

Documentation and Supporting Materials for Application of Certification

The document describes the requirements to support applications for ASRC certifications.

Background

At the Summer 2008 meeting the ASRC Board of Directors, the BOD directed the Conference Training Officer (CTO) to prepare a draft process document that describes the requirements to support applications for ASRC-issued credentials.

Introduction

The initial supporting documentation requirement is focused on the Incident Staff certification.

Principles of Certification

The ASRC is a standards development organization that also serves as a certification agency. As such, it has considerable interest in maintaining the credibility of the credentials it issues. The principles of certification are:

1. Independence
2. Accountability
3. Standardization
4. Consistency
5. Validating Experiential Requirements

Incident Staff Documentation Requirements

Requirement	Supporting Materials Requirements	Unresolved Issues
Be an ASRC Field Team Leader (FTL)	<ol style="list-style-type: none">1. IS checklist signed by GTO.2. Current group roster shows FTL.3. Group meeting minutes show approval as FTL.	Clarify that they were certified or recertification (recommend recertification requirement of last 3 years).
Have served as FTL on at least three field tasks	<ol style="list-style-type: none">1. Debriefed TAF signed by OPS, or attestation by a team member	Currency clarified (recommend recertification language of last 3 years). Quality check as FTL (debriefing officer letter of accomplishing task as assigned safely), need to clarify type of task, such as hasty or sweep and on real mission or not, and duration (e.g. actually deploy and conduct the task for x hours).
Meet the technical standards set below, as determined by the Group Training Officer selected by the ASRC Board of Directors	<ol style="list-style-type: none">1. IS checklist signed by GTO.	
Complete Managing Search Operations, Managing the	<ol style="list-style-type: none">1. Copy/scan of paper certificate, or	Clarification on "equivalent".

Search Function, or equivalent training	2. Attestation of course instructor that student completed course.	
Complete Practical Search Operations, Search Operations for Staff, or equivalent training	1. Copy/scan of paper certificate, or 2. Attestation of course instructor that student completed course.	Clarification on “equivalent”.
Serve as a member of the Command Post or Base Staff on one incident	Signed copy of: 1. IAP, or 2. Org Chart (ICS 207), or 3. Incident Briefing (ICS 201), or 4. Organization Assignment List (ICS203) showing person in a staff role, or Attestation of IC or Section Chief.	Clarify currency, incident or simulation, how long and what type of role (e.g. comms officer, food helper, relay, runner, etc).
Complete FEMA courses ICS, IS-100, IS-200, IS-700, and IS-800	1. Copy/scan of paper certificate, or 2. Attestation of course instructor that student completed course.	Clarification on “equivalent”. Currency requirements.
First aid and CPR certification	1. Copy/scan of paper certificate, or 2. Attestation of course instructor that student completed course.	Find last BOD minutes to validate requirement.
Submit the IS checklist to the ASRC CTO	CTO forwards the vetted application to the ASRC BOD as a nomination for the next BOD meeting.	
Be proposed for Incident Staff qualification by a Group Training Officer at an ASRC Board of Director's business meeting.	If not present, the GTO emails or sends a letter to both the group rep and to the ASRC CTO.	

Future Improvements

1. Role of CTO in reviewing application
2. Simulation vs. actual missions
3. Equivalency for PSO, MLSO
4. Appeals process if BOD says no
5. BOD response – corrective action plan/recommendation if BOD votes no or to delay/table motion
6. Recertification. Should have letters of recommendation from ICs/ARs/RAs.

7. If GTO, can the GTO self-certify their own qualifications – recommend no, should be ASRC CTO or another group GTO.
8. Currently the FTL & medical certification/recertification can lapse for IS who are up for recertification.
9. IS recertification doesn't require they meet IS standard
10. Clarification that BOD vote will consider the spirit and letter of meeting requirements and position.
11. Fix typo that say "IC" on section 8 of IS recertification.
12. Keep and submit mission log – what, when, times, role, IC/OPS, who was supervisor, how long, special tasks.
13. IC interview committee of 3 ICs from groups different from candidate's group, to review and provide written feedback to the BOD and to the candidate on letter and spirit qualifications based on application materials and questions asked by the ICs to the candidate in a scheduled conference call. Candidate chooses the IC committee based on agreement of ICs to participate.
14. Candidate or ASRC CTO identifies an IC mentor who agrees to debrief, review quality of mission documentation, and help critique new IS performance privately with IS person.
15. Group vote is based on actual checklist and for letter and spirit of IS role – not just group opinion.
16. Paperwork review during recertification.
17. Documentary evidence should never be based on first party evaluation/validation.
18. Experiential requirements should be comprised of at least 50% or more of actual mission experience. i.e. simulations may only count for 50% of required experiential requirements.
19. Candidates satisfy 100% of pre-requisite credentials before they submit an application for a higher level certification.
20. If continuing education is substituted for actual experience, that substitution shall be entirely in-lieu of simulated mission experience and no part of continuing education shall substitute for actual mission experience.
21. Note for the Future: All IS and IC credentials shall be subject to a peer review process that subjectively examines the qualifications, experience and suitability of each candidate. One of the outcomes of the peer review process should be a mentoring system for candidates whether or not their applications are successful.
22. Note for the Future: the ASRC shall establish a well-defined appeals process that provides a methodology (governance system) for an independent review of candidates presented for IS and IC.
23. Add IS-300, IS-400 to Command and General Staff requirements to maintain compatibility with FEMA requirements.

Other items

1. I'd like to clarify the requirements related to letters of recommendation.
2. Also to take a position on the issue of maintaining field certifications (FTM and FTL) - is there a need to do this given the significant shortfalls in IS and IC. Should encourage but not require position on this issue.
3. Should our position on first aid and CPR remain independent of field certifications.

4. Whatever the outcome I want to make clear that we are not changing the requirements (just clarifying them) for those folks in the pipeline. That said, I am unwilling to present anyone to the ASRC BOD who has not shown sufficient attention to detail to complete their packages correctly. This attention to detail is one of the areas we want to encourage in command and general staff.

Please enhance/comment on the guidelines, before we proceed to the next level of establishing specific requirements.

That said, I am reluctant to make the requirements too specific, as it may present too much room for candidates to game the system.

The overarching requirement is that we can provide a clear trail of evidence that establishes beyond any shadow of doubt, to any independent observer, that each candidate that the BOD approves has met or exceeded the credentialing requirements.

Definitions

First party. The certification applicant.

2nd party. An authorized independent member of the applicant's SAR team/group or authority having jurisdiction.

3rd party. An authorized independent member of a SAR team/group other than the applicant's own team/group or an authority having jurisdiction.