



# CERT Support Committee Guide to Basic Principles Instructing CERT Classes

## Purpose and Scope:

CERT courses are taught by a team of instructors and subject matter experts who have the proper knowledge, expertise and familiarity with the training materials.

The Iowa Disaster Human Resource Council (IDHRC) CERT Support Committee and Iowa Department of Homeland Security and Emergency Management (HSEMD) has developed various procedures that set the standards for CERT instructors and Basic Training classes.

This guide provides a list of these procedure documents and an overview of the procedures they cover.

## Definitions:

This section lists the standard definitions of some terms that will be used in this document.

| Term         | Definition   |
|--------------|--|
| CERT         | Community Emergency Response Team  |
| CERT Program | The structure to provide CERT training and / or the sponsoring of teams operated by a public safety agency.  |
| CERT Team    | A group of people who perform tasks to work toward accomplishing a common mission or specific objective.   |
| Sponsor      | A public safety or other organization that sponsor the CERT training. Note that the sponsor does not need to have an active team in place to sponsor training. |

## Reference Documents:

This section lists reference / procedure documents that is used with this document.

These documents can be found in the Procedures section of the CERT Committee section of the IDHRC webpage:

<https://www.iavoad.org/committees/>

| File Title       | Description                         |
|------------------|-------------------------------------|
| CERT-COM-PRO-005 | Providing EMI CERT Training Locally |
| CERT-COM-PRO-006 | Instructor Management               |

| File Title       | Description                           |
|------------------|---------------------------------------|
| CERT-COM-PRO-007 | Providing a CERT Basic Training Class |
| CERT-COM-PRO-008 | Class Evaluation                      |
| CERT-COM-PRO-009 | Class Hold Harmless                   |
| CERT-COM-PRO-010 | Class Tracking /Reporting             |

Note: Many of these procedures have related forms. The forms are located on the same webpage as the procedures.

## Related Training:

This section lists available training that may be used with this document.

| Training Title          | Description   |
|-------------------------|---|
| CERT Train the Trainer  | A course designed to prepare participants to deliver Federal Emergency Management Agency's CERT Basic Training course.  |
| CERT Program Management | A course designed to prepare participants to establish a CERT Program. The course should be used as part of a program development strategy.   |
| CERT Basic Training     | Educates volunteers about disaster preparedness for the hazards that may impact their area and trains them in basic disaster response skills, such as fire safety, light search and rescue, team organization, and disaster medical operations. Can also be used for business and personal preparedness.<br><br>CERT offers a consistent, nationwide approach to volunteer training and organization that professional responders can rely on during disaster situations, allowing them to focus on more complex tasks. |

## About CERT Basic Training:

If available, emergency services personnel are the best trained and equipped to handle emergencies. Following a catastrophic disaster, however, you and your community may be isolated for an extended period for a myriad of reasons, including the size of the area affected, inoperable communications systems, or unpassable roads.

The Community Emergency Response Team (CERT) program educates volunteers about disaster preparedness for the hazards that may impact their area and trains them in basic disaster response skills, such as fire safety, light search and rescue, team organization, and disaster medical operations. CERT offers a consistent, nationwide approach to volunteer training and organization that professional public safety agencies can rely on during disaster situations, allowing them to focus on more complex tasks.

The CERT Basic Training includes research-validated guidance for CERT programs to teach members what to do before, during, and after the hazards their communities may face.

## CERT Instructor Levels:

There are different levels of CERT instructors. From those that can provide a Train the Trainer course, lead a CERT Basic Training course to those that teach sections of the Basic Training course or CERT related continuing education courses. The various levels are listed and defined below.

### CERT Trainer

A CERT Trainer is a person who has completed the requirements to train someone to be a Lead Instructor. They provide CERT related FEMA Emergency Management Institute EMI classes locally.

In the State of Iowa, these instructors are selected and managed by the IDHRC CERT Support Committee.

Additional information on this level is contained in the procedure document, CERT-COM-PRO-005 Providing EMI CERT Training Locally.

### Lead Instructor

A CERT Lead Instructor is a person who has completed the CERT Train the Trainer training. The lead instructor manages CERT Basic Training classes to ensure that the class follows the applicable curriculum and any other requirements.

Note: The lead instructor for all CERT Basic Training classes is the only instructor that is required to have completed the CERT Train the Trainer program.

In the State of Iowa, these instructors are selected and managed by the sponsoring CERT program leadership. Those

who have completed the Train the Trainer program, that have met all registration requirements, will be added to the IDHRC CERT Support Committee Lead Instructor database. CERT programs can use this database to confirm a Lead Instructors status.

Additional information on this level is contained in the procedure document, CERT-COM-PRO-006 Instructor Management.

### Instructor

A CERT Instructor is a person who teaches any of the various sections of the Basic Training curriculum.

Note: Individuals who teach sections of the CERT Basic Training curriculum are not required to have complete the CERT Train the Trainer training. However, they need to be Subject Matter Experts of the sections that they teach.

Additional information on this level is contained in the procedure document, CERT-COM-PRO-006 Instructor Management.

### Subject Matter Expert (SME)

A Subject Matter Expert is a person who possesses a deep understanding of a particular subject area. They are regularly used to teach specific topics / units such as fire operations or disaster psychology, for example.

In the State of Iowa, these instructors are selected and managed by the sponsoring CERT program leadership and / or the CERT Basic Training Lead Instructor.

Additional information on this level is contained in the procedure document, CERT-COM-PRO-006 Instructor Management.

### Providing a CERT Train the Trainer Class:

CERT Train the Trainer classes are provided when the IDHRC CERT Support Committee has received requests for a class to be held or when one has not been held for an extended period of time.

Additional information on this level is contained in the procedure document, CERT-COM-PRO-005 Providing EMI CERT Training Locally.

### Providing a CERT Basic Training Class:

CERT Basic Training can be utilized for training team members, augmenting a business safety program and personal preparedness.

To put on a class a public safety agency / program sponsor needs to sponsor it. All classes are required to have a lead instructor / class manager that has completed the CERT

Instructor Trainer program and is current in their acknowledgement. Other instructors are not required to have completed this training.

Guidance to perform class evaluation and sample student hold harmless forms is also provided.

In order to gather data for management of the state CERT program, a after class tracking method has been developed to send class demographics information to the CERT Program Support Committee.

Additional information on providing a CERT Basic Training class is contained in the procedure documents, CERT-COM-PRO-007 Providing a CERT Basic Training Class, CERT-COM-PRO-008 Class Evaluation, CERT-COM-PRO-009 Class Hold Harmless and CERT-COM-PRO-010 Class Tracking /Reporting.

### **Instructor Credential Renewal / Continuing Education:**

To be a proficient instructor the skills need to be exercised. Additionally, the materials and curriculum are updated regularly. To ensure the Basic Training Instructors are up to date a continuing education program has been established.

For an instructor to renew their acknowledgement they must complete a minimum of 6 hours of continuing education during their acknowledgement period.

An instructor must renew their acknowledgement prior to the expiration date to maintain an active status. Failure to complete the renewal process prior to the expiration date will result in the instructor's acknowledgement's status to change from active to inactive. An instructor may only lead / mänge a CERT Basic Training class with an active acknowledgement.

Note: It is the individual instructor's responsibility to track their expiration date and to renew before their acknowledgement's expiration.

Additional information on Instructor Credential Renewal / Continuing Education is contained in the CERT-COM-PRO-006 Instructor Management procedure.

### **Related Documents, Document Tree:**

This document tree represents the Instructing CERT Classes related documents structure in a hierarchical form to graphically depict how the documents relate to each other.

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| <b>CERT-COM-PRO-005</b><br>Providing EMI CERT Training Locally  |
| Provides guidance for training, credentialing and management of trainers that may provide CERT Train the Trainer, CERT Program Management and other FEMA Emergency Management Institute (EMI) provided courses. |

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| PRO-005_Form-1 Trainer Application |
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| <b>CERT-COM-PRO-006</b><br>Instructor Management  |
| Provides guidance for training, credentialing and management of CERT Instructors. The Instructor Course is provided by Iowa Disaster Human Resource Council as part of its State of Iowa Citizens Corps Council function. Upon successful completion of the course, candidates will receive a CERT Basic Training Instructor acknowledgement. |

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| PRO-006_Form-1 Basic Training Instructor Course Registration Checklist |
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| PRO-006_Form-2 Instructor Application / Registration |
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| PRO-006_Form-3 Suggested FEMA Independent Study Courses for CERT Basic Training Instructor Continuing Education Hours |
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| <b>CERT-COM-PRO-007</b><br>Providing a CERT Basic Training Class             |
| Provides a procedure and guidance for providing CERT Basic Training classes. |

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| <b>CERT-COM-PRO-008</b><br>Class Evaluation   |
| Provides guidance for gathering meaningful input from students for improving courses. Additionally, course evaluations provide an opportunity for students to reflect and provide feedback on their own learning. |

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| PRO-008_Form-1 In Person Class Evaluation |
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| PRO-008_Form-2 On-Line Class Evaluation |
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CERT-COM-PRO-009  
Class Hold Harmless

Provides guidance for having students complete a hold harmless waiver for CERT Basic Training, continuing education and public outreach classes that are provided by CERT programs in Iowa. The form is recommended for any class that includes hands on activities. The form also includes a photography waiver so photographs taken at a class can be used in program publications.

PRO-009\_Form-1 Hold Harmless and  
Permission to Participate Request v1

PRO-009\_Form-2 Hold Harmless and  
Permission to Participate Request v2

CERT-COM-PRO-010  
Class Tracking /Reporting

Provides guidance for capturing information on the CERT Basic Training, continuing education and public outreach classes that are provided by CERT programs in Iowa.

PRO-010\_Form-1 Class Report