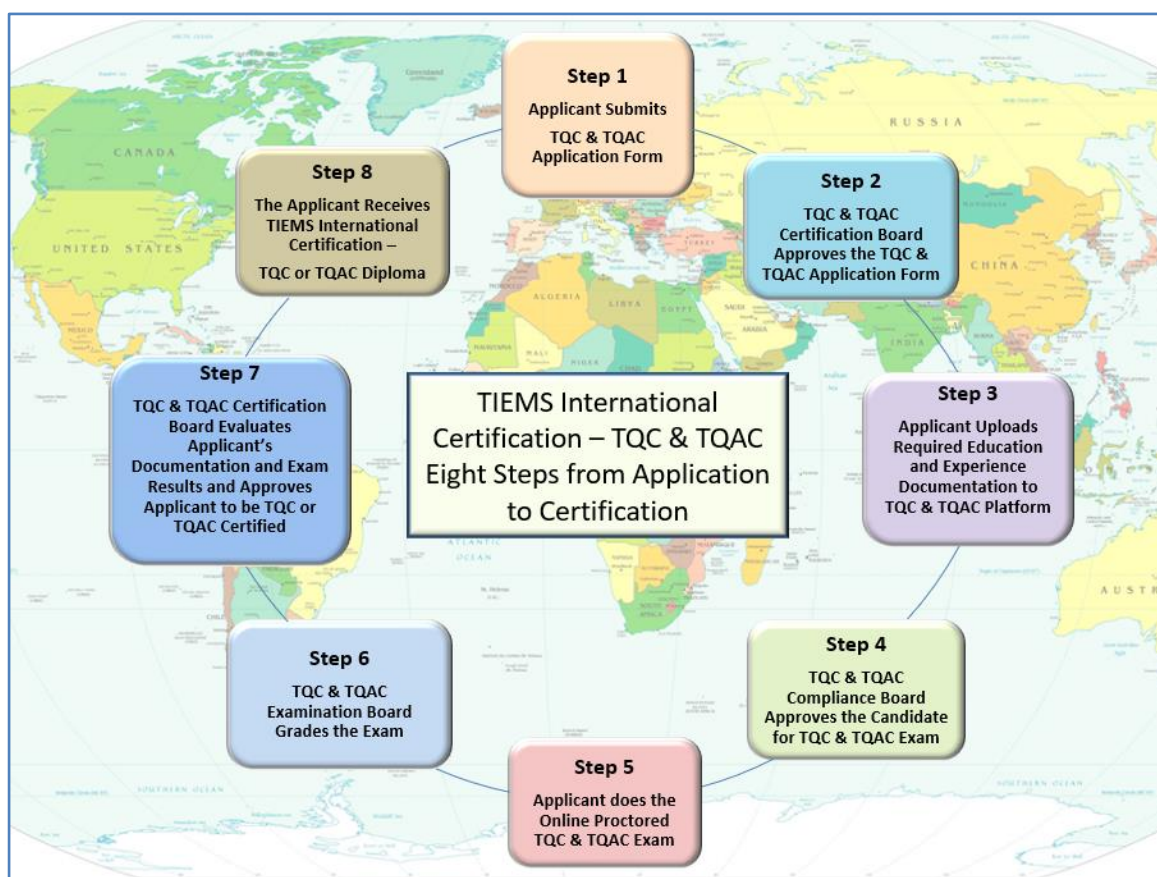
The **TQC & TQAC** Application and Compliance Process comprises of the four first steps (1 - 4) in the full **TQC & TQAC** certification process:

STEP 1	STEP 2 & 3	STEP 4
An Applicant who decides to apply for TQC or TQAC Certification interacts with TQC & TQAC Certification Board by filling out the TQC & TQAC Application Form available from TIEMS Web-site, and thus apply for TQC or TQAC Certification.	*The TQC & TQAC Certification Board evaluates the Application Form and if finding him/her qualified, sends him a "username" and "password" for getting access to the TQC & TQAC Platform. He/she then needs to upload all the required documentation on education, participation, contribution, and competence with focus on international aspects, to the TQC & TQAC Platform.*	*The TQC & TQAC Compliance Board assesses all Applicant's documentation and follows the Compliance Rules to verify if it is compliant. If compliant, the TQC & TQAC Compliance Board gives the candidate "green light" to continue the certification process. If not, the TQC & TQAC Compliance Board will provide feedback to the applicant to help him/her to correct deficiencies, where possible, before the candidate can continue the TQC or TQAC certification process.*

The **TQC & TQAC** Examination and Approval Process comprises the four last steps (5- 8) in the full **TQC & TQAC** certification process:

STEP 5 & 6	STEP 7 & 8
*After the candidate is found **TQC** or TQAC compliant, the **TQC & TQAC Examination Board** works with the candidate to set up and administer a proctored on-line exam according to the **TQC & TQAC Candidate Examination Guide**. After the exam, the **TQC & TQAC Examination Board** evaluates the candidates **TQC & TQAC** examination results.*	*The **TQC & TQAC Certification Board** assesses the **Candidate's Compliance** and **Examination Results** and decides whether to award **TQC or TQAC Certification** to the Candidate. The **TQC & TQAC Certification Board** completes its activity by issuing the **TQC or TQAC** certification to the candidate and awarding him/her the TQC or TQAC Diploma.*

The Candidate is informed about his/her **TQC & TQAC** examination results, and either awarded **TQC or TQAC certification,** or advised that he/she failed to pass the **TQC & TQAC** examination. The Candidate may retake the exam, at no additional cost, within 3 months. After examination failure a second time, or Compliance deficiencies, the Candidate may be advised that he/she can reapply for **TQC & TQAC** certification at a later stage, having improved his/her skills required by the **TQC & TQAC** Compliance Requirements.

2.8 TQC™ or TQAC™ Compliance and Documentation Requirements

To be eligible to take the **TQC & TQAC** exam, a candidate should provide evidence of *education, participation*, *contribution, and competence*. The figures in the following give an overview of **TQC and TQAC** prerequisites and necessary documentation.

TQC™ Certification Prerequisites

To be eligible to take the **TQC** exam, a candidate should provide evidence of

Education, Participation, Contribution, and Competence

The Applicant is encouraged to identify international aspects in any of the below!

Education – *One or More of the Following:*

i. Bachelor's degree in science, engineering, social science or emergency/disaster management specialty (International Standard Classification of Education Level 6, e.g., a bachelor's degree from a reputable university)

ii. Minimum 50 hours of emergency/disaster management training in the last 5 years

iii. A certification related to emergency/disaster management at the national level

Participation –

The candidate is required to have at least 3 years' experience as a first responder, volunteer, educator, leader, or other activity, practical or academic, directly involved with emergency/disaster management, in the last 6 years.

Contribution - *One or More of the Following*

i. At least 5 publications or speaking engagements in emergency/disaster management

ii. Participation as leader or board member of an organization that participates in emergency/disaster management

iii. Teaching emergency/disaster management

Competence –

The candidate is required to Show Having Competence (Experience or Education) in Seven (7) Areas of Emergency and Disaster Management:

i. International Perspectives
ii. Preparedness, Prevention, and Mitigation
iii. Predictions and Early Warning
iv. Emergency Operations
v. Public Warning
vi. Search and Rescue
vii. Recovery and Reconstruction

TQC & TQAC Code of Conduct

Read and follow the TQC & TQAC Code of Conduct during the TQC & TQAC Certification Process

TQC™ Required Documentation

- A Curriculum Vitae (CV), showing the candidate's educational and professional experience
  The CV should cover:
    a) Address and contact information
    b) Work experience
    c) Education and training
    d) Language skills
    e) Other information the candidate wishes to include

- Copies of Degree Diplomas, Program Certificates, and Course Completions

- Copies of Certifications Related to Emergency and Disaster Management

- Evidence of Publications, Presentations, Teaching, or Leadership

- A professional reference describing the candidate's participation in emergency/disaster management activities

- Additional Background and Experience Documentation

- A Competence Area Summary, Demonstrating Knowledge in the Following 7 Competence Areas:
    a) International Perspectives
    b) Preparedness, Prevention, and Mitigation
    c) Predictions and Early Warning
    d) Emergency Operations
    e) Public Warning
    f) Search and Rescue
    g) Recovery and Reconstruction

TQAC™ Certification Prerequisites

To be eligible to take the **TQAC** exam, a candidate should provide evidence of

Education and Competence

The Applicant is encouraged to identify international aspects in any of the below!

Education – *One or More of the Following*:

i. Bachelor's degree in science, engineering, social science or emergency/disaster management specialty (International Standard Classification of Education Level 6, e.g., a bachelor's degree from a reputable university)

ii. Minimum 50 hours of emergency/disaster management training in the last 5 years

iii. A certification related to emergency/disaster management at the national level

Competence –

The candidate is required to Show Having Competence (Experience or Education) in Three (3) of the Seven Areas of Emergency and Disaster Management (According to Own Choice of Which):

i. International Perspectives
ii. Preparedness, Prevention, and Mitigation
iii. Predictions and Early Warning
iv. Emergency Operations
v. Public Warning
vi. Search and Rescue
vii. Recovery and Reconstruction

TQC & TQAC Code of Conduct

Read and follow the TQC & TQAC Code of Conduct during the TQC & TQAC Certification Process

TQAC™ Required Documentation

❑ A Curriculum Vitae (CV), showing the candidate's educational and professional experience
The CV should cover:

    a) Address and contact information
    b) Work experience
    c) Education and training
    d) Language skills
    e) Other information the candidate wishes to include

❑ Copies of Degree Diplomas, Program Certificates, and Course Completions

❑ Copies of Certifications Related to Emergency and Disaster Management

❑ A professional reference describing the candidate's participation in emergency/disaster education

❑ Additional Background Documentation

❑ A Competence Area Summary, Demonstrating Knowledge in 3 of the Following 7 Competence Areas ((according to own choice of which):

    a) International Perspectives
    b) Preparedness, Prevention, and Mitigation
    c) Predictions and Early Warning
    d) Emergency Operations
    e) Public Warning
    f) Search and Rescue
    g) Recovery and Reconstruction

2.9 Competence Area Summary (CAS)

The TQC candidate is required to show having competence (experience or education) in seven areas of emergency and disaster management. The TQAC candidate can chose to show competence in three of the seven areas.

1. International Perspectives
2. Preparedness, Prevention, and Mitigation
3. Predictions and Early Warning
4. Emergency Operations
5. Public Warning
6. Search and Rescue
7. Recovery and Reconstruction

In each section of CAS, the candidate must provide one of the following:

- **Either** a brief **summary** of and reference to the candidate's CV or other uploaded documentation that shows that the candidate has experience or education in the competence area
- **Or** a 3-5 pages **essay** on a topic in the competence area

Note: Each competence area section in the CAS requires either a summary or an essay, not both. An essay is only required if there is nothing in the candidate's experience or education that can be summarized and referenced to demonstrate the required competence.

2.10 TIEMS Academy

TIEMS Academy will guide the **TQC & TQAC** Certification Candidates to relevant material for their preparation for the **TQC & TQAC** certification. As time goes by, **TIEMS Academy** will be providing access to an increasing number of courses relevant to **TQC & TQAC** certification.

TIEMS Academy and Present Courses

TIEMS Academy

The overall goal is that TIEMS Academy shall be an online portal that will make emergency management educational resources, from TIEMS and reputable educational institutions and initiatives, broadly available worldwide

TIEMS Academy Contains

❑ *TIEMS Educational Material, in form of Programs and Proceedings from TIEMS International Events (1994 – 2020)*

❑ *TIEMS own Developed Courses*

❑ *Courses provided by the TIEMS International Education Network*

❑ *Links Provided to Relevant International Teaching Material for TIEMS International Certification*

2.11 TQC™ & TQAC™ Certification Examination

The **TQC & TQAC** exam covers the Competency Areas on "International perspectives, standards, and best practices" and consists of 10 essay and 50 multiple-choice questions from 4 selected examination areas as shown in below figure. The **TQC** candidate and the **TQAC** candidate have the same exam.

TQC™ & TQAC™ Curriculum & Examination

❑ TIEMS encourages TQC & TQAC candidates to gain exposure to the many aspects that comprise the field. The TQC & TQAC Platform with TIEMS Academy, therefore, provides references to the most important areas.

❑ During the TQC & TQAC Compliance Process, the Candidate must demonstrate experience or knowledge in 7 (TQC) or 3 (TQAC) Competence Areas by a Competence Areas Summary (CAS)

❑ However, for the TQC & TQAC examination, the focus is on 4 important areas, on which the TQC & TQAC Candidate will be tested in a proctored, "closed book"[1] examination process.

Competence Area Summary Comprises

- International Perspectives
- Preparedness, Prevention, and Mitigation
- Predictions and Early Warning
- Emergency Operations
- Public Warning
- Search and Rescue
- Recovery and Reconstruction

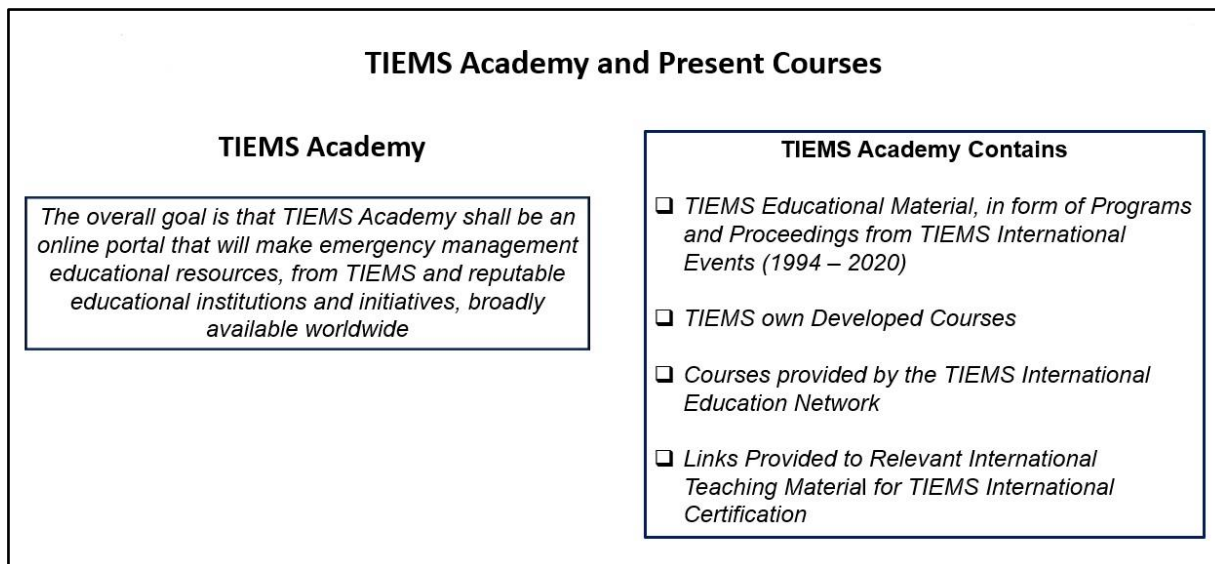**TQC & TQAC Examination Areas**

- International Perspectives
- Sendai Framework
- ISO Standards
- INSARAG Framework

[1] "Closed Books" means no use of any material like books or electronic devices, etc. for assistance during the TQC & TQAC exam

2.12 TQC™ & TQAC™ Certification Diplomas

When the candidate has met all **TQC or TQAC** requirements and passed the **TQC & TQAC** exam he/she will be awarded the **TQC or TQAC** Diploma:
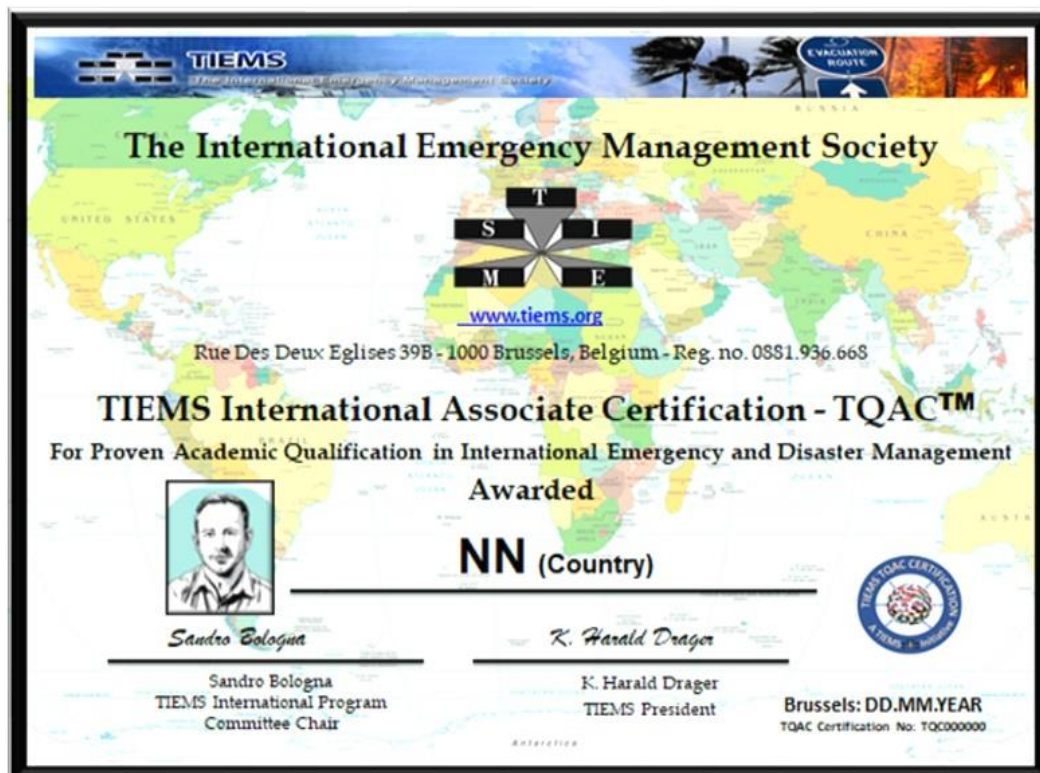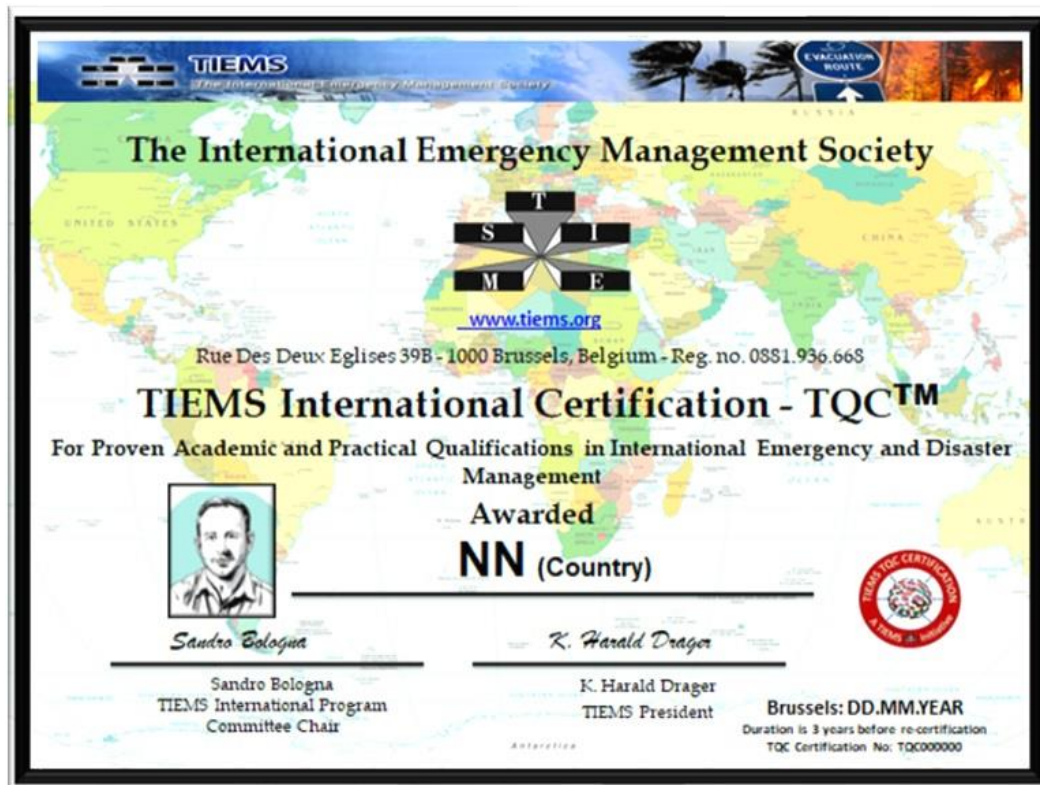
3. TQC™ & TQAC™ CERTIFICATION ORGANIZATION AND OPERATIONS

The **TQC & TQAC** Certification organization is part of the overall TIEMS organization, and comprises three major **TQC & TQAC** boards, as shown in the proceeding, **TQC & TQAC Certification Board**, **TQC & TQAC Compliance Board** and **TQC & TQAC Examination Board**. One additional Board, the **TIEMS Academy Board**, supports **TQC & TQAC** by providing access to **TQC & TQAC** teaching material. All four boards are described in the following.

3.1 TQC™ & TQAC™ Certification Board

The **TQC & TQAC** Certification Board has overall responsibility for the **TQC & TQAC** certification process and awarding the successful candidates with the **TQC or TQAC** Certification and **TQC** or **TQAC** Diplomas. The **TQC & TQAC** Certification Board Chair and TIEMS International Program Chair will sign the **TQC & TQAC** Diplomas given to the successful candidates.
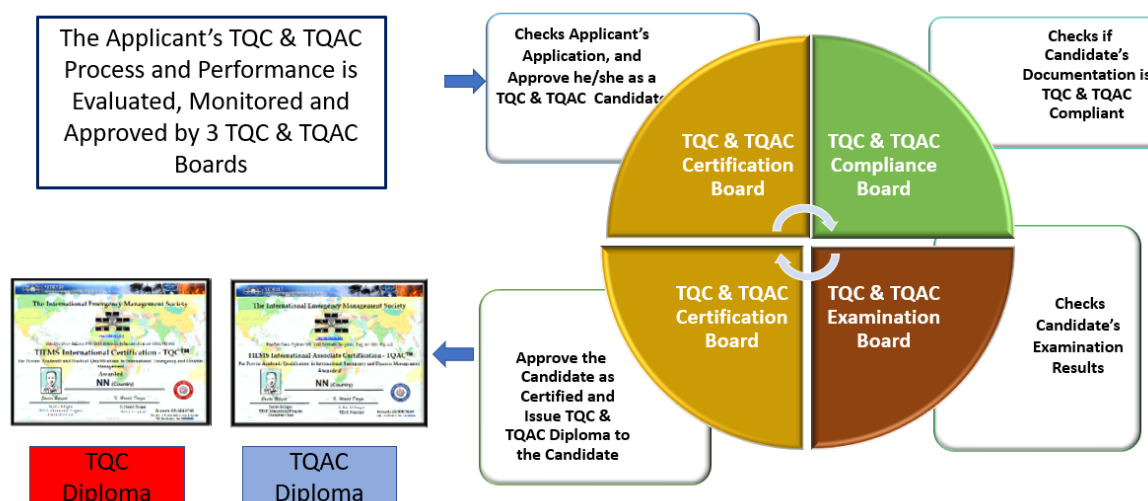
3.2 TQC™ & TQAC™ Compliance Board

The **TQC & TQAC** Compliance Board has the following responsibilities:

- Establish the criteria a **TQC & TQAC** Applicant should satisfy to be eligible to take the **TQC & TQAC** certification exam
- Identify the information and documents **TQC & TQAC** Applicants should submit to the Compliance Board to begin the **TQC & TQAC** process; on education, participation, contribution and competence area summary (CAS)
- Assess **TQC & TQAC** candidates' submitted information and documents and make one of the following determinations:
  - ✓ The Applicant is eligible to take the **TQC & TQAC** exam
  - ✓ The Applicant does not appear to be eligible to continue the **TQC & TQAC** process
  - ✓ Deficiencies are identified, and the candidate may submit additional information or reapply at a later time
- Issue a **TQC & TQAC** Compliance Report

Generally, the requirements for knowledge, participation, and contribution can be satisfied in various alternative ways. It will be up to the **TQC & TQAC** Compliance Board to decide if the applicant has demonstrated that he/she has met the qualifications. The **TQC & TQAC** Compliance Board will provide feedback to the applicant to help him/her correct deficiencies, where possible.

3.3 TQC^{TM} & TQAC^{TM} Examination Board

The **TQC & TQAC** Examination Board handles the **TQC & TQAC** examination process for the **TQC & TQAC** Candidates.

The **TQC & TQAC** Examination Board is composed of TIEMS representatives belonging to the [TIEMS International Group of Experts (TIGE)](#). The **TQC & TQAC** Examination Board reflects the spectrum of emergency management expertise knowledgeable of existing International Standards and Best Practices. The **TQC & TQAC** Examination Board is a peer-review body and ensures that the Certification Program remains open, fair, and impartial; retains integrity; and implements the mission of emergency management, by certifying that successful applicants have met the minimum standards outlined in the program. **TQC & TQAC** Examination will be based on a set of Essay Questions and Multiple-Choice Questions reflecting the **TQC & TQAC** Competence Framework.

3.4 TIEMS Academy Board

TQC & TQAC Applicants may acquire required competencies anywhere they wish – past coursework or experience, independent study, or they may take on-line or in-person courses. Over time, TIEMS Academy will be providing access to an increasing number of courses relevant to **TQC & TQAC** Competencies. TIEMS Academy and the **TQC & TQAC** Compliance board will indirectly complement each other. TIEMS Academy will guide the **TQC & TQAC** Certification Candidates to relevant learning material for their preparation for the **TQC & TQAC** examination. This teaching material will include:

- TIEMS Library with Programs and Proceedings from TIEMS Worldwide Conferences and Workshops: *[Click Here](#)*
- TIEMS developed Courses *(Will be added continuously as they are made available from TIEMS worldwide chapters and members)*
- Courses available from *[TIEMS International Education Partners](#)*
- **TQC & TQAC** Candidate Certification Guide (*Contain links to teaching material recommended for TQC& TQAC candidates in the TQC & TQAC Platform*)

3.5 TQC^{TM} & TQAC^{TM} Certified Members

In order to see to it that TIEMS International Certifications - **TQC^{TM} & TQAC^{TM}**, is relevant and appropriate, and fulfilling the needs of the emergency management and disaster response community, and that it is up-to-date and using state-of-the-art technology, TIEMS invited experienced professionals with different backgrounds and experience and from different countries, to be test candidates of TQC before it was opened to the community of professionals. Their role was to test the system from A to Z and give valuable feed-back on the quality, operational aspects, and relevance of this certification, to allow TIEMS to attune it to the needs of the international emergency management community experts. The **TQC** Test Candidates were also asked to provide local/regional information on relevant organizations and institutions. All **TQC** Test Candidates have passed the **TQC & TQAC** Exam and have been **TQC** Certified and are **TQC** Charter members.

> *The TQC Certified Members are those who have fulfilled TQC Certification Requirements by passing through all phases of TQC Certification: TQC Application, TQC Compliance, and TQC Examination*

These are the TQC Charter Members →

1. Desiree Beekharry (Australia)
2. Larry A. Porter (USA)
3. Gbenga Morenikeji (Nigeria)
4. Nothemba M. Mhlaba (South Africa)
5. Naill Al Momani (Jordan/Dubai)
6. Russell Dippy (Australia)
7. Li Li (China)
8. Vinod Menon (India)

❑ TQC is awarded for a three-year period
❑ Re-certification efforts required prior to the end of the third year
❑ Submit the Re-Certification Form
❑ Evaluation of the TQC-certified person's experience, activity, and education/training during the 3 years
❑ Re-Certification Certificate, Or, Re-Certification Exam

TQAC Charter Members are those who are TQAC Certified in 2022.

TQAC is a one time award, showing proper education in emergency management. **TQAC** can be upgraded to **TQC** Certification when the candidate has achieved the necessary practical experience (Participation and Contribution) in emergency management. The candidate can then submit the *TQAC Certification Upgrade to TQC Form*. The **TQAC**-certified person's experience and activity will be then evaluated, and if fulfilling the *TQC Requirements*, awarded the *TQC Certification*.

TQAC^{TM} Charter Members 2022

> *The TQAC Charter Members are those who have fulfilled TQAC Certification Requirements by passing through all phases of TQAC Certification: TQAC Application, TQAC Compliance, and TQAC Examination in 2022*

❑ TQAC is a One Time Award, Showing Proper Education in Emergency Management
❑ TQAC can be Upgraded to TQC Certification when the Candidate has Achieved the Necessary Practical Experience (Participation and Contribution) in Emergency Management
❑ The Candidate can then Submit the *TQAC Certification Upgrade to TQC Form*
❑ Before sending the upgrade form, the TQC upgrade fee has to be paid
❑ The TQAC-certified Person's Experience and Activity will be then Evaluated, and if Fulfilling the TQC Requirements, awarded the TQC Certification

4. TQC^{TM} & TQAC^{TM} CERTIFICATION COST AND PRACTICAL STEPS

TQC & TQAC candidates need to be a TIEMS member in good standing (paid membership), before their **TQC & TQAC** application will be processed by the **TQC & TQAC** Certification Board. The following link can be used to become a TIEMS member: Becoming a TIEMS Member

To start the process for applying for TIEMS International Certification – **TQC & TQAC**, the candidate needs to fill out and submit the *TQC & TQAC Application Form* which is found on the following link: TQC & TQAC Application Form

The **TQC & TQAC** Certification Board will evaluate the candidate's **TQC** & TQAC Application Form within 7 days, and if accepted, he/she will receive an e-mail address, with a unique *Password* and *Username*, which is to be used when logging in to the **TQC & TQAC** Platform and continue the **TQC & TQAC** application process. The candidate will be advised if he/she is eligible for **TQC** or **TQAC** certification.

The **TQC & TQAC** Platform is found on the following link: TQC & TQAC Platform

If the applicant's **TQC & TQAC** Application Form is not accepted by the **TQC & TQAC** Certification Board, he/she will be advised on how to improve qualifications before applying again for **TQC** & **TQAC** Certification.

TIEMS general policy is that education and certification in emergency and disaster management should be affordable by most, and therefore the cost of being **TQC & TQAC** certified will be kept at a minimum, covering the cost to TIEMS for offering and maintaining the **TQC &b TQAC** service.

4.1 TQC & TQAC Certification Fee Elements and Timing of Certification

The price to become **TQC** certified, consists of 3 price elements paid at different time during the certification process:

▪ **TIEMS Membership**

   Needs be paid before **TQC** Application Form will be considered by **TQC** Certification Board

▪ **TQC or TQAC Certification Fee**

   Needs to be paid after the applicant is found eligible for continuing the **TQC & TQAC** certification process, based on his/her application. When paid, the candidate will get access to the **TQC & TQAC** platform for uploading required documentation

   The candidate has 6 months for uploading all documentation for **TQC & TQAC** compliance evaluation after gaining access to the **TQC & TQAC** platform. The **TQC & TQAC** Compliance Board will guide and assist the candidate in the **TQC & TQAC** compliance process. This interactive assistance will assure that **TQC & TQAC** process also is a learning process for the candidates.

▪ **TQC Examination Fee**

   Needs to be paid before the candidate is given access to **TQC & TQAC** Examination.

   The candidate has three months for finishing his/her TQC & TQAC examination after he/she has been given access to the **TQC & TQAC** examination. If the candidate fails the **TQC & TQAC** examination, he/she will be allowed to retake it within 3 months at no additional cost.

The total process from Application approval to finalize **TQC & TQAC** examination should be less than 12 months. The below figure illustrates the **TQC & TQAC** certification process steps, payments schedule and timing.
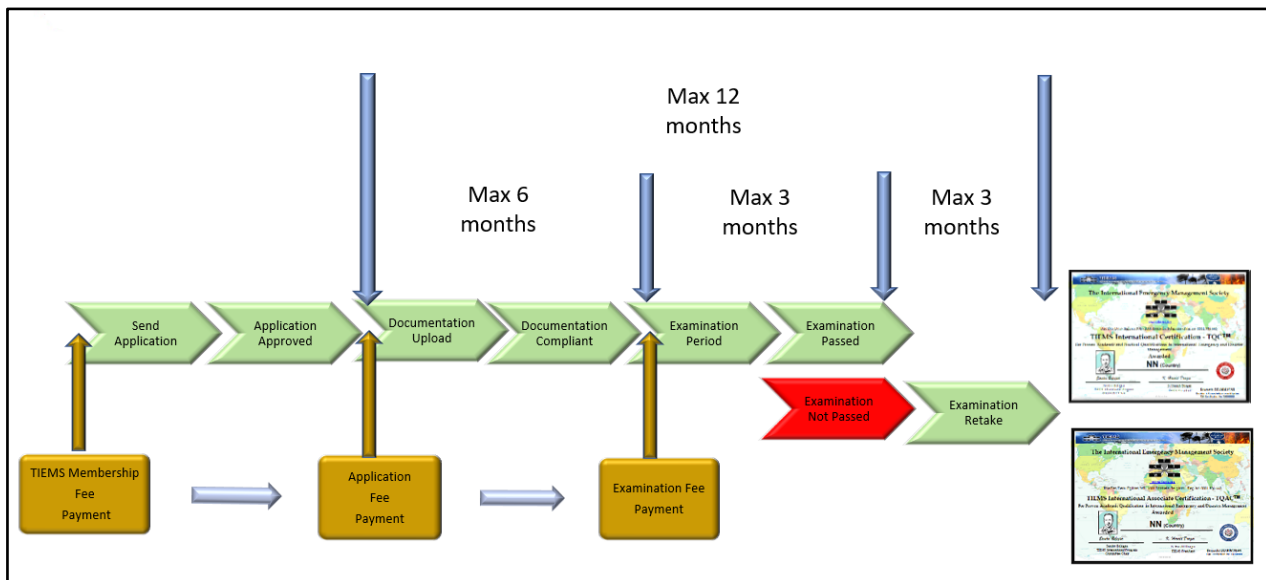
After the Applicant has passed the **TQC & TQAC** exam, his/her TIEMS membership will be upgraded to **TIEMS Professional Certified Member.**

Two more fee elements are relevant:

▪ TQAC to TQC Upgrade Fee

    Needs to be paid before starting the TQAC to TQC Upgrade process

▪ TQC Re- Certification Fee

    Needs to be paid before starting the TQC Re-Certification Process

The **TQC & TQAC** Fee elements and when to be paid is illustrated in below figures, including discounts given in 2021 - 2022 to **TQC & TQAC** Applicants as well as the possibility to apply for TIEMS **TQC & TQAC** Scholarship.

TIEMS ANNUAL MEMBERSHIP FEES
(ONE OF THE FOLLOWING TIEMS MEMBERSHIPS IS REQUIRED BEFORE SENDING THE TQC/TQAC APPLICATION)

☐ Standard Member -- *One Year Membership*: 95 €
☐ Standard Member Transition Economy Country -- *One Year Membership*: 35 €
☐ Student Member -- *One Year Membership*: 25 €
☐ Institutional Member -- *One Year Membership*: 310 €
   ➢ **Includes 5 TIEMS Memberships**

☐ Professional Certified Member 125 €
☐ Professional Certified Member from a Transition Economy Country: 45 €

➢ **These one year memberships are for TQC & TQAC Certified Members after their certification**

TQC CERTIFICATION & EXAMINATION & RE – CERTIFICATION FEES

(BOTH OF BELOW FEES IS REQUIRED DURING THE TQC CERTIFICATION PROCESS)

❑ TQC Certification Fee: **125 €** (BEFORE STARTING THE TQC COMPLIANCE PROCESS)
❑ TQC Examination Fee: **100 €** (BEFORE STARTING THE TQC EXAMINATION PROCESS)
❑ TQC Re - Certification Fee: **100 €** (BEFORE STARTING THE RE-CERTIFICATION PROCESS)

TQAC CERTIFICATION & EXAMINATION AND TQC UPGRADE FEES

(ALL OF BELOW FEES IS REQUIRED DURING THE TQAC CERTIFICATION PROCESS AND UPGRADE TO TQC PROCESS)

❑ TQAC Certification Fee: **75 €** (BEFORE STARTING THE TQAC COMPLIANCE PROCESS)
❑ TQAC Examination Fee: **100 €** (BEFORE STARTING THE TQAC EXAMINATION PROCESS)
❑ TQAC Upgrade to TQC Fee: **50 €** (BEFORE STARTING THE TQAC TO TQC UPGRADING PROCESS)

❑ **In TQC & TQAC Inaugural years 2021 – 2022, TIEMS is offering 50 % discount on above TQC & TQAC Certification & Examination Fees!**

❑ **TIEMS members from transition economy countries can apply for TIEMS TQC & TQAC Scholarship, which will cover TQC & TQAC Application Fee and 50 % of the TQC & TQAC Examination Fee for qualified applicants**

It is also to be understood that TIEMS does not guarantee that an applicant's certification will be successful. No claim of liability, in any shape of form, can be made by any applicant against TIEMS and/or any of its officers who are part of the **TQC & TQAC** process.

4.2 How to start TQC & TQAC Certification

Become a TIEMS Member
TIEMS Membership

Review the Requirements and Prerequisites in
TQC & TQAC Brief Introduction
TQC & TQAC Code of Conduct

Complete
TQC & TQAC Application Form

Within 7 days receiving a *username* and *password* for logging in to the
TQC & TQAC Platform

Pay TQC & TQAC Application Fee
Start uploading documentation to the
TQC & TQAC Platform

TIEMS Membership   TQC & TQAC Application Form   TQC & TQAC Certification Fee

TQC & TQAC Brief Introduction   TQC & TQAC Platform

TQC & TQAC Code of Conduct

5. TQC™ & TQAC™ CONTACT INFORMATION

TQC™ & TQAC™ Contact Information

**Chair of TQC & TQAC
Certification Board**
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Compliance Board**
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