Administrative Guidelines for Tiered System

Returning/Expired CERT SD Members:
- After completing a **CERT San Diego** Refresher, enter at Tier I.
- To move up to other tiers from Tier I, must retake a full basic academy or complete a series of 6 Refreshers in a single calendar year.
- All transitions between tiers will take place on January 1st.

Active Members Who Do Not Complete Yearly Requirements:
- Members have 1 calendar year to meet their assigned Tier's requirements.
  - If Tier II members do not meet the requirements, they will revert to Tier I for 1 calendar year. At the end of that calendar year, they can request to be reassigned to Tier II.
  - If Tier I members do not meet the requirement, at the end of that calendar year they will be removed from the roster and active list. After a one year wait period, Tier I members may become active again by completing a single **CERT San Diego** Refresher and re-entering the program at Tier I.

Tier I and Tier II Requirements:
- Tier I: One Refresher per calendar year. (*No reporting requirements.)
- Tier II: Four Continuing Education credits, four Group Meetings, and one Refresher per calendar year. (*Participation in these must be reported to the CERT office within 30 days of participating in order to be registered for credit.)

DSW Renewals Timeline:
- DSW renewal paperwork must be completed and turned in to the CERT SD office at least 30 days but no more than two months before expiration date on DSW card. Completion of Tier requirements is not necessary in order to renew.
  - Example: DSW expiration date is June 1, 2016. Submit your DSW renewal form to the CERT office between April 1, 2016 and May 1, 2016.

Transition-Between-Tiers Timeline:
- Transitions between tiers take place at the same time each year (December 31st).