

EMERGENCY MANAGEMENT INSTITUTE

NATIONAL EMERGENCY TRAINING CENTER • EMMITSBURG, MD 21727



FEMA

Course: *E0427 Community Emergency Response Team (CERT) Program Manager*

Course Dates:

December 4-5, 2014*
January 21-22, 2015
February 26-27, 2015*
May 7-8, 2015*
May 27-28, 2015
September 17-18*

Course Length:

This course is 2 days. Class times generally run from 8:00 a.m. to 5:00 p.m. each day.

Course Description:

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

Course Goals:

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

1. Developing local CERT program goals and a related strategic plan;
2. Promoting local CERT programs;
3. Orienting, managing and retaining CERT members;
4. Recruiting, funding, managing, and retaining CERT trainers;
5. Acquiring and managing program resources;
6. Delivering and managing effective training and exercises;
7. Developing policies and procedures for operating a local CERT program; and
8. Evaluating and sustaining the program.

Continuing Education Units (CEUs):

The Emergency Management Institute (EMI) awards 1.3 CEUs for completion of this course.

Prerequisites:

Participants in this course must have:

1. A referral from a CERT-sponsoring agency, typically a local, regional, or State government agency.
2. Completed the CERT *Basic Training* course or *IS317: Introduction to CERT*.
(<http://training.fema.gov/EMIWeb/IS/courseOverview.aspx?code=IS-317>)

Target Audience:

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

Location:

Emergency Management Institute (EMI)
National Emergency Training Center (NETC)
Emmitsburg, Maryland 21727

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 21727-8998
Phone: (301) 447-1035
Fax: (301) 447-1658
Email: netcadmissions@fema.dhs.gov

TRAINING OPPORTUNITY

Scan the QR Code, or click the link to get information on how to apply for EMI courses:



<http://training.fema.gov/Apply/>

Four of the CERT *Program Manager* courses are delivered at EMI during the same week with E0428, CERT *Train-the-Trainer* course. Students who wish to take both courses back to back must submit a separate application for each course. Students who wish to attend **only** the CERT Program Manager may apply for either the January 21st or May 27th delivery.

* Combined E0427 and E0428 CERT Train-the-Trainer classes:

- December 1–3, 2014
- February 23–25, 2015
- May 4–6, 2015
- September 14-16, 2015

Note to Regional Training Managers, Regional Program Managers, and State Training Officers: The FEMA Form 119-25 must be submitted 4 weeks prior to the course start date.

Application Review:

In order to be evaluated for admission into this course, block #16 on the application form must be completed. Please refer to the selection criteria and indicate how you meet the requirements based upon your position and experience.

Upon acceptance into the course, NETC Admissions will mail out an Acceptance Letter/Welcome Package outlining travel information, NETC shuttle services, lodging and other logistics. Scan the QR Code, or click the link for a PDF copy of the NETC Welcome Package online:



http://training.fema.gov/EMIWeb/downloads/NETC_Welcome_Package.pdf

Lodging is provided for course participants on the NETC campus. Participants staying overnight on campus are required to purchase a meal ticket for the duration of the training activity. Notify the NETC Transportation Office at least 2 weeks prior to the course date to reserve a seat. Call (301) 447-1048, ext. 1113, or email FEMA-netc-housing@fema.dhs.gov.

Notice to Applicants for EMI courses:

Individuals applying for EMI classes will be required to register using the FEMA Student Identification (SID) number. This number will be used in place of the Social Security Number (SSN) on your application form.

The SSN is no longer required.

How do I obtain my FEMA SID number?

- Step 1: To register, go to <https://cdp.dhs.gov/femasid>
- Step 2: Click on the “Need a FEMA SID” button on the right side of the screen.
- Step 3: Follow the instructions and provide the necessary information to create your account.
- Step 4: You will receive an email with your SID number. You should save this number in a secure location.

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

The SID number is used in place of the SSN on your General Admissions Application (FEMA Form 119-25-1).

EMI Point of Contact:

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

TRAINING OPPORTUNITY

