

# NWA Seal of Approval Recertification Checklist

Sealholder Name \_\_\_\_\_

Seal of Approval Number \_\_\_\_\_

3-year time period covered \_\_\_\_\_

For Recertification approval, please mail this checklist to the Executive Director and include all necessary fees and documentation such as: proof of attendance at workshops, webinars and conferences; college transcripts; listing of completed COMET courses, NWS Familiarization letter signed by the NWS office manager, and teaching documentation.

**CEUs earned**

1. Registration and attendance at NWA/AMS/NWS-sponsored workshops or weather vendor user group seminars (please list full or half day).

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

2. Registration and attendance at other conferences approved by the [Recertification Chair](#) (please list full or half day).

_____	_____
_____	_____
_____	_____
_____	_____

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Enrollment in and passing (with a grade of C or better) of an accredited college-level meteorology or related sciences course that is a minimum of 3 semester hours.

Course \_\_\_\_\_

5. Completion of online continuing education courses available from COMET. \_\_\_\_\_

6. Completion of a familiarization program at a nearby NWS Forecast Office. \_\_\_\_\_

7. Completion of self-study hours in preparation for teaching college-level meteorology courses. \_\_\_\_\_

8. Webinars approved by the [Recertification Chair](#).

9. Completion of Dual-Pol Radar Training Course. \_\_\_\_\_

**TOTAL CEUs EARNED** \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

For more information on NWA Seal Recertification requirements and Continuing Education Units (CEUs), please see the NWA Seal of Approval Qualification and Procedures document and its Appendix online at <http://www.nwas.org/seal/index.php>. On this page, you will also find contact information for the [Recertification Chair](#) and other members of the NWA Broadcast Meteorology Committee.

**Please submit all recertification materials using one of these options:**

- [Electronic Form on Member Connect](#):
- Mail to: National Weather Association, 3100 Monitor Blvd Suite 123 Norman, OK 73072

**Nicole Van Every** ([nicole@nwas.org](mailto:nicole@nwas.org)) can help with mailing options and questions on documents and fees required), or please refer to information in the [NWA Seal of Approval Qualification and Procedures document and its Appendix](#).

## **Paragraph 3g in the NWA Seal of Approval Qualifications and Procedures Document**

### **3g. Recertification**

NWA Sealholders 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 Sealholder of the recertification 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, Sealholders 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 31 December 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 31<sup>st</sup> following the third year of certification and every three (3) 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 Sealholder will be notified by the Executive Director that recertification was approved and the Sealholder 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 Sealholders at large, must be submitted in writing to the Recertification Chair at least one month prior to enrollment or attendance. The Recertification Chairperson will notify those Sealholders proposing new CEUs of the decision in writing. The Sealholder must obtain this written approval from the Recertification Chairperson prior to starting such a course or program or risk non- approval for recertification.

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

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## 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 Chair](#), 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.**

- \* 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**

\* Dual-Pol Radar online training course offered by the National Weather Service, Warning Decision Training Division. 3 CEUs

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