**MSPOA Search and Rescue Subcommittee**

***HOST AGENCY SAR TRAINING CHECKLIST***

**☐** Secure Presenter

**☐** Set Course Date and Location

**☐** Determine how many registrants you can accept from other SAR Teams

**☐** Apply for MSPOA Training Funds, if needed

**☐** Utilize information from the course provider and template documents from SAR Subcommittee to develop an agenda and registration form

**☐** Share Training Information with MSPOA SAR Subcommittee Chair, which will be emailed to the SAR email list and posted on mtsar.org

**☐** POST Credit Requirements

 **☐** Complete and submit POST Credit Application – [Fillable PDF Application](https://media.dojmt.gov/wp-content/uploads/Application-for-Course-POST-Credit-With-Waiver.pdf)

 **☐** Submit the completed form to Brooke Standish at: Brooke.Standish@mt.gov

 **☐** Ensure you have copies of the required documents:

 **☐** Instructor Biographies

 **☐** Course Outline, Lesson Plan, or Agenda

 **☐** Course Study Guide or Syllabus

 **☐** Training Materials (if applicable)

**☐** Ensure students complete the required training roster:

 **☐** [Single Day Training Roster](https://media.dojmt.gov/wp-content/uploads/POST-Attendance-Roster-SingleDay.pdf)

 **☐** [Multi-Day Training Roster](https://media.dojmt.gov/wp-content/uploads/POST-Attendance-Roster-MultiDay.pdf)

**☐** Submit Training Roster to POST upon course completion: Brooke.Standish@mt.gov

**☐** Ensure Volunteer SAR Members either receive training certificates from the training presenter or from your agency (template provided by SAR Subcommittee)

**☐** Submit SAR Training Reimbursement request to DES – [Training Reimbursement Form](https://des.mt.gov/Response/Search-And-Rescue-Documents/SAR-Training-Reimbursement-Form-7_1_2021.pdf)

**☐** Upon receipt of training grant funds, reimburse MSPOA for initial training funds (if utilized)

**☐** Maintain all records and documentation for seven years