

Purpose:

To qualify for earning credentials, an activity (exercise, drill, or public service event) must be approved in advance. The activity must meet the requirements as outlined in the Credentialing Program Handbook to be approved for credential credit.

This form is used to request that an ARES/RACES activity be approved for Credential Credit and needs to be submitted to the Credential Program Manager not less than 30 days from the activity start date.

Instructions:**Jurisdiction RACES Radio Officer**

- Review the “Approved Activities” section in the Credentialing Program Handbook and verify that your activity meets or will meet all of the requirements.
- Complete the worksheet on pages 3 and 4, then sign the form on page 2 and initial on page 4.
- Discuss your plan for this activity with your emergency manager and have them sign the form.
- Scan and e-mail the form to: credmgr @ scc-ares-races.org
- After the event, ensure an AAR is submitted within 30 days, as noted in step 7 on page 4. Failure to submit an AAR may result in your jurisdiction not being approved for future Credential Approved Events.

Jurisdiction Emergency Manager

- Review the activity plan with your Radio Officer and verify that it meets the requirements of your agency.
- This is also an excellent opportunity to discuss other areas where ARES/RACES can be of service to the local community.
- Sign the form on page 2 and return it to the Radio Officer for submission to the Credential Program Manager.

Credential Program Manager

- Review the Approved Activity Request and, if approved, sign the form and forward a copy of the approved form to the Radio Officer.
- Set the “Credential Credit” flag for the activity in the activities database. This will allow all program participants to see that the event has been approved for participation credit toward credentials.
- If not approved, discuss with the Radio Office what changes are needed to make the activity credential-approved.
- Should it be determined after the event that the activity was not conducted per the worksheet on pages 3 and 4, and per the Credentialing Program Handbook, approval may be withdrawn.

Jurisdiction Name: _____

Activity Name: _____

Date(s): _____ Time(s): _____

Summary of Activity:

Supporting this event gives the hams opportunities to strengthen their radio skills in focused areas and provides opportunities to earn credentials in the ARES/RACES Credentialing Program. Earning these credentials ensures the hams can provide a heightened level of support for your events and others. An overview of the Credentialing Program can be found at <https://www.scc-ares-races.org/credentials> or by asking your ham lead (RACES Radio Officer).

Signatures:**RACES Radio Officer:**

I have reviewed the requirements for an approved activity in the Credentialing Program Handbook and the worksheet on pages 3-4. Our activity will meet or exceed all of these requirements.

Print Name of Radio Officer_____
Signature of Radio Officer_____
Call Sign_____
Date**Jurisdiction Emergency Manager (or authorized official):**

I have reviewed the above requirements and the plan for this activity with our RACES Radio Officer and agree that it meets all of the needs of our organization for this activity.

Print Name of Official_____
Signature of Official_____
Title_____
Date**Credentialing Program Manager Approval:**_____
Approved_____
Not Approved. Reason: _____

Print Name of Program Mgr_____
Signature of Program Mgr_____
Call Sign_____
Date

Jurisdiction Name: _____

Activity Name: _____

Date(s): _____ Time(s): _____

To qualify as an approved activity in the Credentialing Program, the exercise, event, or incident must provide participants with realistic operating experience conducted according to training and operating standards. The requirements are summarized in the worksheet below, which may help you plan your activity. For more information, consult the Credentialing Program Handbook.

1. The operational period must be at least two hours.
2. The activity must be entered into the SCCo ARES/RACES Activity Database calendar.

Has the activity been entered into the database? ☐ Yes ☐ No

3. Participation must also be logged in the county Activity Database. Only radio operators who meet the requirements defined in Minimum Operating Time per Activity on Page 19 of the Credential Program Handbook should receive participation credit.

Who will record participation after the activity? (name & call sign) _____

4. Message traffic must be realistic and relevant to the exercise, event, or incident scenario.

Will there be 3rd party message traffic? ☐ Yes, real ☐ Yes, simulated ☐ No

If yes, which county-standard forms will be used? _____

What other forms will be used, if any? _____

What types of operator-to-operator message traffic are anticipated?

5. Operations must be conducted according to the "Santa Clara County ARES/RACES Performance Standards and Best Practices", including:

- Proper check-ins and check-outs on nets
- Proper hand-offs between nets so individuals are always under supervision
- Proper health and welfare checks performed throughout the event on all nets
- Proper message passing procedures used (including forms, prowords, phonetics, etc.)
- All county "Performance Standards and Best Practices" are adhered to by all positions

Who will be the overall ARES/RACES supervisor for the activity?

Name: _____ Call Sign: _____ Credentials: _____

If this person does not hold a minimum of an F3 Credential, who will be advising them on proper procedures regarding a Credential Approved Event? The advisor must hold an F3 or higher Credential.

Name: _____ Call Sign: _____ Credentials: _____

What type of nets will be used for the activity? _____

How often will health and welfare checks be performed? _____

Is travel to/from the activity part of the activity? ☐ Yes ☐ No

Will operators be traveling from outside the city/jurisdiction? ☐ Yes ☐ No

If yes, a Resource Net is **required and will follow Level 3 procedures**. Which repeater(s) will be used for the Resource Net? _____

Who will be responsible for contacting the repeater owner(s) for permission and arranging any linking if required? Name: _____ Call Sign: _____

6. Documentation must be completed according to "Santa Clara County ARES/RACES Performance Standards and Best Practices", using standard county forms, including:
- Resource Net (if used) tracking via form, T-cards or similar method
 - Individual assignments tracked via form, T-cards or similar method
 - ICS 205 Communications Plan distributed before assignment begins for Public Service events or at the event for drills and exercises
 - ICS 211A Communications Sign-in used to sign in/out all participants
 - ICS 214 Unit Activity Log completed by all participants
 - ICS 309 Communications Log completed by all operators (shadows can use ICS 214)
 - ICS 213 or other county-standard forms used for all 3rd-party message traffic
 - Operator-to-operator messages written on a 2-part phone message or other suitable forms

Explain how all logs and other documentation will be collected from participants at the end of shift/event:

7. An After-Action-Report (AAR) must be produced and submitted to County RACES **within 30 days** from event conclusion, as outlined in the "AAR Report Requirements" document. This includes submitting copies of all message forms and other documents used to plan and conduct the activity.

<https://www.scc-ares-races.org/credentials/activities>

Who will be writing and submitting the AAR? (name & call sign) _____

8. Is any DSW coverage provided? ☐ Yes ☐ No This needs to be noted on the sign-up page and made clear what is provided and by what agency/agencies.

NOTE: A County Credential Approved Activity itself does not provide county DSW coverage.

9. Any other details that should be considered to authorize this event as a Credential Approved Activity?
(attach additional documents as needed)

Radio Officers Initials: _____