

MRC Registration Criteria

The Medical Reserve Corps (MRC) Program is committed to helping establish a strong, viable national network of local MRC units. In order to be approved for initial registration, and to continue that registration status, MRC units must continually meet the unit registration criteria outlined below. These registration criteria encompass the basic and fundamental principles necessary to successfully implement and administer an MRC. These criteria serve as a baseline that allows the MRC to monitor and evaluate initial and ongoing efforts of individual MRC units.

- **Affiliated with an appropriate local sponsoring/housing organization**
 - Must be a public or private non-profit, community-based organization
 - Local governmental agency or board (i.e. public health department, board of health, emergency management agency, etc.)
 - If the housing organization is not a local governmental agency, there should be an established relationship with an appropriate organization(s) to ensure integration and proper utilization of MRC members (letters of support from appropriate agencies may be requested if necessary)
 - In rare instances, a state-level sponsor/housing organization may be deemed appropriate, but this determination will be made on a case-by-case basis (adequate information, in writing, should be provided)
 - Local non-profit or non-governmental agencies, including faith-based organizations
 - Local hospital, college, or university
 - Local Citizen Corps Council
 - Tribal organization
- **Has an identified leader**
 - Appropriate résumé submitted with registration application
- **Provides contact information (name, address, telephone number, email address) for MRC unit primary point of contact**
- **Establishes and maintains partnerships with key local community/government stakeholder groups**
 - The following are examples of key local community/government stakeholder groups:
 - Local government agencies or boards (i.e. public health department, board of health, emergency management agency, etc.)
 - Local non-profits or non-governmental agencies, including faith-based organizations
 - Local hospitals, colleges, or universities
 - Local Citizen Corps Councils
 - Tribal organizations

- Partnerships are indicated on the initial registration application, during registration interview and through the submission of contact information for two individuals from local partner organizations to serve as references
- **Plans in place for establishing, implementing and sustaining the unit, and considers the following elements:**
 - Mission, goals, and objectives of the unit
 - Organizational structure
 - Volunteer recruitment and retention
 - Process for volunteer screening and verification of professional credentials
 - Identification and partnerships with key local community/government stakeholders
 - Integration with local and state plans for public health and emergency response
 - Training
 - Volunteer activation/utilization
 - Unit Sustainability
- **Participates in public health, preparedness, and emergency response activities**
- **Active in the MRC network (regionally and/or nationally), and considers the following elements:**
 - Participates in state or regional meetings
 - Shares information with other MRC units (listserv, promising practices, etc.)
 - Update unit profile regularly, a minimum of once a quarter (including current contact information, volunteer numbers, recent activities, additional information, etc.)
 - Interacts with MRC Regional Coordinator
- **Participates in annual MRC Technical Assistance Assessments at least once per year**
- **Satisfactory completion of the registration interview**