

Florida ARRL® Tri-Section ARES® Standardized Training Plan FAQ

Table of contents

GENERAL	2
EDUCATION	3
PROFICIENCY	3

General

1. How can I become an evaluator?

- A. You must contact the Section Emergency coordinator (SEC) to be added to the authorized evaluator list and Completed ARES Level I, II and III.

1. When can Emergency Coordinators start signing off the task books?

- A. Only Evaluators can sign off task books and to become an Evaluator you must complete all tasks in the level you are signing off and have been authorized by the Section Emergency Coordinator of your section.

2. Is the "Completion Date" used to indicate when the individual completed the task or when the evaluator signed-off on the task? For example, If they have a FEMA or SERT TRAC transcript, does the certificate date go on the form and then the EC initials next to it?

- A. Yes. The date the individual completed the task is what is entered in "Completion Date." If it is a certificate, you enter the date of the document. If it's a task like "Served as a net control station," then enter the time the individual acted as NCS.

3. When someone brings their task book "filled out" and ready to be "signed off," should the EC initial every item?

- A. Yes.. An evaluator must also fill out their information in Appendix B – Evaluator List.

4. Does the Emergency Coordinator need to keep some records such as a copy of the task book?

- A. This decision is up to the evaluator, but we recommend every EC keep a current record of the volunteer's task book. The original must be held with the individual.

5. If there is much work to be done (cross-checking, validating, initialing, etc.), then is it ok for the evaluator to collect the task book, do the sign-offs, and then return the task book later?

- A. Yes. In some cases, you might need to take time to verify the tasks the individual has completed. The task book should not be taken for more than a few days to a week. The individual will need it to update completed tasks or will need it to deploy.

6. Are there any plans to make the task book an electronic database or an electronic document that can more easily be stored, maintained, and re-printed or replaced if lost -- and thus not requiring having to completely re-fill it out?

- A. Yes. There will be a fillable PDF available for download soon after the release of the printable PDF.

7. Can only EC's sign-off on tasks?

- A. No. Any authorized evaluator can sign-off on the task book. In the task book under "Responsibility," you can find "Signing-off Tasks." EC's or their designates can sign-off on tasks. Only SEC or their designates can sign-off on EC, ADEC or DEC task book.

8. Should evaluators or individuals fill in the "Task Code" field?

- A. The individual or the evaluator can fill in the Task Code. It is up to the evaluator to verify the task was completed in the way the task code indicates.

9. Where can I find my transcript?

A. FEMA

<https://training.fema.gov/emiweb/downloads/tranrqst1.pdf>

SERT TRAC

<https://trac.floridadisaster.org/TRAC/loginform.aspx>

Login

Click Certificates

Click Download Transcript

Education

1. Do we need to verify that the dates they reported match the certificate dates as attached?

A. Yes, there are many reasons why an evaluator must compare the dates. The individual may have mistakenly entered the wrong date or read the date from the incorrect certificate.

Proficiency

1. For the items that require "skill" such as PL-259, radiogram, PowerPole etc. Does the individual need to DEMONSTRATE the skill? That is, the person brings in what they built, or do we need to see them do it, or is it sufficient for them to say they completed the task?

A. If the task specifies "Demonstrate," then the individual must complete the task in front of the evaluator. If it does not define the conditions, then the decision has been left to the evaluator to decide how the task should be completed. Understand that it is the EVALUATORS responsibility to know the individual has completed the task, not the individual.