



## DSW Card Renewal Procedure for CERT San Diego

*Notice (posted 6/4/10): The CERT San Diego program office will no longer process renewals for SDFD-issued DSW cards issued before 11/3/2007. If you still have a card issued before 11/3/2007 and have not already updated to a new OES-printed DSW card, you must retake the academy in order to rejoin CERT San Diego.*

If you are CERT San Diego Team Member, you can follow the procedure described below in order to RENEW your DSW card (for new graduates, this is different than QUALIFYING for your DSW card; you can see the pdf document called, “How New CERT Academy Graduates Qualify for their DSW Cards”).

1) All applications AND list of qualifying activities for renewing DSW cards will be submitted to the Team Leader. *The Team Leader will verify that all requirements for renewal have been met* using the monthly hours submission sheets. If you do not see it on that sheet, then the CERT program office does not show it either.

2) Team Leaders verify the dates and information related to qualifying activities are accurate according to the monthly records submissions. Once verified, Team Leaders will put this data into the *proper format* (according to the document “CERT SD Team Leader-Battalion Liaison DSW Submission Sheet Guide”) and submit both this sheet and DSW form to their Battalion Liaison.

3) The Battalion Liaison will then submit the original DSW form (copies and/or electronic versions are not accepted by OES) and the DSW Submission Sheet to the CERT San Diego Program Office **BEFORE THE FIRST DAY OF THE MONTH**. (It is requested that Battalion Liaisons gather all necessary documents before submitting to the CERT San Diego Program Office.)

**Please note! The CERT San Diego Program will not process any DSW renewals that are NOT sent in through the chain of command described above.**

It is important to submit the renewal DSW forms BEFORE the expiration date. **Ideally, forms will be submitted one month prior to the expiration date listed on the member’s DSW card.** This will allow for processing and batching, and avoid any lapses in coverage provided by the DSW program.