

EMERGENCY MANAGEMENT INSTITUTE

NATIONAL EMERGENCY TRAINING CENTER • EMMITSBURG, MD 21727



FEMA

Course: *E427 Community Emergency Response Team (CERT) Program Manager*

Dates:

November 9 – 10, 2012 February 8 – 9, 2013
May 10 – 11, 2013 August 23 – 24, 2013

Course Length:

This course is 2 days in length.

Course Description:

This course prepares participants to establish and sustain an active local CERT program.

Course Goal:

This course defines the core components of a local CERT program and focuses on effective practices for:

- Developing local CERT program goals and a related strategic plan;
- Promoting local CERT programs;
- Orienting, managing, and retaining CERT members;
- Recruiting, funding, managing, and retaining CERT trainers;
- Acquiring and managing program resources;
- Delivering and managing effective training and exercises;
- Developing policies and procedures for operating a local CERT program; and
- Evaluating and sustaining the program.

Prerequisite:

Participants in this course must have:

- A referral from a CERT-sponsoring agency, typically a local, regional, tribal, or State Government Agency.
- Completed the CERT *Basic Training* course or *IS317: Introduction to CERT*.
(<http://www.citizen Corps.gov/cert/IS317/>)

Continuing Education Units (CEU's):

The Emergency Management Institute (EMI) awards 1.2 CEUs for completion of this course.

Target Audience:

The audience for this course includes professionals and volunteers who are designated to be or are interest in being appointed a local CERT Program Manager or for those already in a CERT Program Manager position.

To Apply:

Complete a FEMA Form 119-25-1, General Admissions Application with student signature and signature of supervisor or sponsoring agency official. Submit the application through the State Emergency Management Training office which will mail, scan, or fax it to:

NETC Admissions Office (Room I-216)
National Emergency Training Center
16825 South Seton Avenue
Emmitsburg, MD 21737-8998
Phone: (301) 447-1035
Fax: (301) 447-1658
Email: netc-admissions@fema.dhs.gov

The FEMA Form 119-25-1 must be submitted to NETC Admissions by the following dates for the following course dates.

Course Date

November 9 – 10, 2012
February 8 – 9, 2013
May 10 – 11, 2013
August 23 – 24, 2013

Submit by

October 12, 2012
January 11, 2013
April 12, 2013
July 26, 2013

TRAINING OPPORTUNITY



EMI Point of Contact:

For additional information contact the course manager, Paul Benyeda, at (301) 447-1326 or by email at paul.benyeda@fema.dhs.gov.

The CERT Program Manager course is delivered at EMI during the same week with E428, CERT Train-the-Trainer course. Students who wish to take both courses must submit a separate application for each course. Although either course may be taken separately, EMI encourages people to take both courses the same week.

E428 CERT Train-the-Trainer:

November 5 – 7, 2012 February 4 – 6, 2013
May 6 – 8, 2013 August 19 – 21, 2013

Notice to Applicants for FY 2013 courses:

Beginning on April 15, 2012, individuals applying for EMI classes will be required to register using the Training Administration Systems (CTAS) and obtain a Student Identification (SID) number. This number will be used in place of the Social Security Number (SSN) on your application form. **The SSN number is no longer required.**

How do I obtain my FEMA SID number?

- Step 1: To register, go to <https://cdp.dhs.gov/elms>
- Step 2: Click on the “Created Account” button on the left side of the screen.
- Step 3: Follow the instructions and provide the necessary information to create your account.

What do I do with this new SID number I have been assigned?

The SID number should be used in place of the SSN on your General Admissions Application (FEMA Form 119-25-1). When you enter and use the system you will be able to print off and retain a student identification card.



TRAINING OPPORTUNITY