APPALACHIAN SEARCH AND RESCUE CONFERENCE

Search Manager II (SM-II) Recertification

Position Task Book (PTB)

Position Task Book Assigned to:

Team Affiliation:

Position Task Book Initiated by:

Name/Title

Date Initiated:

Version 1.0
May 2016

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Introduction

This PTB is part of a competency- based qualification system used by the ASRC. Certification will be awarded upon successful completion of all parts.

Position Task Books provide a standard form for documenting the knowledge and abilities of the candidate. This is done by observation of that individual's performance or description of tasks needed at a particular operational level. Each Task is designed to demonstrate competencies of a specific skill needed for the position. When all tasks in the PTB are successfully completed, the evaluated individual is eligible to request final testing for that position.

The tasks are numbered sequentially according to the current ASRC Training Standards document. They do not need to be completed in any specific order. The PTB will be valid for three years from the date the first task is documented.

Evaluation and the confirmation of the candidate's performance of all tasks may involve more than one evaluator and can occur on incidents such as searches, special events, training, and exercises. The evaluators will come from a pool of evaluators from among all ASRC teams.

Successful performance of all tasks, as observed and recorded by an evaluator, is required prior to a recommendation that the candidate be certified in the position.

Responsibilities

The following responsibilities are outlined:

Trainee (Candidate)
- Provides the evaluator with background information pertinent to the position
- Completes all tasks satisfactorily within three years
- Retains original PTB

Qualified Evaluator
- Reviews tasks with Candidate.
- Explains to the trainee the process of the PTB and the Candidate's responsibilities.
- Accurately evaluates and records demonstrated performance of tasks.
- Documents unsatisfactory performance.

Conference Training Officer (CTO)
- Initiates the PTB
- Verifies all tasks have been initialed and dated by a qualified Evaluator
- Signs the verification statement

ASRC Credentialing Board
- Please reference the ASRC Credentialing Policy Manual for credentialing processes and procedures

Reference Materials

All participants of the PTB process should reference the most current version of the ASRC Training Standards document for additional detail. PTB items that reference additional detail contained within the ASRC Training Standards document will be annotated with **TS**.

The ASRC Credentialing Policy Manual does not currently include Search Manager Credentials. Recertification protocols for all Search Managers levels are enumerated in the most recent version of the ASRC Training Standards.

The SM-II Candidate will be awarded a formal recertification only after the ASRC Conference Training Officer has assessed the Search Manager application package for completeness and the ASRC Board of Directors formally approves the recertification.

Qualified Evaluator Legend

For on-going reference, each Evaluator should print name, write signature, initial and denote Group affiliation.

Printed Name	Signature	Initials	Group

ASRC SM-II Recertification Requirements

Req	Description	Evaluator	Date
1	Document a total of at least 6 shifts in staff positions. Two must be as Search Manager. Simulations may be counted. **TS**		
	Shift 1:		
	Shift 2:		
	Shift 3:		
	Shift 4:		
	Shift 5:		
	Shift 6:		
2	Continuing Education (required only if using for up to a total of 2 shifts, may not be substituted for SM shifts) **TS**		

Credit Hours	Class Name	Instructor	Date

Req	Description	Evaluator	Date
3	Receive a favorable vote of the ASRC Board of Directors		

Ongoing record of training, simulations and searches

Attach additional sheet(s) as necessary

Date	Location	Task Competed

Conference Training Officer Endorsement

SM-II candidate, _____, has fully demonstrated required competency in knowledge and the skills needed to function as a Search Manager II. It is my recommendation that they be considered for ASRC SM-II recertification.

Conference Training Officer Signature	**Date**