# K0427 Community Emergency Response Team (CERT)
# Program Manager (Virtual Delivery)

**FY24 Course Dates:**
- November 14, 15, 16, 17, 2023 (1–5 p.m.)
- January 9, 10, 11, 12, 2024 (1–5 p.m.)
- March 26, 27, 28, 29, 2024 (1–5 p.m.)
- April 9, 10, 11, 12, 2024 (1–5 p.m.)
- May 21, 22, 23, 24, 2024 (1–5 p.m.)
- August 13, 14, 15, 16, 2024 (1–5 p.m.)

Each course offering meets 4 days in 1 week for 4 hours per day. Students must attend all sessions of their delivery. All class times are Eastern Time (ET). Class size is limited to 20 students.

**Course Description:**
This course prepares participants to establish and sustain an active local CERT Program.

**Course Objectives:**
- Define the purpose and core components of a local CERT Program.
- Use strategic planning to define the mission and goals for a local CERT Program.
- Describe the purposes and strategies for promoting a local CERT Program.
- Establish a process for working with volunteers.
- Establish a process for working with instructors.
- Establish a process for acquiring and managing program resources.
- Build a plan for delivering and managing safe training and exercises.
- Describe the role of policies and procedures in operating a local CERT Program.
- Develop a process for evaluating a local CERT Program.
- Describe how to sustain a local CERT Program.

**Course Length:**
- Total time: 16 hours over 1 week, and 4 hours of self-study
- Class Time: 16 hours (EST)
- Self-study estimated time (4 hours)

**Location:**
The course will be delivered in a virtual environment, completely online via Adobe Connect. Familiarize yourself by going to Start, attend, and manage Adobe Connect meetings (https://helpx.adobe.com/adobe-connect/using/starting-attending-meetings.html).

Students will receive course login information to enter as guests. No Adobe Connect account or download of Adobe will be required. All materials will be available in the Adobe classroom.

**Cost:**
**No cost.** Students must have a FEMA Student Identification Number (SID), computer with microphone, speaker, webcam, and stable access to the internet. Visit FEMA SID (https://cdp.dhs.gov/FEMASID/) to obtain an SID.

**Who Should Attend:**
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.

# TRAINING OPPORTUNITY

**Prerequisites:**
Participants in this course must have:
1. A referral from a CERT-sponsoring agency, typically a local, regional, or state government agency.
2. If you are not a first responder, the CERT Basic course is required.*
3. For current first responders, FEMA EMI course, IS-317.A: Introduction to CERT, (https://training.fema.gov/is/courseoverview.aspx?code=IS-317.a&lang=en) will familiarize you with the CERT Program.

**To Apply:**
Prospective students should apply at the Emergency Management Institute's DHS-FEMA General Admissions Application (https://training.fema.gov/generaladmissionsapplication/staticforms/startapplication.aspx).

**Continuing Education Units (CEUs):**
1.4 CEUs

**Reasonable Accommodation:**
If you require a reasonable accommodation (sign language interpreters, Braille, CART, etc.), please make the request NLT 15 days prior to the class start date. When making any requests, please provide details on the accommodation; however, DO NOT include medical or other personal information that is protected under the Privacy Act of 1974 or the Health Information Privacy Protection Act No. 1749 Page 2 Thursday, October 20, 2022 (45 CFR Part 160 Subparts A and E of Part 164). Last-minute requests will be accepted; however, they may not be possible to fulfill. Please indicate any requests as part of your admissions application. Any additional questions should be directed to NETC Admissions at: netcadmissions@fema.dhs.gov

*Learn about the CERT Basic course at CERT Home | Ready.gov (fema.gov) (https://community.fema.gov/PreparednessCommunity/s/welcome-to-cert?language=en_US).

**EMI Point of Contact:**
For additional information, contact Jamie Mauk, Course Manager, at: jamie.mauk@fema.dhs.gov. Please refer to the EMI website (https://training.fema.gov/emi.aspx) for course date availability.