

## The Application Process Described

The Applicant, you, must follow all instructions on the "Membership Information" web page:

Clallam County ARES Membership Information - [clallamares.org/ares\\_memb.html](http://clallamares.org/ares_memb.html)

You must fill out and sign all required forms as noted on that page. Yes, there is a lot of pages to be printed. Cost of membership; suggestion is to start a notebook, record the dates when you complete the various items, file your copies of your paperwork, etc.

You mail your CCARES Registration form, which is forwarded to the **New Member Coordinator**.

The **New Member Coordinator** will contact you to meet at the Clallam County courthouse.

- You must bring the following:
  - Completed Clallam County forms
  - WA State Driver's License
  - Military DD-214 (if any)
- The **New Member Coordinator** helps you get fingerprinted and submits the forms to the Sheriff's office.

The **New Member Coordinator** forwards your CCARES Registration Form to the **Membership Administrator**. At this time, the date will be recorded, which starts the required training clock. You will be "dropped" from ARES if trainings are not completed within a year.

The **Membership Administrator** will get you will be listed on the ARES roster with a status of "**Pending**" in the **Status** and **Training** columns.

The Clallam County Sheriff's Office begins processing your Background Check.

- The **New Member Coordinator** will contact the Sheriff's office periodically to see if it is done.
- When background check is satisfied, the **New Member Coordinator** notifies the **Membership Administrator**.
- At this point, the **New Member Coordinator** will provide you with the user ID and Password to access the CCARES Files "Documents & Files (members only)" section on the ARES website.

This process may take some time. Some additional things that you may be contacted for during this process are:

- To take an Emergency Management Division (EMD) orientation class
- To have your Photo taken for your credentials (badge)
- Emergency Coordinator (EC) interview

## Required Training

During the time that your application is being processed, you should start taking the ICS courses online. The website and list of courses are on our website: Clallam County ARES Membership Information - [clallamares.org/ares\\_memb.html](http://clallamares.org/ares_memb.html)

Note that these courses are not required if you are registering as a Ham-Watch.

When a course is completed:

- You **MUST** forward the email containing the "certificate of completion" to the **New Member Coordinator**.
- The **New Member Coordinator** forwards certificate(s) to the **Membership Administrator** and Our County EMD contact..
- The **New Member Coordinator** prints your certificate(s) and puts a copy in that your documents file folder.