Iowa CERT Support Committee Procedure
Providing EMI CERT Training Locally

ID Number: CERT-COM-PRO-005	Revision: -	Created Date: 08-01-2022

This revision shall supersede all previous versions of this document.

Purpose and Scope:

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.

These courses will be provided by Iowa Disaster Human Resource Council as part of its State of Iowa Citizens Corps Council function. The Iowa Department of Homeland Security and Emergency Management Training Team may assist in the evaluation and selection of the trainers that may instruct and may provide assistance for these courses.

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 Trainer	A person who has completed the requirements to train someone to be a Lead Instructor and provide CERT related EMI classes locally.

Reference Documents:

This section lists reference documents that are used with this document.

File Title	Description
CERT-COM-PRO-001	Standard Definitions
CERT-COM-PRO-006	CERT Instructor Management
2019.CERT.TraintheTrainer.IG.FINAL.508c.pdf	CERT Train-the-Trainer Instructor Guide FEMA P-2061

Related Forms:

This section lists forms that are used with this document.

File Title	Description
PRO-005_Form-1	Trainer Application

Background:

There are two available paths for an individual to become a CERT Basic Training instructor. They are to take the training at:

1) FEMA Emergency Management Institute (EMI) at their Emmitsburg, Maryland training site or another location.

2) Locally provided FEMA Emergency Management Institute (EMI) course.

CERT Program Management and other EMI provided courses fall into the same two options listed above for the courses to be provided.

In order to provide these courses locally in Iowa, the following process shall be used to select and maintain local trainers.

Requirements to Become a Trainer

These requirements must be met for an individual to become a trainer:

1) Completed Required Training Prerequisites
2) Experience providing training / teaching
3) County emergency management agency (EMA) or state agency sponsorship
4) Instruction Audit

Acceptable forms of documentation of training and experience are a résumé and certificates of completion for relevant courses.

Training Prerequisites

Applicant must have documented training of basic incident command system principals as well as training in the area for which the applicant is requesting to instruct.

Prerequisite Independent Study Program Classes:

➢ IS-100 Introduction to Incident Command System
➢ IS-200 ICS for Single Resources and Initial Action Incidents
➢ IS-700 An Introduction to the National Incident Management System
➢ IS-800 National Response Framework, An Introduction
➢ IS-315 CERT and the Incident Command System
➢ IS-317 Introduction to CERT

Prerequisite In-person Classes:

➢ CERT Basic Training

Prerequisite EMI Provided Classes:

Note the sessions you attended must have been taught by EMI
➢ CERT Train the Trainer
➢ CERT Program Management

Additionally, applicants should take the E/G 141 Instructional Presentation and Evaluation Skills or PER-266 Instructor Training Certification (Provided by the Center for Domestic Preparedness) course, or MGT-323 Instructor Development Workshop (Provided by Louisiana State University NCBRT) or approved equivalent, within one year after becoming a trainer.

Experience

Applicant must have documented experience successfully instructing adult learners as well as operational experience in the subject matter of the course(s) of the trainer will present.

Examples of applicable experience:
 ➢ American Heart Association instructor
 ➢ American Red Cross instructor
 ➢ Emergency Medical Service (EMS) instructor
 ➢ Fire service instructor
   Note: This is not an inclusive list. Other types of formal instruction experience may also be used.

Examples of operational experience:
 ➢ Emergency Medical Service (EMS)
 ➢ Fire Department
 ➢ CERT Team
 ➢ Emergency Management Agency (EMA)
   Note: This is not an inclusive list. Other types of operational experience may also be used.

Sponsorship

A letter of sponsorship is required from the applicant's county emergency management agency or a state agency. Its purpose is to describe the need for the individual to be a trainer and an endorsement of that person's ability as a trainer. The applicant must also have completed and passed the sponsor's background check process.

Instruction Audit

Depending on the course instruction requirements, incoming trainers may be asked to serve as a co-trainer for their first course delivery. Courses will be audited by the IDHRC CERT Committee or their designee. The IDHRC CERT Committee will consider the trainers performance and student evaluations for awarding Trainer status.

Selecting Trainers

Due to the low quantity of locally provided CERT EMI training courses, the quantity of active trainers will be limited. As scheduling of these courses are managed by the IDHRC CERT Support Committee, they will manage the quantity of trainers. When the IDHRC determines that additional trainers are required, a general request will be sent out to the various CERT programs in the state requesting volunteers to become a trainer.

When submitting an application, please insert "CERT Trainer; Last Name, First Initial" in the subject heading on the email. The emails will be sent to the address noted on trainer application. Upon submission, applicants will receive a confirmation email stating that their application has been received for review.

The IDHRC CERT Committee will then evaluate submissions to see if all requirements are met. If an applicant does not meet all of the requirements, the applicant will be informed of needed

improvements and will be given an opportunity to revise and / or complete missing training and resubmit his/her application.

Approved trainer applicants will be notified by email of their next steps.

Trainer Proficiency

To be a proficient trainer, instruction skills need to be exercised. Additionally, the materials and curriculum are updated regularly by FEMA. To ensure instruction proficiency, all trainers will meet together on a regular basis to evaluate the training program and make any needed program updates needed to ensure instructor proficiency.

Approval and Revision History

Approved By	Rev	Description
CERT Committee 08-01-2022	-	Initial Release