



# **Tier I DSW Card Renewal Procedure**

(Not to be confused with QUALIFYING for a DSW card as a New Graduate)

Great job! You have been a part of the CERT San Diego team for at least two years and you are ready to *RENEW* your DSW card. This document provides each step of the process.

- 1) Visit our website ([www.certsandiego.org](http://www.certsandiego.org)). On the right side of the page, look for the link called "Procedures/Resources," and click. On the page that opens, look for the PDF link called *2013 CERT SD DSW Form*. Please print off this form.
- 2) Also on the website is a series of links under the subheading called, "DSW Renewal Procedures and Information." Click and review the pdf called *Example of NEW DSW Renewal Form*.
- 3) Submit your completed DSW Renewal form to the CERT program office at least 30 days before your expiration date to the address 1010 2<sup>nd</sup> Ave., Ste. 400, San Diego, CA 92101. (You will find your expiration date on the front of your DSW card under your photo.) A second option is to pdf your document, email it to [cert@sanidiego.gov](mailto:cert@sanidiego.gov), and then mail in the original (the CERT office is required to keep the originals with your signature on file).

## **Important note:**

Please remember that in order to qualify for renewal you need to have attended one refresher per each calendar year of your DSW card.