

**SHERBURNE COUNTY**  
**ARES**  
**EMERGENCY COMMUNICATIONS**

**Sherburne County**

**Amateur Radio Emergency Service**

**SOP 2008-04**

**Re: Certification Training**

**Revised Mar. 04, 2008**



## CERTIFICATION TRAINING

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### 1. General

This document describes how the Sherburne County Amateur Radio Emergency Service organization will comply with HSPD-5 and HSPD-8 in support of the organization's mission.

It describes both the areas in which Sherburne County ARES members must train as well as the methods Sherburne County ARES will use to accomplish its training objectives.

This plan is effective March 1, 2008. Updates to this plan will be distributed, as required, by the Sherburne County ARES Planning and Training Coordinator.

### 2. Plan Overview

#### 2.1 Training Requirements

The Sherburne County ARES Emergency Coordinator (EC) and Assistant Emergency Coordinators (AEC) are responsible for identifying and reviewing Sherburne County ARES' tasks and training requirements.

#### 2.2 Training Development

The Planning and Training Coordinator, along with other interested Sherburne County ARES members, will develop the training program, review it with the Sherburne County ARES management staff, and approve it for delivery.

#### 2.3 Training Delivery

Any Sherburne County ARES member interested and qualified in delivering training is eligible to do so. Additionally, Sherburne County ARES staff may go outside of the organization to bring in Subject Matter Experts to deliver elements of the training program.

#### 2.4 Training Support

The EC, AECs, and other qualified Sherburne County ARES members will take on the support role of *Training Mentors*. Mentors will be assigned to any Sherburne County ARES member who requests assistance.

The roll of a Training Mentor is two-fold:

- As an Instructor, the Mentor is a subject matter expert. The Mentor guides the candidate through the training material and processes by providing instruction, insight, and coaching.
- As an Evaluator, the Mentor evaluates the individual's performance in each of the position's tasks, verifies the candidate's training accomplishments, and makes a recommendation regarding certification.

### 3. Certification Training

Certification training ensures that the Sherburne County ARES organization has set specific standards for emergency operations. Members are required to meet specific standards before being allowed to fulfill certain operational positions. Our certification training meets the level of qualification that is recognized and understood by not only Sherburne County Emergency Management, but also Elk River Emergency Management and other served agencies.

Activities leading to certification may include self-study, attending training sessions or seminars, participating in drills and exercises, or demonstrating specific knowledge and skills required by a position.

The following positions require a Sherburne County ARES training certification:

## CERTIFICATION TRAINING

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**Table 1: Positions for Certification**

<b>Position</b>	<b>Certification Results In:</b>
Field Responder	Authorization to respond to designated emergency field sites, when so directed. Responder would work directly with the designated field site manager.
EOC Controller	Authorization to respond to a designated Emergency Operations Center, when so directed. The Controller would work directly with the EOC manager.

### 5. Training Process

All Sherburne County ARES members are encouraged to participate in any and all training activities regardless of their intent or status in pursuing a position certification.

If a Sherburne County ARES member is interested in pursuing a position certification, they should do the following:

- Contact the EC, an AEC, or the Training Coordinator to express your interest in pursuing a position certification.
- Complete the prerequisite check with the EC or designate.

Once the member is selected for certification training (meets the minimum criteria for the position), the member receives the following:

- An assigned Training Mentor (see Section 2.4)
- A copy of the specific Position Certification Training Plan as a guide for his/her activities.
- A review of the Plan with the Training Mentor to establish objectives and milestones for pursuing the certification.
- One-on-one time with the Training Mentor to review material, answer questions, and offer practice toward the certification.
- An evaluation based on the specific position's Evaluation Checklist by the Training Mentor.
- A recommendation for certification or additional training.

### 6. Records and Reports

A Sherburne County ARES training record will be prepared for each member. It will be used to record the results and completion of training requirements for each certification course, proficiency training, and other related activities. The training record will be maintained by the Sherburne County ARES Training Coordinator.

The Training Coordinator will be responsible for initiating the member's training record. The Training Mentor will be responsible for updating the member's status on the member's training record. Upon completion of a certification course, the appropriate entry will be made to record the member's accomplishment.

### 7. Field Responder Training and Certification

This section defines the requirements and procedures for the instruction and evaluation of the Field Responder position certification process.

## CERTIFICATION TRAINING

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### 7.1 Certification Training

Each Sherburne County ARES member desiring responder status will receive certification training as outlined in this section of the plan. Field Responder certification training will be consistent with the general type of responses and locations that Sherburne County ARES anticipates a Field Responder may encounter.

#### 7.1.1 Selection for Certification

The selection of a Sherburne County ARES member for Field Responder certification training will be accomplished as follows:

1. The candidate must meet the following minimum prerequisites:
  - a. Be a member of Sherburne County ARES in good standing:
    - The candidate must be registered with Sherburne County ARES,
    - The candidate must hold a valid FCC License,
    - The candidate must own a portable VHF radio.
  - b. Demonstrated interest in Emergency Preparedness.
  - c. Completion of FEMA IS-100 "Introduction to Incident Command".
  - d. Completion of FEMA IS-200 "ICS for Single Resources".
  - e. Satisfactory background check from the Sherburne County Sheriff's Department.
2. The EC or Training Coordinator, and the candidate will discuss the following attributes required of a Field Responder and the expectations of the candidate, if asked to respond:
  - a. People skills.
  - b. Communication skills.
  - c. Motivation and attitude.
  - d. Ability and intent to take a field assignment.
  - e. Intent to pursue the Field Responder Certification.

#### 7.1.2 Grant of Certification

A Sherburne County ARES Field Responder certification will be granted to individuals who meet the following conditions:

- a. Completes the Field Responder certification training
- b. Successfully demonstrates the skills required for the position
- c. Receives a recommendation for certification by the candidate's Training Mentor

## 8. EOC Controller Training and Certification

This section defines the requirements and procedures for the instruction and evaluation of the EOC Controller position certification process.

### 8.1 Certification Training

Each Sherburne County ARES member desiring EOC Controller status will receive certification training as outlined in this section of the plan. EOC Controller certification training will be consistent with the general type of responses and locations that Sherburne County ARES anticipates an EOC Controller

## CERTIFICATION TRAINING

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may encounter.

### 8.1.1 Selection for Certification

The selection of a Sherburne County ARES member for EOC Controller certification training will be accomplished as follows:

1. The candidate must meet the following minimum prerequisites:
  - a. Be a member of Sherburne County ARES in good standing:
    - The candidate must be registered with Sherburne County ARES,
    - The candidate must hold a valid FCC License,
    - The candidate must own a portable VHF radio.
  - b. Demonstrated interest in Emergency Preparedness.
  - c. Completion of FEMA IS-100 "Introduction to Incident Command".
  - d. Completion of FEMA IS-200 "ICS for Single Resources".
  - e. Completion of FEMA IS-700 "National Incident Management System".
  - f. Satisfactory background check from the Sherburne County Sheriff's Department and Elk River Police Department.
2. The EC or Training Coordinator, and the candidate will discuss the following attributes required of an EOC Controller and the expectations of the candidate, if asked to respond:
  - f. People skills.
  - g. Communication skills.
  - h. Motivation and attitude.
  - i. Ability and intent to take an EOC Controller assignment.
  - j. Intent to pursue the EOC Controller Certification.

### 8.1.2 Grant of Certification

A Sherburne County ARES EOC Controller certification will be granted to individuals who meet the following conditions:

- d. Completes the EOC Controller certification training
- e. Successfully demonstrates the skills required for the position
- f. Receives a recommendation for certification by the candidate's Training Mentor

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Date

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