



DSW Qualifying Information Guidelines

When Team Members need to renew their DSW card or New Graduates need to get their DSW card for the first time, they must show how they meet the requirements for renewal or for qualification. Using monthly reports can help.

Team Leaders, here is a quick check list for you to use as you prepare either of these reports:

- ✓ Are the dates listed by the Team Member correct?
- ✓ Did the Team Member submit these hours for submission?
- ✓ Did the Team Member correctly name the training?

Once you have answered the questions above, the report is ready to be sent to the Battalion Liaison, who will also follow the same procedure to double-check for errors. Both reviews should take place BEFORE the monthly hours are submitted to the CERT program office.

NEW GRADUATES

The requirement for New Graduates to qualify for their DSW is to attend two Team Meetings, two Continuing Educations, and turn them in to their Team Leader. Please only include info that is needed to qualify. Here is how a submission *may* look:

Jim Doe
New Card (*Identifying that this is a new graduate will help process the card faster*)
CE: 1/2/11 Urban Survival
CE: 3/8/11 Hose Loading
TM: 2/2/11, 4/2/11
Academy: #21

RENEWING TEAM MEMBERS

Team Members have two years (based on the expiration date on their DSW card) to meet the following requirements: four Team Meetings, four Continuing Educations, and one Refresher BEFORE the expiration date on their DSW card. Please only list what is needed for renewal.

Jane Doe
Renewal Card (*Providing this information will help process the card faster*)
CE: 1/2/11 Urban Survival
CE: 9/2/11 Animal Care in Disaster
CE: 2/12/12 Personal Preparedness
CE: 3/8/12 Hose Loading
TM: 2/2/11, 4/2/11, 5/2/11, 7/2/11
REF: 6/25/11

This is slightly different from the paragraph format but is not the only one. Team Leaders and Battalion Liaisons should coordinate what format they wish to use.