



Policies and Procedure – adopted 11/19/15

Volunteers/Producers Certification Process

ELIGIBILITY

APT TV Facilities and equipment are provided free or charge for the use of APTV Members. All persons residing or working in the City of Asbury Park or to those individuals wishing to produce programming of specific interest to the AP Community may apply to become an “APT TV Member”. These members may help produce and distribute non commercial local access programs on APTV Channels and website. All programs produced using said equipment or facility must be aired on APTV. APTV reserves the right to ask for proof of residency. Access to the electronic media is a privilege, not a right.

AGE: Although there is no minimum age restriction, residents under the age of 18 years must have on file a Parental/Guardian Consent and Financial Liability Form. Those under the age of 18 will not be permitted to check out equipment or use production facilities unless accompanied by an adult. Anyone under the age of 18 will be denied access to APTV’s facilities/equipment without the presence of a parent or legal guardian, or professional instructor. Users of all ages must complete all appropriate certification requirements as set forth in these Policies and Procedures.

APT TV ACTION TEAM MEMBER.

Anyone wishing to become an APTV Action Team Member must:

- Fill out a Personal Information form. (including Financial Liability Form)
- Subscribe to the APTV Volunteer Assignments and Trainings email
- Acquire Certification in at least one area from APTV
- Read and agree to all of the Policies and Procedures of APTV pertinent to what you are doing

CERTIFICATION

Orientation and Basic Training Workshops and Apprenticeships will be offered, free of charge.

Registration: Refer to the weekly APTV Volunteer Assignments and Trainings email. Sign up for the various assignments and training for which you would like to be considered. The Volunteer Coordinator will contact you about your assignment placement. Workshop Training Registrations will be accepted and approved on a first come, first served basis. When training workshops are full, additional workshops will be scheduled and made available whenever possible.



Workshop Fees: At this time APTV continues to offer all workshop classes FREE OF CHARGE.

Waivers: Workshop waivers may be awarded at the discretion of the Volunteer and Producer Coordinator providing the individual demonstrates proficiency in the use of requested equipment. No waivers will be made for Orientation Sessions, a requirement for all potential users.

Use of Equipment: Users who attend specific training workshop sessions or Apprenticeships and successfully demonstrate the ability to operate the video, audio, lighting and computer equipment will be granted Certification by the Volunteer and Producer Coordinator as APTV users of that equipment. This certification will allow them access, without charge, to the equipment on which they have been trained in order to produce work for APTV. Completion of each production workshop will be indicated on the users membership file. Users may also be asked to fill out a Workshop Evaluation form.

CERTIFICATION LEVELS

Certification at specific levels, designated by APTV staff, will be issued to individuals based upon their level of training and experience. The levels of certification are as follows:

(NOTE: ALL LEVELS OF CERTIFICATION REQUIRE ATTENDANCE AT AN ORIENTATION SESSION)

Level 1 - Crew - Requires completion of the Studio or Portable segments of the Basic Workshops. Training will include a hands-on crew experience during a studio production or the use of a portable camera in the field.

Level 2 - Producer - Requires completion of the Editing segment of the Basic Workshop, crew service for at least one government meeting or public service production, independent program production and understanding of producer's responsibilities, and if possible, crew experience for the APTV volunteers.

Level 3 – In-Studio Director- Requires completion of Advanced Technical Workshops (or equivalent experience) in the use of Control Room Equipment, knowledge of production planning and the ability to operate equipment independently under Level 4 supervision.

Level 4 – Studio Supervisor - Requires working knowledge of all production phases and also actual corporate in-service time as Crew Chief, Member of the Board, Clerical Work/or other effort on behalf of the organization. Level 4 Supervisors must be at least 21 year old.

Certification Renewal - Certification will remain active by maintaining a current membership and using the equipment or facilities at least once a year. After a period of one year or more without use of equipment or facilities, the user will be asked to demonstrate proficiency on the equipment they wish to use. If you cannot demonstrate proficiency, you may be asked to attend a refresher training workshop.