Iowa CERT Support Committee Procedure
Basic Training
Instructor Management

ID Number: CERT-COM-PRO-006	Revision: -	Created Date: 11-07-2022

This revision shall supersede all previous versions of this document.

Purpose and Scope:

Provides guidance for training, credentialing and management of CERT Basic Training Instructors. The Basic Training Instructor Course is provided by Iowa Disaster Human Resource Council, CERT Support Committee, 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.

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.
Lead CERT Basic Training Instructor	An instructor / teacher who has completed CERT Train the Trainer training. The lead instructor manages the Basic Training class 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 required to have completed the CERT Train the Trainer program.
CERT Basic Training Instructor	An instructor / teacher who teaches any of the various section 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.
Subject Matter Expert (SME)	A person who possesses a deep understanding of a particular subject.

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-005	Providing CERT Program Management and Train the Trainer Courses
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-006_Form-1	Basic Training Instructor Course Application / Registration Checklist
PRO-006_Form-2	Basic Training Instructor Application / Registration
PRO-006_Form-3	Suggested FEMA Independent Study Courses for CERT Basic Training Instructor Continuing Education Hours
PRO-006_Form-4	Basic Training Instructor Renewal

Target Audience / Discipline:

Individuals affiliated with a local CERT program or those that wish to start a CERT program who have completed the CERT Basic Training course. This procedure covers the process for an individual to receive additional instruction to deliver the CERT Basic Training course at the jurisdiction's level.

Instructions for Instructor Candidates:

To become a CERT Basic Training Instructor, you will need to successfully complete the CERT Train the Trainer Course following the steps listed below:

Step 1: Meet the course prerequisites
Step 2: Register for the Train the Trainer course
Step 3: Complete and submit the Basic Training Instructor Course Application / Registration Checklist
Step 4: Complete the Train the Trainer pre-course work and review the course materials
Step 5: Successfully complete the Train the Trainer course
Step 6: Complete and submit the Basic Training Instructor Application / Registration form to be added to the database of acknowledged CERT Instructors

Step 1 - Prerequisites:

- A referral from a CERT program sponsoring agency
- Participants must have successfully completed all of the following:
    a. A CERT Basic Training course (Note: the FEMA independent study course IS-317 Introduction to CERT is NOT an acceptable substitute)
    b. IS-100 Introduction to Incident Command System
    c. IS-200 ICS for Single Resources and Initial Action Incidents
    d. IS-700 An Introduction to the National Incident Management System
    e. IS-315 CERT and the Incident Command System
    f. IS-317 Introduction to CERT

Step 2 - Course Registration:

Course registration is managed through the Iowa Department of Homeland Security and Emergency Management's statewide training website. URL at the time of this document's creation is: https://hsemdtraining.iowa.gov/.

When a Train the Trainer course is being offered, information about the course will be posted on this website. Register for your preferred course section by following directions provided in the posting.

Step 3 - Submission Registration Checklist:

After the student's registration request has been submitted, the course coordinator will send the Basic Training Instructor Course Application / Registration Checklist to the registrant using the email address used for registering. The checklist is to be completed and returned with the requested certificates to the course coordinator to complete the registration process. The course coordinator will review the checklist and certificates for completeness. If any material is missing or the checklist is not complete it will be returned to the applicant. A student file is to be created containing the submitted information.

Step 4 - Pre-course Work and Review:

After the student's registration process is complete, the course coordinator will send information on how to access course materials, including how to access any portions offered online. It is recommended that materials be reviewed before the course starts.

In order to complete the Train the Trainer material in the allocated course time, pre-course assignments must be completed by participants. The main purpose of these assignments is to have students gather material related to their specific program utilized during the course. A document with these assignments will be sent to each registrant upon completion of the course application process.

Step 5 – Training Course:

The Train the Trainer course may be offered either as an in-person course or as a hybrid online / in-person offering. Details on a hybrid offering is below.

Hybrid Course Online Sessions:

At the discretion on the course coordinator and instructor(s), the lecture portions of the course may be presented using online meetings. The goal of this is to break up the course sections into smaller blocks. This also allows the lectures to be offered at time frames that may be more convenient for students and reduce travel. The last course session will be an in-person session. This allows for one of the teach back modules to be done in-person.

Hybrid Course In-person Session:

Parts of the course is the students making presentations to the other students to receive real time feedback. As communications is more than the words that are being said, these portions on of the course will be held in person.

Course Completion Certificate:

Upon completion of the Train the Trainer course the student will receive a course completion certificate.

Step 6 – Instructor Registration:

After a student has completed the Train the Trainer course, the course coordinator will send a Basic Training Instructor Application / Registration form to the student. This form is to be completed and returned with the requested certificates to the course coordinator. Note: If registering directly after

completing a Train the Trainer course, the certificates submitted as part of the class registration is sufficient; they do not need to be submitted again.

The CERT Committee is to review the form and certificates for completeness. If any material is missing or the form is not complete it is to be returned to the applicant. An instructor file is to be created containing the submitted information.

Instructor Training from Another Source:

Individuals who have completed the Train the Trainer course at other sources may also apply to be an instructor without re-taking the course. If you have completed the training at FEMA's Emergency Management Institute (EMI) or at another state's training course, complete and submit the Basic Training Instructor Application / Registration form including the required prerequisite certificates.

Instructor Acknowledgement:

Upon successful completion of all registration requirements, candidates will receive a CERT Basic Training Instructor acknowledgement, valid for three (3) years. This may be extended to four (4) if you teach one (1) CERT Basic Training course and completed / submitted the course competition form.

Instructor Database:

A method is needed to ensure those presenting themselves as a CERT Basic Training Instructor have met the requirements within this document. To meet this goal a database of current instructors in the state will be maintained.

Information that will be captured in the database includes:
- Name
- Instructor ID Number
- Mailing Address
- Email Address
- Date of Initial Training
- Dates of Re-acknowledgements
- Sponsoring Agency
- Tracking of classes taught

Instructors who may lead a CERT Basic Training course will be listed in this database. Remember only the lead Basic Training class instructor is required to have completed the Train the Trainer course and be current with their acknowledgement. It is understood subject matter experts and other instructors will be utilized during the Basic Training classes.

Instructor Identification Number:

Each Instructor will be issued a unique identification number. The number will be used to easily identify an instructor in the database. The number will be in two parts. Part one is the county number their sponsoring agency is located in. The second part is separated by a dash from the first is what number instructor they are registered in that county. The first instructor being -001 and then so on.

Instructor Acknowledgement Expiration Date:

All instructor acknowledgements expiration dates will be set to December 31. The expiration year will be set three years after the year that the individual has completed their instructor training or registered to be a CERT Instructor if they have completed their training elsewhere.

Instructor Identification Card:

A credentialing identification card will be issued to all instructors who meet the requirements of the document. The card will have an expiration date. A new card will be issued upon meeting the acknowledgement or reacknowledgement requirements.

Instructor Pool:

Instructors willing to teach for other teams or programs may be part of an instructor pool. Willingness to be a pool instructor will be tracked in the instructor database. When a request is received for a pool instructor, the request will be sent out to the instructors so they can contact the requestor. The instructor information will not be sent directly to the requestor.

Instructor Acknowledgement Renewal:

To be a proficient instructor the skills need to be exercised. Additionally, materials and curriculum are updated regularly. To ensure the Lead CERT 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 status to change from active to inactive. An instructor may only lead / mange 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.

Continuing Education Core Topics:

To be eligible to renew an instructor acknowledgement, a minimum number of core topic continuing education hours (CEHs) must be completed prior to the acknowledgement's expiration date. The table below identifies the minimum number of CEHs, by core topic that must be obtained prior to the acknowledgement expiration date. Note that there is also a maximum number of hours in each topic that may be used for renewal.

Core Topic	Number of Hours	
	Minimum	Maximum
Instructor Refresher	1	2
Instructor Enhancement	1	4

All core continuing education hours used to renew an acknowledgement must be obtained from classes provided by the Iowa CERT Support Committee.

Continuing Education Optional Topics:

Optional topics are available for the instructor to choose from to obtain the number of CEHs required for renewal. The table below identifies the maximum number of CEHs, by topic that may be obtained in each topic area prior to the acknowledgement expiration date.

Optional Topic	Maximum Number of Hours	Verification Method
Lead / Manage a CERT Basic Training Class	1	Name listed on a submitted Basic Training Class Report
FEMA Independent Study Course	4	Submit a copy of the Course Certificate
FEMA Emergency Management Institute (EMI) Course	4	Submit a copy of the Course Certificate
HSEMD Sponsored Training Program Course	4	Submit a copy of the Course Certificate
IDHRC Sponsored Training Program Course	4	Submit a copy of the Course Certificate

Note, a course may only be counted once to meet the minimum CEHs for renewal. Along with obtaining the minimum number of continuing education hours, the instructor must also complete the online renewal process prior to the acknowledgement expiration date.

Submitting for Acknowledgement Renewal:

Renewals of Instructor acknowledgements is requested by completing the Basic Training Instructor Renewal form and submitting it as directed on the form. An updated identification card will be sent to the instructor.

Inactive Acknowledgement Status:

Instructors whose acknowledgement status is inactive may not be the lead instructor / class manager for a CERT Basic Training class until their acknowledgement status is returned to active. Instructors with an inactive acknowledgement may be eligible to reactivate their acknowledgement based on the amount of time since the acknowledgement became inactive.

Reactivation of an inactive acknowledgement can be accomplished by completing the required amount of CEHs based upon the acknowledgement issue date. If it has been 6 years (2 renewal periods since the acknowledgement has been issued) a total of 12 CEHs will be required to renew. Complete the renewal by submitting an instructor renewal form.

An acknowledgement may not be reactivated if the acknowledgement has been lapsed for greater than 3 years. To regain Instructor acknowledgement, the individual shall retake the Train the Trainer course following the same process as a new instructor.

Approval and Revision History

Approved By	Rev	Description
CERT Committee 11-07-2022	-	Initial Release