

## MEMORANDUM

Date: October 10, 2013

To: Community, County, Tribe Officials

From: Oklahoma Water Resources Board, Planning & Management Division

RE: Accreditation of Floodplain Administrators

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As a result of legislation, all persons designated as Floodplain Administrators for their Community, County, or Tribe, must be initially Accredited and renewed through the Oklahoma Water Resources Board (OWRB) no later than June 30<sup>th</sup> of every year.

To obtain initial Accreditation, please file an Accreditation Application form with the OWRB. The Application may be obtained at [www.owrb.ok.gov](http://www.owrb.ok.gov) under Forms, Floodplain Management, or on the Floodplain Management, Workshop page. In addition to your application, we need one of the following:

- (1) Completion and proof of continuing education training approved by the OWRB; or
- (2) Proof of current standing as a Certified Floodplain Manager (CFM®) in the certification program of the Oklahoma Floodplain Managers Association (OFMA) or other association.

Please submit the completed application and documentation as soon as possible, **but no later than June 15**, to: OWRB, 3800 N Classen Boulevard, Oklahoma City, OK 73118. A schedule of continuing education classes provided by OWRB and OFMA may be found at the above-referenced website. There are several workshops offered, in several locations, on several dates throughout the fiscal year, which runs from July 1<sup>st</sup> through the following June 30<sup>th</sup> the next year. These one-day workshops are good for six (6) continuing education credits (CECs), which is the amount needed to become Accredited and to renew your Accreditation each year thereafter.

Initial Accreditation is good until June 30<sup>th</sup> of the following fiscal year. For example, if you are Accredited in September 2013, your Accreditation will not expire until June 30, 2015.

**However**, please note that **all Accreditation renewals** expire on June 30<sup>th</sup> of **every** year. To renew your Accreditation, you must attend approved training and provide proof-of-training for the **full 6 CECs** taken **before** your Accreditation **expires on June 30<sup>th</sup>** of that year, **or** proof of being a CFM® in good standing.

We believe that the Accreditation Program is a positive step in assuring that persons responsible for important economic decisions affecting the health, safety, and welfare of our citizens be given the opportunity to receive the training needed to assist them in managing development in the floodplains of their community. Please contact Cathy Poage at (580) 256-1014 if you have any questions.