

Volunteer/Renewal Credentialing Guidelines

1. New Volunteers

New volunteers must complete the following:

- **Training:** Take the “Introduction to Disaster Relief” class and one specialized course (*excluding Spiritual Preparation/Evangelism*).
- **Requirements:** Complete paperwork, background check, pay the credentialing fee, and take the “Spiritual Preparation/Evangelism” class in the first year.

2. Expired Credentials (Expired more than 3 months)

If your credentials have been expired for more than three months and you have not been active within the past three years, you must:

- Retake the “Introduction to Disaster Relief” class.
- Retake specialized classes.
- Complete paperwork and a background check and pay the credentialing fee.

3. Currently Credentialed Volunteers (No record of activity for the last 3 Years)

If your credentials are valid or expired by no more than three months, but you have not responded or been active locally (activity must have been reported to the office), you must:

- Retake the “Introduction to Disaster Relief” class and at least one specialized class.
- If you have not taken specialized classes in six (6) years, you will need to repeat the classes you have previously taken.
- Complete a background check and pay the credentialing fee.

4. Currently Credentialed Volunteers (Active with recorded response activity within the last 3 years)

If your credentials are valid or expired by no more than three months and you have responded or been active locally (activity must have been reported to the office):

- You do NOT need to retake the “Introduction to Disaster Relief” class.
- Update your specialized classes every 6 years, regardless of callouts.
- You must submit a background check and pay the credentialing fee.

5. Periodic Training Updates

From time to time, all volunteers will be required to retake the Introduction to Disaster Relief class and/or specialized classes when major revisions occur. Notifications and timeframes will be provided to volunteers accordingly.

