

## **SVT Region - Senior Program Process Flow**

Aug-11-2020\_Rev\_01

1. Candidate expresses an interest in becoming a Senior Patroller (Senior / Alpine or Nordic)
  - a. Candidate completes form – NSP Education Program Senior Candidate Application – Southern Vermont Region 2020.
  - b. Candidate discusses application with their Patrol Director
  - c. Patrol Director signs relevant sections of form - NSP Education Program Senior Candidate Application – Southern Vermont Region 2020
  - d. Candidate transmits electronic copy (PDF) of completed form - NSP Education Program Senior Candidate Application – Southern Vermont Region 2020 to the following:
    - i. Senior Program Coordinator
    - ii. Senior OEC Training Coordinator
    - iii. Senior OET Training Coordinator
2. Senior Program Coordinator enters application in SVT senior program tracking database
3. Senior Program Coordinator informs candidate of elective requirements and current elective status
4. Candidate registers for Senior OEC and / or Senior OET programs (at their own pace). As per each programs protocol
5. Candidate completes Senior OEC / OET Evaluation
6. Senior OEC / OET Training Coordinator(s) inform Senior Program Coordinator of successful or un successful completion
7. Senior Program Coordinator tracks completion in SVT senior program tracking database
8. Once both OEC & OET are completed, the Senior Program Coordinator does the following:
  - a. Review Candidates electives status
    - i. If insufficient electives, the Candidate and Patrol Director are made aware that electives are needed.
  - b. Does QA check on Candidates NSP profile to ensure that all courses listed in the application are successfully completed.
  - c. Updates and signs form - NSP Education Program Senior Candidate Application – Southern Vermont Region 2020
  - d. Emails the form to NSP Education with the following in cc:
    - i. Region Director
    - ii. Senior OEC Training Coordinator
    - iii. Senior OET Training Coordinator
    - iv. Region OEC Coordinator
    - v. Region Awards Advisor
    - vi. Patrol Director
  - e. NSP Education Program confirms Candidates profile has been updated.
    - i. Senior Program Coordinator requests Region Awards Advisor issue a Full Senior / Senior Alpine or Senior Nordic Patroller Certificate be issued to the Patrol Director for formal presentation
    - ii. Senior Program Coordinator informs Patrol Director of completion.

- iii. Senior Program Coordinator informs Candidate of completion
- iv. SVT senior program tracking database updated.

Notes:

1. Full Senior / Alpine Senior / Nordic Senior certificates will no longer be issued at the completion of the final clinic. This presentation will be reserved for the candidates Patrol Director to issue and recognize the efforts of the candidate.
2. Individual certificates of completion for the OEC & OET portions should be issued upon successful completion of each of the evaluations.