

Appendix B.3

Membership Application Procedure

PURPOSE:

The purpose of this procedure shall be to maintain adequate membership on the Utah CISM team based on professional and geographical needs.

PROCEDURE:

1. Application requested and distributed. This could occur by phone or mail request or from team members.
2. Application is received by the Team Secretary and the date received indicated on the application. A reply will be sent verifying receipt of application and indicating when they will hear more about future team needs and specific training.
3. Executive committee identifies a need for new members. The Chairperson organizes an ad hoc membership committee based on the following:
 - One member representing each profession needed.
 - The Chairperson or Vice-Chairperson
 - The Clinical Director or Mental Health Rep.
 - One but no more than three added members appointed by the executive committee.
4. The Executive Committee will review all available applications, Those accepted for training must meet the following criteria:
 - Geographic need – representation in a particular region is required
 - Professional need
 - Letter of recommendation from their agency head, and two additional references.
 - Review with other professionals as needed
5. All applicants will be sent a letter indicating one of the following:
 - Acceptance to training class
 - Not accepted at this time for training, but that their application will be kept on file for future team needs.