

SCHWALLS CONSULTING LLC

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Course Title:

EC Basics: Completing the FEMA Elevation Certificate Correctly for “Everyone”

Course Syllabus Information (360 Minutes):

Course Description: This course will provide detailed training on completing a Federal Emergency Management Agency (FEMA) Elevation Certificate (EC) accurately and in its entirety, allowing full compliance with any program that requires submission of a FEMA EC. The material will cover common errors and omissions, review of the various building diagrams, and real-world examples. The course will also include discussion of the EC requirements for the FEMA Community Rating System (CRS) and the National Flood Insurance Program (NFIP), and those portions of the EC that are not required for those programs but should be completed to support other requirements. Throughout the course, attendees will be invited to ask questions concerning situational circumstances experienced, in order to clarify the complexities of the EC requirements and how they relate to real-world examples experienced by the attendees.

Course Topics:

- Section A - Property Information
- Section C - Building Elevation Information
- Section E - Building Height Information
- Section G - Community Information
- Program Requirements for FEMA CRS
- Upcoming Changes to the EC
- Section B - FIRM Information
- Section D - Professional Certification
- Section F - Property Owner Certification
- Common Errors
- Program Requirements for FEMA NFIP

Course Objective: To be able to complete a FEMA EC so that it satisfies the requirements of all programs that call for an accurate EC, including the Community Rating System (CRS) and National Flood Insurance Program (NFIP).

Evaluation Method: Open group discussion occurs throughout the course, to fully engage all participants in understanding, processing, and applying the information. In addition, there are in-course question and response sessions to gauge attendee comprehension of the material.

Course Outline with Timeline: (360 Minutes)

Programmatic Background (20 minutes)

1. Attendee Introductions (for context of on-going discussions)
2. Uses for EC
3. Requirements for Certifier of EC
4. Form Versions and Expirations

Section A - Property Information (80 Minutes)

1. Owner and Property Information
2. Horizontal Location and Datum Standards

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3. Photograph Requirements
4. Building Diagrams
5. Foundation Enclosure Opening Requirements
6. Garage/Attached Building Requirements

Section B - FIRM Information (90 Minutes)

1. Community Description
2. Flood Map and Flood Study Data
3. Vertical Datum Information and Requirements
4. Protected Area Requirements
5. Historic and Future Flood Information

Section C - Building Elevation Information (70 Minutes)

1. Construction Status Requirements
2. Benchmark, Datum and Elevation Standards
3. Bottom Floor versus Higher Floor Requirements
4. Elevated Structure Data
5. Garage and Machinery Requirements
6. Adjacent Grades and Appurtenant Structures
7. Common Mistakes

Section D - Professional Certification (30 Minutes)

1. Requirements for Certifier
2. Required "Optional" Items
3. Certification Information
4. Comment Requirements and Common Examples
5. Signature and Date Repetition Requirements
6. Copy Requirements

Section E - Building Elevation Information – Non-Survey (15 Minutes)

1. Section E versus Section C Requirements
2. Height Data Needs per Adjacent Grades
3. Floors, Garage, and Machinery Requirements
4. Ordinance Compliance
5. Natural Grade Information

Section F - Property Owner Certification (15 Minutes)

1. Section F versus Section E
2. Comment Requirements

Section G - Community Information (20 Minutes)

1. Section C Source Data
2. Section E Responsibility
3. Floodplain Management Information and Certification
4. Flood Elevation and Datum Information
5. Comment Requirements

Common Mistakes and Errors (20 Minutes)