

NATIONAL WEATHER ASSOCIATION (NWA) BROADCAST METEOROLOGY COMMITTEE and SEAL OF APPROVAL QUALIFICATIONS AND PROCEDURES

Effective 19 October 2014

1. NWA Broadcast Meteorology Committee Purpose

The public deserves the most accurate and timely weather forecast and warning information, in terms they can understand, to take appropriate action. For quality of life and the safety of all, weathercasters and other media representatives should commit to provide and continually improve this service. The NWA Broadcast Meteorology Committee promotes the development of quality television, radio and internet weathercasting among NWA members. Through the NWA Seal of Approval program, the NWA grants television/radio and digital Seals of Approval to NWA member weathercasters in the broadcast media (TV/Radio Seal) and in cyberspace (digital Seal) who meet or exceed standards set by the NWA. The term "NWA Seal" applies to both types of citation, as does "Seal holder". The NWA Broadcast Meteorology Committee, with the approval of the NWA Council, is responsible for the review and update of the Seal of Approval guidelines, qualifications, and procedures, to ensure the Seal remains credible and relevant. The NWA Broadcast Meteorology Committee also fosters a better relationship among weathercasters and the National Weather Service, and other government and private-sector meteorological entities.

2. The Broadcast Meteorology Committee and the Subcommittee on Standards and Ethics

a. Broadcast Meteorology Committee

The Broadcast Meteorology Committee was formalized by the NWA Council in accordance with NWA Bylaws. This document further clarifies the committee membership, structure, tasks and purpose. The Chair must be a Seal holder appointed by the NWA President with the advice and consent of the NWA Council for a term up to three years. At the end of his/her term, the outgoing Broadcast Meteorology Committee chair will, with the advice and consent of the Subcommittee on Standards and Ethics, recommend a candidate to the NWA President. With the advice and consent of the NWA Council, the NWA President will appoint the new chair for a term of up to three years. The NWA Broadcast Meteorology Committee will consist of members selected by the Chair, with consent of the NWA President.

The Broadcast Meteorology Committee members include:

1. Committee Chair (a Seal holder)
2. Seal Chair (a Seal holder)
3. Testing Chair
4. Program Chair
5. Public Relations Chair
6. Recertification Chair (a Seal holder)
7. A NWA student member. This is an ex officio (non-voting) position

The Seal Chair, with the advice and consent of the Broadcast Meteorology Committee Chair, will appoint at least three TV/Radio Seal evaluation panels, each consisting of four NWA Broadcast Seal holders and one non-broadcaster with a meteorological background. Similarly, the Seal Chair will also appoint at least two Digital Seal evaluation panels, each consisting of two Digital Seal holders, one TV/Radio Seal holder, one meteorology academic and one non-broadcaster meteorologist. (During the initial Digital Seal program period, two TV/Radio Seal holders may be substituted for the stated requirement of two Digital Seal holder panel members- until enough Digital Seal awardees become available to serve as evaluators). The panel members of each type of panel are responsible for evaluating the recorded or transcribed presentations of individual Seal of Approval applicants in a timely manner and then submitting the evaluations to the Seal Chair, who then submits the panel's results to the NWA Executive Director. Members of the Subcommittee on Standards and Ethics cannot serve on an evaluation panel.

b. Subcommittee on Standards and Ethics

The Subcommittee on Standards and Ethics, with the advice and consent of the NWA officers and councilors, shall be responsible for all policies relating to television/radio weathercasting as well as cyberspace weather webcasts and blogs, to include review and refinement of the NWA Seal of Approval process. Any change to the policies must have a 2/3 majority (5 of 7) of the Subcommittee to pass. The Subcommittee on Standards and Ethics consists of seven members as follows:

1. Broadcast Meteorology Committee Chair (Subcommittee Chair)
2. Seal Chair
3. Immediate past Broadcast Meteorology Committee Chair
4. Immediate past Seal Chair
5. Immediate past Recertification Chair
6. Seal Holder at-Large
7. Non-broadcaster experienced in a meteorological profession other than broadcasting

If one of the above Chairs is appointed as BMC Chair, that member's future position of *Immediate past Chair* will be filled in the following order:

- 1) The current sitting member in said position will serve another term
- 2) If the current sitting member is unwilling or unable to serve another term, the outgoing Broadcast Meteorology Chair, with the advice and consent of the "old" subcommittee, will appoint an NWA Seal holder that has previously served on the Subcommittee on Standards and Ethics
- 3) If no qualified member is willing or available, the outgoing Broadcast Meteorology Chair, with the advice and consent of the "old" subcommittee, will appoint a current NWA Broadcast Seal of Approval holder until option 1 or 2 is exercised, or the term expires, whichever comes first

3. Seal of Approval Qualifications and Procedures

a. All applicants must:

1. Be full (regular) members in good standing in the NWA, **at least 21 years of age**. (Member in good standing is defined as a member who is current on his/her membership dues payments.)
2. If applying for the TV/Radio Seal, be currently employed as a commercial on-air weathercaster, and have two years full-time or three years part-time experience as a commercial on-air weathercaster. For the TV/Radio Seal procedures, full-time is defined as four or more days per week on-air as a weathercaster. Anything less is considered part-time employment. Freelance employment is also part-time, and employment as a commercial on-air weathercaster at multiple stations must run consecutively with no more than 6 months between jobs.
3. If applying for the Digital Seal, the applicant must produce original internet weather content (postings) and have two years full-time or three years part-time experience. For Digital Seal procedures, full-time is defined as four or more postings per week. Part-time is defined as at least one posting per week, but less than full-time. A posting must consist of multimedia webcasts that are about 2-3 minutes in length, or weather blogs with an average word count of at least 300 words to be considered. All web submissions must contain graphics, video or both.
4. Submit a formal letter of application and a current resume to the NWA Executive Director, along with a non-refundable check or money order payable to "NWA" in the amount of \$175.

If the application is not accepted, the applicant will be notified by return mail. The unsuccessful applicant will be advised as to why the application was not acceptable. All applicants are considered and evaluated equally without regard to sex, race, or religion. In order to keep the NWA Council aware of the status of the Seal of Approval program, the Executive Director will brief the NWA Council at least twice each year on the status of NWA Seal candidates.

b. Written Exam Procedures

The Executive Director will notify the qualified applicant by return mail and/or email with instructions for the evaluation process. The applicant will be required to take a written online exam covering all or part of the following topics: general meteorology, radar and satellite meteorology, severe weather, synoptic meteorology, climatology, and technology/terminology. The applicant will be instructed to identify a proctor. The proctor must be approved by the Executive Director and may be associated with a university, private college, community college or a commercial testing service. The applicant is responsible for all testing fees. The Executive Director shall contact the examination proctor and provide instructions on administering the online exam. After the exam is completed, it will be emailed to the NWA office by the testing service for grading, with results sent to the Seal Chair, Testing Chair and applicant. A grade of at least 80% is required

to pass. The holder of one type of Seal (TV/Radio or Digital) is exempt from a requirement to retest for another type of Seal.

Testing exceptions must be requested in writing to the Testing Chair. With the consent of the Broadcast Meteorology Committee Chair, the Testing Chair will render a decision as to the acceptability of any options. In the event of individual test taking difficulties or other hardships, the Executive Director will notify the Testing Chair who, with the consent of the Broadcast Meteorology Committee Chair, will select an alternate proctor and/or testing procedure.

The Executive Director will notify all candidates of their test results. If the applicant does not pass the written exam, he/she may schedule to take a new exam, administered by a proctor, at least 3 months and no later than 6 months from the date of notification of the first written exam result. If the applicant fails the second written exam, the Executive Director will notify the applicant that he/she may reapply after one year from the date of the letter of notification. There will be a \$75 reapplication fee, which is non-refundable.

c. TV/Radio Seal Evaluation Procedures

Once an applicant for the TV/Radio Seal has successfully completed the written exam, the Seal Chair will choose an evaluation panel and disclose the panelists' names to the applicant. The applicant will review the list for any possible conflicts of interest. If the Seal Chair determines that a conflict exists, the Seal Chair will substitute a different panelist.

The Seal Chair will notify chosen panel members of the applicant's submissions they will be receiving for evaluation. If there is any conflict of interest, the panel member will inform the Seal Chair, who will then make a substitution. Applicants shall not make contact with any panel member regarding their Seal application during the evaluation process.

Applicants must upload their NWA weathercast submission as an Unlisted YouTube video. Instructions to do so will be provided by the Executive Director. The Seal Chair will be sent an internet address by the applicant to view the video. The applicant's submission will consist of unedited weathercasts from three consecutive appearance days, recorded within 30 days before or after the date of notification of the written examination results. If no written examination is required, the three consecutive weathercasts will be from 30 days before or after the date of application approval from the Executive Director. The entire presentation, forecast, and graphics must solely be the original work of the applicant. The presentation materials must be clearly labeled with the show dates and times and must include all "tosses" to and from station breaks or other talent. Applicants should try to send weathercasts recorded during active weather patterns, but **not** severe or other emergency weather events. The total video content submitted for evaluation will not exceed 15 minutes.

Each panel member will judge on-air performance in five categories. Each category will be assigned a whole number score from 0 (lowest) to 4 (highest) points, based on the judgment of the panel member. Each panel member will submit his/her completed evaluation to the Seal Chair, keeping a copy for future reference. The Seal Chair will calculate a mean score in each category, write a summary letter and forward it to the Executive Director with a copy to the Broadcast Meteorology Committee Chair. A mean score of at least 2.6 in each category is required to pass.

The categories for on-air performance evaluation are:

1. Communication skills
2. Use of graphics
3. Meteorological competency
4. Logical order of presentation
5. Use of terminology

The Executive Director will notify all candidates of their results. If the applicant did not pass the on-air evaluation, he/she may submit new recordings, conforming to the aforementioned requirements and recorded within 60 days after the date of the notification letter. The applicant will notify the Seal Chair of the internet address to view the Unlisted YouTube video by the same review panel as the first submission. If the applicant does not pass the second on-air evaluation, the Executive Director will notify the applicant that he/she did not meet the requirements for earning the Seal. The candidate may reapply one year after the date of that letter of notification and will not be required to retake the written exam, as long as the

reapplication occurs within a two-year period following the letter of notification. There will be a non-refundable \$75 reapplication fee, and the applicant will only be allowed to reapply once. If the candidate again fails twice to pass the on-air evaluation, he/she will have to wait a year after the date of the letter of notification and then may submit a new application restarting the process at the beginning, which includes taking a new written exam.

The NWA Radio Seal of Approval for radio weathercasters features the same requirements for application, written examination, recertification, and fees as for the Television Seal of Approval. The Seal Chair will consult with the applicant on the requirements and procedures for the on-air performance evaluation. The categories will be the same as for the TV Seal, except for the use of graphics.

d. Digital Seal Evaluation Procedures

The NWA Digital Seal is awarded to applicants who provide authoritative weather information via the internet. Once an applicant for the Digital Seal has successfully completed the written exam, the Seal Chair will task the Digital Seal Manager to choose a digital evaluation panel and disclose the panelists' names to the applicant. The applicant will review the list for any possible conflicts of interest. If the Digital Seal Manager determines that a conflict exists, the Digital Seal Manager will substitute a different panelist.

The Digital Seal Manager will notify chosen panel members of the applicant's submissions they will be receiving for evaluation. If there is any conflict of interest, the panel member will inform the Digital Seal Manager, who will then make a substitution. Applicants shall not make contact with any panel member regarding their Seal application during the evaluation process.

Applicants must submit four webcasts or electronic weather blogs, or a combination of both. One of the submissions must be a Feature item (i.e. teaching a scientific principle and/or presenting an opinion on a topic). The applicant may provide a hybrid submission (webcasts and weather blogs), in which two examples of each weather content type will be evaluated, a total of four.

Applicants uploading their NWA webcast submission must do so as an Unlisted YouTube video. Instructions to do so will be provided by the Executive Director. The Digital Seal Manager will be sent an internet address by the applicant to view the video. The entire presentation, forecast, and graphics must solely be the original work of the applicant. Presentation materials must be clearly labeled with the show dates and times and any interaction with other talent. Applicants should try to send webcasts recorded during active weather patterns, but not severe or other emergency weather events. The total video content submitted for evaluation will not exceed 15 minutes.

Applicants sending electronic weather blog submissions must do so by providing a link or a document file, to include all written text and associated graphics (unaltered from original postings), to the Digital Seal Manager. The entire electronic weather blog, weather content and opinions expressed, must be the sole intellectual property of the applicant and shall be subject to the published NWA Code of Conduct, carrying remedies for inappropriate remarks. Plagiarism or any non-original concepts/opinions improperly credited will be cause for summary rejection. The total written content submitted for evaluation will not exceed 3000 words.

The applicant's submission of webcasts or weather blogs (or both) will consist of four consecutive postings made within 1 year before or 30 days after the date of notification of the written examination results. If no written examination is required, the four consecutive postings will be from 1 year before or 30 days after the date of application approval from the Executive Director.

Each digital panel member will judge the applicant's online performance in six categories. Each category will be assigned a whole number score from 0 (lowest) to 4 (highest) points, based on the judgment of the panel member. Each panel member will submit his/her completed evaluation to the Digital Seal Manager, keeping a copy for future reference. The Digital Seal Manager will calculate a mean score in each category, write a summary letter and forward it to the Executive Director with a copy to the Broadcast Meteorology Committee Chair and Seal Chair. A mean score of at least 2.6 in each category is required to pass.

The categories for digital performance evaluation are:

1. Communication skills
2. Use of graphics

3. Meteorological competency
4. Flow of presentation
5. Use of terminology
6. Feature (educational or editorial). At least one of the four submitted shows or blogs must be a feature, i.e. teaching a scientific principle and/or presenting an opinion on a topic

The Executive Director will notify all candidates of their results. If the applicant did not pass the performance evaluation, he/she may submit new recordings/blogs, conforming to the aforementioned requirements and recorded within 60 days after the date of the notification letter. The applicant will notify the Digital Seal Manager of the internet address to view the Unlisted YouTube video by the same review panel as the first submission. Weather blogs will be delivered to the Digital Seal Manager for distribution to the same review panel as the first submission.

If the applicant does not pass the second performance evaluation, the Executive Director will notify the applicant that he/she did not meet the requirements for earning the Digital Seal. The candidate may reapply one year after the date of that letter of notification and will not be required to retake the written exam as long as the reapplication occurs within a two-year period following the letter of notification, or if a written exam is not required by virtue of holding another NWA Seal. There will be a \$75 non-refundable reapplication fee, and the applicant will only be allowed to reapply once. If the candidate again fails twice to pass the performance evaluation, he/she will have to wait a year after the date of the letter of notification and then may submit a new application restarting the process at the beginning, which includes taking a new written exam (if required).

e. Final Approval

The Executive Director will send a recommendation for final approval of the applicant for the Seal of Approval to the NWA President, with a copy to the Broadcast Meteorology Committee Chair and Seal Chair. The NWA President, after review and discussion, if necessary, with the Broadcast Committee and Council members, will then instruct the Executive Director to forward the final approval to the applicant. The Executive Director will provide successful applicants a TV/Radio Seal of Approval logo or Digital Seal of Approval logo, a list of guidelines for use of the Seal and a certificate signed by the Broadcast Meteorology Committee Chair and the Executive Director. Only qualified members, in good standing, may display the NWA Seal of Approval. One individual may possess both Seals simultaneously. The NWA Seal is the property of the NWA and may be revoked for cause, as stipulated in paragraph h below.

f. Appeals

Applicants may appeal the results of the evaluation process. A written appeal must be mailed to the Broadcast Meteorology Committee Chair, with copies to the Executive Director and NWA President, within 60 days of notification of the contested decision. The Broadcast Committee Chair, with the advice and consent of the Executive Director, may immediately dismiss frivolous appeals and appeals that clearly do not follow the proper Seal of Approval procedures. Valid appeals include those claiming lack of due process, failure to follow approved procedure, or discrimination. Appeals citing mitigating factors not disclosed to the panel members prior to evaluation, or simple disagreement with panelists' scoring, are considered frivolous. The Subcommittee on Standards and Ethics will judge appeals.

The Subcommittee will render its decision with the advice and consent of the NWA President. The NWA President will instruct the Executive Director to notify the Seal applicant of the result.

g. Recertification

NWA Seal holders are required to recertify their Seal(s) of Approval by December 31st following the third year of certification, and every three (3) years thereafter. The Executive Director will remind each Seal holder of their certification requirements when the initial Seal of Approval certificate is mailed to them, and with a form letter early in the third year of each 3-year recertification period. The final reminder notice to recertify will be sent to appropriate Seal holders in November of the third year. To request recertification, Seal holders are required to send a letter to the Executive Director listing the continuing education accomplished with supporting documentation and with payment of a \$75 recertification fee before the December 31st deadline. Extensions up to April 30th to earn CEUs and recertify can be approved by the Executive Director, however additional fees will apply. Any Seal holder who recertifies between January 1st and the last day of February of the year following his/her original seal expiration date will be subject to a \$150 Seal recertification fee. Any Seal holder who recertifies between March 1st and April 30th of the year

following the original Seal expiration date is subject to a \$300 Seal recertification fee. Regardless of what date the Seal holder recertifies, the Seal holder's original Seal expiration date of December 31st following the third year of certification and every three years thereafter will apply. Any Seal holder who fails to recertify prior to May 1st of the year following every third year after Seal approval will have his/her Seal revoked as stated in paragraph 3h.

If all requirements have been met, the Seal holder will be notified by the Executive Director that recertification was approved and the Seal holder may continue to display the NWA Seal of Approval. To satisfy recertification requirements at the end of each 3-year period, an applicant must have completed 10 Continuing Education Units (CEUs) by participating in at least one of the options listed in Appendix A: *Recertification Continuing Education Units (CEUs)*.

The CEU list will be modified as needed by the Recertification Chair with the consent and approval of the Subcommittee on Standards and Ethics. Additions, proposed by Seal holders at large, must be submitted in writing to the Recertification Chair at least one month prior to enrollment or attendance. The Recertification Chair will notify those Seal holders proposing new CEUs of the decision in writing. The Seal holder must obtain this written approval from the Recertification Chair prior to starting such a course or program or risk non-approval for recertification.

Only in the event of extreme hardship, the Recertification Chair, with the consent of the Subcommittee on Standards and Ethics, will determine other recertification options on a case-by-case basis.

h. Revocation of Seal of Approval

Revocation of the Seal of Approval will occur in any of the following circumstances:

1. If the member is dropped from the NWA membership rolls due to non-payment of dues
2. Failure to recertify by May 1 following every third year after Seal approval
3. Conduct and behavior inappropriate to the profession and/or damaging to the NWA
4. Violation of the policies of the NWA, including repeated failure to satisfy the categories of Seal evaluation
5. Violation of the published NWA Code of Conduct
6. Failure to adhere to the guidelines for use of the NWA Seal of Approval

If a Seal holder does not recertify by May 1st or the member does not renew his/her membership on time (items 1 and 2 above), the Executive Director will send a certified letter of revocation to the Seal holder and to his/her News Director that all consent to use, claim, and display the NWA Seal of Approval is withdrawn.

Items 3 through 6 will be processed by the Broadcast Meteorology Committee Chair. Any individual can send complaints containing grounds for revocation to the Broadcast Meteorology Committee Chair, with copies to the Executive Director and NWA President. The Broadcast Meteorology Committee Chair will determine if the complaint merits further attention. If not, an explanation will be sent to the complainant with copies to the Executive Director and NWA President. Otherwise, the case is forwarded to the Subcommittee on Standards and Ethics. Seal holders must cooperate fully, providing a written response and any additional requested material. The Subcommittee will act as an independent investigative body and its decision will be forwarded to the NWA President through the Broadcast Meteorology Committee Chair for final approval. The NWA President will direct the Executive Director to appropriately notify the Seal holder and complainant. An NWA member who has had a Seal revoked due to failure to recertify or non-payment of dues may reapply for a new Seal, without a waiting period- subject to permission by the Subcommittee on Standards and Ethics, with the approval of the NWA President.

An NWA member, who has had a Seal revoked for any other reason, can reapply for a new Seal, only after satisfying the following conditions:

1. A period of five years has elapsed since the date of revocation
2. Permission is granted by the Subcommittee on Ethics and Standards, with the approval of the NWA President

i. Inactive Status

Members in good standing not employed in any form or fashion as a television or radio weathercaster, or as a provider of original internet weather content, may elect to have their Seal of Approval listed as "Inactive". This status is not granted to Seal holders that are between jobs.

A written request for inactive status must be made to the Executive Director. The Executive Director, with the advice and consent of the Broadcast Meteorology Committee Chair, will provide confirmation or denial by return mail. Inactive TV/Radio or Digital Seal holders may not display or promote the NWA Seal of Approval. Additionally, if the Seal is mentioned on a resume, the word "INACTIVE" should precede it, on the same line, in the same size type.

If the Seal holder returns to weathercasting, he/she may reactivate their Seal. NWA membership must have been maintained throughout the entire inactive period, otherwise the membership must be renewed and the Seal process started from the beginning- as if the applicant were applying for the first time. If the inactive Seal holder is a member in good standing, a reactivation fee of \$100 will apply. Furthermore, the Seal holder must meet current recertification requirements, and resubmit weathercasts or weather blogs (as appropriate) for the evaluation process. The same judging criteria used for new applicants will apply. The Executive Director will notify successful Seal holders that their Seal is again active. Unsuccessful Seal holders should resubmit weathercasts within 6 months. If the Seal holder does not pass the second review, the Executive Director will notify the applicant that they did not meet the requirements for activating the Seal and may reapply as a new applicant one year from the date of the notification letter. All fees, qualifications, and procedures will then apply.

j. Guidelines for Use of the NWA Seal of Approval; Disclaimer of Liability

The NWA Seal of Approval is currently granted to those who meet or exceed the standards of meteorological competency and clear delivery of weather information via TV/radio or the internet, as determined by the National Weather Association. Technology, data, and techniques available to the broadcast meteorology community have evolved, and so has the NWA Seal. Periodic review and refinement of the requirements will ensure that the quality and credibility of the Seal continues to improve.

Achievement of the NWA Seal of Approval alone, although significant, does not grant a Seal holder the title of "meteorologist". The American Meteorological Society has composed a standard for utilizing the terms 'meteorologist' and 'weathercaster'. It is entitled *Professional Guidelines on Use of the Term 'Meteorologist'*, adopted 9/20/2012 (https://www.ametsoc.org/policy/guidline_term_meteorologist.html). This document expresses the standards held by the National Weather Association, recognizing that those with non-traditional backgrounds can contribute to the science and the organization, benefiting from exposure to membership. The NWA Council and the Broadcast Meteorology Committee Subcommittee on Standards and Ethics urge all members to adhere to these guidelines.

Furthermore, the NWA Seal of Approval is awarded to the successful candidate, not to the TV/radio station or information outlet where the Seal holder is employed. The Seal does not imply forecast accuracy. Promotional statements such as, "John/Jane Seal holder's forecast is approved or certified by the National Weather Association," are forbidden. Promotional statements should reflect the Seal as being awarded for "John/Jane Seal holder's" performance, but not their forecast accuracy. Seal holders may continue to display their Seal if they change stations or information outlets. The TV/Radio Seal logo should be displayed during the Seal holder's weathercasts, and during promotional announcements that promote the Seal holder. It may also be displayed on the broadcast Seal holder's social media site.

The Digital Seal logo may be displayed during a Seal holder's webcast or as part of a Seal holder's promotion. The Digital Seal logo may be included next to the Seal holder's name at the beginning of an electronic blog, or in association with any promotional matter regarding the Seal holder. No product or service endorsements may be expressed or implied in relation to the NWA or the NWA TV/Radio or Digital Seal of Approval. Choice of colors used for the trademarked Seal logo is the option of the Seal holder. Use of the NWA Seal of Approval or logo without the expressed, written consent of the NWA is forbidden and may result in legal action. The NWA reserves the right to revoke the Seal of Approval of any Seal holder.

The following disclaimer of liability shall apply in connection with the issuance of an NWA Seal of Approval:

Disclaimer of Liability

The NWA Seal of Approval is an indicator that an individual has completed a combination of experience and examination requirements. However, certification is not a guarantee or assurance of the competence or ability of any particular individual. Further, given the rapid changes in the field, the NWA cannot warrant that the examination and other certification materials will at all times reflect the most current state of the art.

NWA disclaims liability for any personal injury, property or other damages of any nature whatsoever, whether special, indirect, consequential or compensatory, directly or indirectly resulting from the NWA Seal of Approval program or the acts or omissions of any person who has been granted a NWA Seal of Approval.

In conducting the Seal of Approval Program, the NWA is not undertaking to render professional or other services for or on behalf of any person or entity, nor is the NWA undertaking to perform any duty owed by any person or entity to someone else. Anyone using the services of a person who has been awarded a NWA Seal of Approval should rely on his or her own independent judgment or, as appropriate, seek the advice of a competent professional in determining the exercise of reasonable care in any given circumstances.

Note: All references to the Executive Director also apply to his/her designee.



Appendix A:

RECERTIFICATION CONTINUING EDUCATION UNITS (CEUs)

To recertify the NWA Seal of Approval, 10 Continuing Education Units (CEUs) must be earned within each 3-year period. The options for earning the units are listed below. This list will be modified as necessary by the Recertification Chair with the consent of the Broadcast Meteorology Committee Chair and if needed, the Subcommittee on Standards and Ethics. Proposed additions to the list must be submitted to the Recertification Chair.

1. Registration and attendance at the following conferences/meetings. The Sealholder is responsible for providing proof of attendance/completion. A full day is considered more than five hours of instruction. A half day is considered more than 2 hours but less than 5 hours of instruction.

* NWA Broadcast Workshop	5 CEUs
* AMS Short Course	5 CEUs
* AMS or NWA nationally sponsored meeting	2 CEUs per full day 1 CEU per half day
* NWS WFO sponsored workshop	1 CEU per full day 0.5 CEU per half day
* Weather vendor user group seminar	1 CEU per full day 0.5 CEU per half day

(No more than 4 CEUs per 3 years can be obtained through the weather vendor user group seminars)

2. Attendance at other professional development conferences conducted by recognized agencies, higher education institutions and/or professional meteorological organizations. The Recertification Chairperson, with the consent of the Subcommittee on Standards and Ethics, will determine the acceptability. Sealholders must obtain written approval from the Recertification Chairperson prior to completing conferences not listed here, and then provide proof of attendance/completion. A full day is considered more than five hours of instruction. A half day is considered more than 2 hours but less than 5 hours of instruction.

All of the following are approved and will supply 1 CEU per full day and 0.5 CEU per half day:

- * Annual Meeting of the Missouri Academy of Science
- * Bahamas Weather Conference
- * Black Hills Winter Weather Workshop (Rapid City)
- * Des Moines Severe Storms and Doppler Radar Conference
- * High Plains Conference
- * Intermediate Avalanche Awareness (Avalanche Center, Utah)
- * Mississippi State University Conference
- * National Hurricane Conference
- * National Severe Weather Workshop
- * Northeastern Storm Conference
- * Northern Plains Winter Storm Conference
- * Sierra Nevada Conference
- * Southern New England Weather Conference
- * Steamboat Weather Summit
- * Tahoe Conference

3. Presentation and author of a paper, poster, or service to the NWA as an officer, councilor or committee member.

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|---|--------|
| * Presenting a paper at an NWA/AMS sponsored meeting | 2 CEUs |
| * Presenting a paper at a meeting not sponsored by the NWA or AMS | 1 CEU |

(Credit can only be received ONCE per paper)

- * Serving as an officer, councilor or committee member for the NWA (local chapter or national) 1 CEU per year

4. Enrollment and passing (with a grade of C or better) an accredited college-level meteorology or related sciences course that is a minimum of 3 semester hours. All courses must be approved in advance by the Recertification Chair, with the consent of the Subcommittee on Standards and Ethics. Requests for course approval must be submitted to the Recertification Chair at least one month before the start of the course. Each approved 3-hour course is worth 6 CEUs. Each approved 4-hour course is worth 8 CEUs. The Sealholder will provide a transcript as supporting documentation. Each individual course can be used only once.

5. Completion of online continuing education courses available from COMET. This is for courses that have exams and includes:

COMET module level 1	0.5 CEU per course
COMET module level 2	2 CEUs per course
COMET module level 3	3 CEUs per course

Sealholders must send in completed exam reports. No more than 6 CEUs can be obtained from COMET courses during each 3-year period.

6. Completion of a familiarization program at a nearby NWS Weather Forecast Office. The Sealholder will provide a letter from the office's manager, confirming that the familiarization was satisfactorily completed. For Sealholders obtaining NWS familiarization hours, each 5-hour period will be worth 1 CEU and Sealholders can obtain up to 5 CEUs within a 3-year period through this program. The NWA appreciates the involvement of local NWS offices, but does not guarantee or assume their availability to participate in the familiarization program. The NWS Familiarization option must accomplish AT LEAST TWO of the following tasks:

- a) working with the Science Operations Officer on a case review (Weather Event Simulator)
- b) working a complete upper-air release
- c) working at least 4 hours with the aviation or public forecast desk
- d) working at least 4 hours at the radar desk
- e) working with the Warning Coordination Meteorologist to learn the capabilities and limitations of the local severe weather warning program

7. Completion of self-study hours in preparation for teaching college-level meteorology courses. The Sealholder who teaches college-level meteorology courses may earn 1 CEU for each credit hour taught, as approved by the Recertification Chair. The Sealholder must provide the school name, credit hours and time period covered. No more than 6 CEUs can be earned through self-study preparation time during each recertification period. (Each individual course can be used only once per recertification period)

8. Completion of approved meteorological online webinars. The Sealholder will provide proof of attendance/participation of webinars conducted by recognized agencies, higher education institutions and/or professional meteorological organizations. Sealholders must obtain written approval from the Recertification Chair prior to completion of webinars. Each approved webinar supplies 0.5 CEU. A maximum of 4 CEUs may be earned from approved webinars each three-year period.

9. Completion of Dual-Pol Radar Training Course

* NWA sponsored Dual Pol Training Course offered by the University of Oklahoma. This option requires both online training and a required attendance at a hands-on, two day workshop. <http://courses.nwc.ou.edu> - 5 CEUs

* Dual-Pol Radar online training course offered by the National Weather Service, Warning Decision Training Branch. <http://www.wdtb.noaa.gov/courses/dualpol/outreach/#mets> - 3 CEUs

Sealholders must contact the Recertification Chair for information on documenting course completion prior to taking Dual-Pol training courses. (No more than 5 CEUs can be obtained from Dual-Pol training courses during each 3-year period.)