

**Potomac Valley Master Naturalists**  
**Reporting Volunteer Service and Education Hours (09 March 2021)**

To become a Certified WV Master Naturalist and to keep up your certification requires ongoing training and a commitment to volunteer work within the state. Our hours are reported to the WV Dept. of Natural Resources who sponsors and accredits our program.

We are using a data collection program, Track It Forward, to record and accumulate your hours.

Track It Forward can be directly accessed through any web browser whether PC or MAC. Furthermore, it is also accessible through both Android and IOS on your phone. You can download the App from your Apple or Android App Store and enter your hours on the move, or go to [www.trackitforward.com/user](http://www.trackitforward.com/user) to enter through your PC or MAC.

### **Student Hour Reporting**

**Initial certification requires completion of a minimum of 62 hours of classroom training composed of specific core classes and elective classes. Students from cohorts prior to 2018 may meet the required 62 hours (not 64 hours). In 2018, the core class requirements have changed: a 3-hour Fish class and a 3-hour Geology class are now core requirements. Check your records to see if you need these core classes.**

Here is a list of WVDNR-approved core classes:

[http://mnofwv.org/what\\_is\\_a\\_master\\_naturalist/requirements](http://mnofwv.org/what_is_a_master_naturalist/requirements)

Our PVMN Class Schedule is posted on [PVMN.org](http://PVMN.org).

Using these resources, Students from prior cohorts who are continuing their studies towards completion can select the classes they need. Before attending a make-up class, you must schedule the class by contacting the PVMN Student Coordinator; refer to the [PVMN.org](http://PVMN.org)→[Candidates \(Students\)](#) for contact information.

All Students are encouraged to finish the classes in one year; however, the DNR allows up to 4 years from the time you start to complete your classes and volunteer service requirements. Student classroom hours are recorded on our sign-in / sign-out sheets and need not be recorded in Track It Forward. Classroom administrators will forward the sign-in sheets to the Data Coordinator to track your student education hours. If you do not sign-in and out of each class you will not get credit.

**Students must also complete 30 hours of volunteer work within 2 years of finishing their classes to be certified. Enter your service hours in Track It Forward as they are earned. All service hours must be recorded in Track It Forward by December 31<sup>st</sup> of each year.**

### **Annual Recertification Reporting**

Graduate Master Naturalists must recertify each year to maintain active status. A Master Naturalist must complete a minimum of 8 hours of advanced coursework and 16 hours of volunteer activities each year. These Continuing Education and Service hours must be reported in Track It Forward.

## Entering Your Hours

Individual accounts have been set-up for each of you in Track It Forward.

**To record your hours, go to [www.trackitforward.com/user](http://www.trackitforward.com/user) and enter your email address and password. If you have forgotten your password or this is your initial use, just enter anything and you will be taken to a screen where you can have instructions and a link to sign-in emailed to you.**

### Next:

1. Click on Log Hours, Select the number of hours from the drop down. If you traveled more than 1/2 hour to get to the activity, add the excess time over 1/2 hour to the task. For example , you traveled to Cacapon and staffed the Nature Center for 4 hours, if it took you 1.5 hours to get there add 1 hour to your total time. Add allowed travel time to the total for the activity, do not use the TRAVEL activity. The TRAVEL activity is used by the coordinating committee to track their hours of travel to Master Naturalist committee meetings in other areas of the state.
2. Enter the date you provided volunteer service or attended an educational event not today's date.
3. Select an Activity from the drop down, if you don't see an exact fit, select the closest and explain in the notes field below.
4. Specify whether the hours are education or service. **For Students this is always service** as education hours are kept by staff. Master Naturalists report continuing education and service hours for recertification.
5. Enter any explanatory details in the notes field, for example if you maintained trails at Stauffer's Marsh, you would report Work at Parks/Preserves and in notes put Stauffer's Marsh.
6. Be sure to hit Submit Hours!
7. When you are finished click on Account in the upper right of the first screen, then click Sign Out.
8. For the phone app there is a menu in the upper left of the screen which allows you to view your hours and Sign Out of Track It Forward.

With Track It Forward you can track your progress by getting a list of your hours on your PC or phone at any time. To see all your records, scroll down from where you enter your records, at the very bottom of the screen is a link that will allow you to download your data to your computer. **Enter your hours as they are earned do not wait until December 31<sup>st</sup>!**

For questions about Track it Forward please contact the PVMN Data Coordinator; refer to the

[PVMN.org→Candidates \(Students\)](#) for contact information.