



Candidate's name (sign all page footers)		RTL initialing first items (sign and date)	
Amateur call sign	<input type="checkbox"/> RTL	Candidate's radio make and model, antenna type	
Candidate's NET Team	RTL final approval (sign and date)	Team Leader final approval (sign and date)	

There are four prerequisites for NET ARO certification.

It is assumed that you will use the checklist on the back of this form to prepare for meeting at least once with your NET team Radio Training Liaison (RTL) to demonstrate your radio operation skills. ***Your RTL is available to help you with anything you may not understand, but before certification you must demonstrate mastery of those skills.*** Complete Parts 1-3 and do the preparation ahead of time to demonstrate the skills in Part 4 before meeting one-to-one with your RTL, or during a workshop with another RTL. If you choose to check into a directed net other than the NET net (Part 2), arrange this with an RTL in advance who can verify the check-in.

You are responsible for completing and keeping this record.

All items must be approved, but not necessarily at a single session with an RTL. The RTL does not keep any record of your progress. You are strongly encouraged to make and retain a copy of the Task List in the unlikely event the original is lost. RTLs are volunteers, and will meet with you individually as their time permits, and in scheduled workshops.

To complete the application:

You must obtain the final approval of an RTL, ***then present the completed Task List to your Team Leader, who will sign and submit the document to the Portland Bureau of Emergency NET Program Coordinator.***

COMPLETE THESE THREE PARTS BEFORE MEETING WITH AN RTL OR ATTENDING A WORKSHOP

Part 1: Completion of the NET Basic Unit 9 Module—Communications:

Check at least one.

- _____ Attended Unit 9 class
- _____ Passed online Unit 9 quiz - Please provide your test results.

Part 2: Check into a net on a repeater, Portland NET net preferred:

- _____ Portland NET net check in (3X) dates: _____
- _____ Or alternate net check in (3x) dates (prearranged with RTL): _____

Part 3: FEMA Courses Please show your test results to an RTL who will initial each completed item.

- _____ IS-100.C: Introduction to the Incident Command System
- _____ IS-200.C: Basic ICS for Initial Response
- _____ IS-700.B: An Introduction to the National Incident Management System
- _____ IS-800.C: National Response Framework, an Introduction

Note: FEMA may be reviewing and modifying these courses. Completion of any version of these courses is acceptable.

If you have completed any of these courses previously for a NET or CERT course, just bring the certificates with you to the meeting with your RTL.

Part 4: NET Communication Skills Check List

Use the check boxes to track your skills as you prepare to demonstrate them in person to the RTL. The RTL will initial next to the boxes checked to indicate approval. All items on this list must be initialed by an RTL. An RTL reviews and signs at the top of the previous page, then ***your Team Leader must sign the box on the front page of this form and submit the completed document to the PBEM NET Program Coordinator.***

Personal portable radio

- _____ Has extra batteries and knows how to change them
- _____ Has manual and/or cheat sheet and knows how to use it
- _____ Can turn radio on and off
- _____ Can lock and unlock radio
- _____ Can change power level
- _____ Can switch between VFO and memory
- _____ Can set frequency
- _____ Can set, enable, and disable PL tone
- _____ Can set offset if not automatic
- _____ Can save to memory and assign location
- _____ Can listen on reverse and know when and why to do so
- _____ Can turn offset on and off and know when and why to do so
- _____ Can recall memory channel
- _____ Can easily find Multnomah County ARES and NET frequencies in memory

Basic troubleshooting

- _____ Basic repeater understanding
- _____ Basic antenna understanding (polarization, quality, propagation)
- _____ Anticipating and checking for low battery condition
- _____ Changing location
- _____ Checking headset/mic/antenna connections
- _____ Checking volume control
- _____ Checking squelch control
- _____ Checking and turning off VOX (automatic voice-activated transmission)
- _____ Checking and correcting for incorrect frequency shift, no PL tone
- _____ Checking and turning off WiRES feature (on Yaesu radios)

Radio protocol

- _____ Uses personal call sign correctly, when, how often, and when to do so phonetically
- _____ Demonstrates Tactical Message Handling (speed, use of phonetics and "I spell", Fills)
- _____ Is familiar with pro-words "initials", "figures", "mixed group", "mixed group figures"
- _____ Knows what never to transmit
- _____ Can send a Damage Assessment **(Form 1)**
- _____ Can fill out a Communication Log **(Form 6)**
- _____ Can send and receive a General Message **(Form 8)**
- _____ Can explain the purpose of and interpret ICS 205

Fire station and BEECN equipment

- _____ Has seen the video (<https://youtu.be/hKDSe1lgz14>) and can explain the use of the BEECN Orange Box radio
- _____ Understands BEECN operations or has taken BEECN training