



Tier II DSW Card Renewal Procedure

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 will give you steps to navigate the renewal process.

- 1) Visit our website (www.certsandiego.org), look under the subheading called, "Procedures/Resources," and click the link called *2013 CERT SD DSW Form*. Please print off this form.
- 2) Also on the "Procedures/Resources" webpage is a series of links under the subheading called, "DSW Renewal Procedures and Information." Please click and review the pdf called *Example of NEW DSW Renewal Form*.
- 3) Using your personal method for tracking your training, compile a list of your qualifying activities.
- 4) Submit both your completed DSW Renewal form and your list of qualifying activities to the CERT program office at least 30 days but no more than 60 days before your expiration date to CERT Program Office, 1010 2nd 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 both documents, email them to cert@sandiego.gov, and then mail in the originals (the CERT office is required to keep the originals with your signature on file).

Important note:

Only activities that have been reported to the CERT program office by the 30-day deadline can be used for renewals. If you have any questions, please feel free to contact the CERT office at 619-533-4353.