

Name: _____ Call Sign: _____ Jurisdiction: _____

All activities must be performed according to the Performance Standards. For specifics of each of these requirements, consult the Credentialing Program Handbook. Instructions are on the next page.

Radio Officer or Designee			Credential Requirements (completed within the last two years)
Date	Call Sign	Initials	
			Administrative
			Work/live/active in Santa Clara County; respond to primary jurisdiction
			18 years of age or older
			Valid Technician class or higher Amateur Radio license
			Valid California driver's license or State-issued ID card
			Reliable transportation for assignments
			Has read "SCCo ARES/RACES Credentialing Program Handbook"
			Has read "SCCo ARES/RACES Perf. Stds. & Best Practices"
			Registered with primary jurisdiction as Disaster Service Worker
			Recommendation from local jurisdiction Radio Officer
			Training
			Santa Clara County ARES/RACES Training
			Intro to Emergency Communications (or equivalent)
			Fundamentals of Emergency Communications*
			Emergency Management Training*
			ICS-100 / IS-100: Intro to ICS
			ICS-200 / IS-200: ICS for Single Resources
			ICS-700 / IS-700: Intro to NIMS
			SEMS G606: Intro to SEMS
			Equipment
			All items in SCCo standard 2-hour Carry Kit
			All items in SCCo standard 12-hour Go Kit
			Knowledge
			Demonstrate personal radio familiarity per Credential handbook
			Participation (or equivalent, as determined by local jurisdiction RO)
			Min 8: Check into weekly city net
			Min 8: Monitor weekly SPECs or SVECS net
			Min 2: Radio oper duty at quarterly drills
			Min 1: Radio oper duty at approved functional or full-scale exercise
			Min 1: Radio oper duty at approved public service event or incident
			Performance
			Functioned effectively & professionally with served agency
			Has maturity and experience to perform according to "SCCo ARES/RACES Performance Standards and Best Practices"
			Ongoing Participation
			Agree to minimum training and participation requirements

Notes:

*See the Credentialing Program Handbook for exceptions to training class completion within the past two years.

Signatures:

Candidate:

I have completed all of the requirements listed above as described in the Credentialing Program handbook. And I agree to maintain at least the minimum participation level required in the Credentialing Program Handbook and to abide by all methods and procedures defined in the Credentialing Program Handbook and the Performance Standards and Best Practices.

Print Name of Candidate Signature of Candidate Call Sign Date

Radio Officer:

I have reviewed the requirements in the Credentialing Program Handbook for each of the above items and have verified that the candidate has fully completed each requirement as described in the handbook.

Print Name of Radio Officer Signature of Radio Officer Call Sign Date

Usage instructions:

Candidate:

- It is the candidate’s responsibility to maintain this record
- This document functions as a confirmation of completion of the credential requirements
- Bring this document with you when you meet with your local jurisdiction Radio Officer
- Have your local jurisdiction Radio Officer (or designee) initial each line item completed
- Retain the document as your “receipt” that you have completed the itemized requirements
- When all items are completed, the candidate and local jurisdiction Radio Officer sign above
- When completed and signed, consult the Credentialing Program Handbook for the submittal procedure

Radio Officer:

- The checklist above is an abbreviation of each requirement. Before initialing each requirement, review the complete requirement in the Credentialing Program handbook.
- The radio officer may delegate the responsibility of initialing the completion of individual requirements to a deputy or assistant.
- Only the radio officer for the jurisdiction can provide the final signature.