

Certification Tracking Assessment

How prepared is your team?

Check each item honestly. Every unchecked box is an opportunity to reduce risk, improve compliance, and make your team more deployment-ready.

How to score

- 22–25** Excellent — well managed.
- 17–21** Good — a few improvements will help.
- 10–16** At Risk — gaps could affect readiness or audits.
- Below 10** High Risk — prioritize improving tracking.

1. Member records

- ☐ Every member has a single personnel record.
- ☐ Every certification is linked to the correct member.
- ☐ Records include issue and expiration dates.
- ☐ A copy of every certificate or credential is attached.
- ☐ Historical certifications are retained instead of deleted.

Score: _____ /5

2. Qualification tracking

- ☐ Qualification names are standardized.
- ☐ Certifying organization is recorded.
- ☐ Certification level or standard is recorded.
- ☐ Recertification requirements are documented.
- ☐ Training history is preserved.

Score: _____ /5

3. Expiration management

- ☐ Members receive automatic expiration reminders.
- ☐ Supervisors receive reminder notifications.
- ☐ Expiring certifications are easy to identify.
- ☐ Lapsed certifications are clearly flagged.
- ☐ Members who lose a required qualification are removed from eligibility.

Score: _____ /5

4. Operational readiness

- ☐ We can instantly determine who is qualified for any mission.
- ☐ We can produce a deployable roster in minutes.
- ☐ We can answer whether a member was qualified on a past date.
- ☐ We know which qualifications expire within 30, 60, and 90 days.
- ☐ Leadership trusts the data without manual verification.

Score: _____ /5

5. Process & accountability

- ☐ One person or position owns certification management.
- ☐ Records are updated immediately after training.
- ☐ Members know they must submit new certifications.
- ☐ Leadership reviews certification status regularly.
- ☐ Everyone uses the same system of record.

Score: _____ /5

6. Warning signs — subtract 1 point each

Subtract one point for every statement that is true.

- ☐ We maintain multiple spreadsheets.
- ☐ Certifications are tracked on paper.
- ☐ We search email to find certificates.
- ☐ Members keep their own records separately.
- ☐ We have discovered expired certifications unexpectedly.
- ☐ We have delayed deployments because qualifications couldn't be verified.
- ☐ We don't know who is responsible for maintaining records.
- ☐ We have duplicate records for the same certification.
- ☐ We can't answer "Who is qualified today?" in under five minutes.
- ☐ We worry about passing a grant or accreditation audit.

Subtract: _____ points

Your total score

1. Member records	_____	/ 5
2. Qualification tracking	_____	/ 5
3. Expiration management	_____	/ 5
4. Operational readiness	_____	/ 5
5. Process & accountability	_____	/ 5
6. Warning signs	_____	subtract

Final score _____ /25

Your action plan

The three biggest improvements our team should make:

- 1. _____
- 2. _____
- 3. _____

Who owns these improvements? _____

Target completion date: _____

Tired of tracking this by hand?

Rescue Agency Manager automates the tracking, reminders, and deployable rosters.

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