

## Administrative Procedures for Sawyer "C" Evaluators

1. Go to bchw.org
2. Click on the tab titles "Programs"
  - The first thing you do once you have decided on a date is to schedule it.  
Using the "Sawyer Class Scheduling Form"
3. Once submitted the date/location/"C" Evaluator's Name will be put on the "Sawyer Class Registration form".
4. ALL sawyers wanting to attend any class must use the online "Sawyer Class Registration Form". When they fill it out, Tony and I receive an email with all the Sawyer's information. We then forward that email to the Lead Instructor.
5. Next the Instructor prints out the email/document which will serve as your **legible** cover sheet. Attach this sheet to your evaluation forms for each sawyer. Do not hand write Cover Forms, the email printout will be your Cover Form.
6. After the classroom and field certifications are done and the evaluation forms are completed and signed, they must be sent to Tony Karniss for review.

Email [tkarniss@gmail.com](mailto:tkarniss@gmail.com) \_then also send the hard copies to Tony Karniss

Mailing address: 829 Centralia Alpha Rd,  
Centralia, WA 98532-9516

7. Once reviewed Tony will send all the evaluation forms to the Data Entry person.
8. Data Entry person will key the information in the USFS Database and upload the evaluation forms. The USFS will generate the cert cards, and they will be sent to our local District Ranger for an electronic signature. Once they come back signed, they will be uploaded to the USFS Database, and the cards are emailed to the Sawyers.

**During fire season there may be a delay in getting the cards signed and out to the Sawyers. Be sure to have your sawyers take a photo of their Evaluation documents after they are filled out as proof that they are certified.**

