

## **SUMCO ARES Training and Professional Development Hours**

Beginning January 1, 2006, Summit County Amateur Radio Emergency Service will begin tracking the emergency communication training and professional development hours (PDH's) completed by its members. Individual members will be responsible for keeping records of their training and development during the course of the year and submitting this information to SUMCO ARES as requested.

- 1) Professional Development Hours Requirements
  - a) The goal is for each SUMCO ARES member to complete 30 professional development hours of training and development related to emergency communications during the year. At this time, there is no national or state requirements for required training or PDH's for continuing membership in ARES even though a number of ARES groups around the country have established minimum hours.
  - b) One professional development hour shall equal 50 minutes of instruction or participation. If a program in the emergency communication area is taken that awards continuing education units (CEU's) rather than PDH's, one CEU will equal 10 professional development hours. The ARRL Certification and Continuing Education Program Emergency Communication and the FEMA Emergency Management Institute both award CEU's for completion of their courses.
  
- 2) Professional Development Activities shall include, but not be limited to:
  - a) Active participation and successful completion of emergency communication programs, seminars, tutorials, workshops, short courses, on-line or in-house courses. Credit will be given for self study courses only if an examination has been completed by the licensee and graded by the sponsor;
  - b) Successful completion of emergency management courses or programs in which PDH's or CEU's are earned.
  - c) Participation as an ARES member in any public service event, drill or actual activation. Development hours shall be credited based on the hours of actual participation.
  - d) Active participation on a committee or holding an office in ARES, SAVECO, or other emergency communications organization. Two professional development hours will be awarded per committee membership or office held. A maximum of 8 PDHs may be accepted per year.
  - e) Attending program presentations at local, state or national ARES or other emergency communication meetings;
  - f) Attending annual SKYWARN training session presented by the NWS.
  - g) Checking into local weekly ARES net. Each checkin shall earn 0.5 PDH.
  - h) Serving as net control for ARES or SKYWARN training net. Each net control activity shall earn 1 PDH.
  - i) Teaching or instructing. Teaching credit is valid for making a presentation, teaching a course or seminar for the first time only. Two PDHs will be earned for every hour of teaching.
  - j) Authoring papers or articles that appear in nationally circulated journals or magazines or presented at a national or state conference. A maximum 10 PDHs per paper or presentation per year are allowed for this activity;
  - k) Successful completion of a college or university course in the area of emergency communications. One semester hour completed shall equal 15 PDHs and one quarter hour shall equal 10 PDHs;

- 3) All professional development programs, activities or courses shall:
  - a) Contribute to the advancement, extension or enhancement of the professional skills and/or technical knowledge of the member in practice of emergency communications;
  - b) Foster the enhancement of general or specialized practice and values of emergency communications or related emergency management activities.
  - c) Be developed and presented by persons with education and/or experience in the subject matter of the program.
  
- 4) It shall be the responsibility of a member to maintain a record of PDHs that includes, but is not limited to, the following:
  - a) The name and address of the sponsor or provider, the number of hours attended in each program, the date and place of the program and a certificate of attendance; or
  - b) A log of activities that includes the date and number of hours claiming as PDHs, a brief statement of the subject matter, printed program schedules, registration receipts or other proof of participation; or
  - c) Transcripts or records of professional development hours maintained by an acceptable provider as set forth in section 5).
  
- 5) Acceptable providers for structured educational activities shall include, but not be limited to:
  - a) American Radio Relay League (ARRL);
  - b) Federal Emergency Management Agency (FEMA);
  - c) Summit County Emergency Management Agency (SUMCO EMA).
  - d) American Red Cross
  - e) National Weather Service
  - f) Colleges, universities or other educational institutions;
  - g) Other technical or professional societies or organizations including manufacturers.
  
- 6) Certification of Compliance with Professional Development Requirements
  - a) Each renewal applicant shall certify, on the renewal application, full compliance with the professional development requirements set forth in this Section.
  - b) The SUMCO ARES may require additional evidence demonstrating compliance with the professional development requirements as set forth in subsection (d). This additional evidence shall be required in the context of the Department' s random audit. It is the responsibility of each renewal applicant to retain or otherwise produce evidence of compliance.
  - c) When there appears to be a lack of compliance with requirements, an member shall be notified in writing and may request a review by the Summit County Emergency Coordinator.