

Upcoming 2015 and 2016 Training Dates

COURSE NAME: E0427 COMMUNITY EMERGENCY RESPONSE TEAM (CERT) PROGRAM MANAGER

Course Dates:

December 3-4, 2015

March 3-4, 2016

May 12-13, 2016

June 2-3, 2016*

June 24-25, 2016

August 18-19, 2016

*Only the Program Manager course, not the Train-the-Trainer course, is offered this week.

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

Link to apply: <http://training.fema.gov/Apply>

Five of the six CERT Program Manager courses are delivered at EMI during the same week as E0428, the 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 the June 2nd delivery.

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. Click this 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.

COURSE NAME: E0428 COMMUNITY EMERGENCY RESPONSE TEAM (CERT) TRAIN-THE-TRAINER

Course Dates:

November 30 - December 2, 2015

February 29 - March 2, 2016

May 9-11, 2016

June 20-22, 2016

August 15-17, 2016

September 7-9, 2016*

*Only the Train-the-Trainer course, not the Program Manager course, is offered this week.

Course Length: This course is 3 days. Class times generally run from 8:00 a.m. to 5:00 p.m. each day.

Course Description: This course prepares participants to deliver FEMA’s *CERT Basic Training* course.

Course Goals:

This train-the-trainer course focuses on preparing instructors to:

1. Deliver the CERT Basic Training;
2. Convey the messages and intent of the CERT Program (e.g. safety, teamwork, place in overall community emergency operations plan);
3. Assure that students achieve the objectives of the CERT Basic Training; and
4. Create a comfortable yet managed learning environment.

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 those who will be or currently are the course manager for the *CERT Basic Training* course or a *CERT Basic Training* course instructor.

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:

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Link to apply: <http://training.fema.gov/Apply>

Five of the six CERT Train-the-Trainer courses are delivered at EMI during the same week as E0427, the CERT Program Manager 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 Train-the-Trainer course may apply for the September 7th delivery.

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.

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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.

For any individuals interested in attending the Emergency Management Institute (EMI) in Emmitsburg, MD, additional information is available at:

http://training.fema.gov/EMIWeb/downloads/NETC_Welcome_Package.pdf?v20140428.

REIMBURSEMENT FOR AIRFARE:

- You **must** make your own travel arrangements. Available airports were listed in your acceptance email/ letter.
- You **must** be sure your flights meet the shuttle pickup/departure times, and the ticket purchase follows the parameters of travel as defined under “**REIMBURSEMENT**” in this package.
- You will be reimbursed the cost of a direct (no side trips or extended stays), **21-day prior to the course travel date prepurchase, nonrefundable** ticket for round trip transportation by common carrier (economy coach class, nonrefundable) for each course or back-to-back courses that you attend. Proof of nonrefundable fare is required!

INDIVIDUALS ELIGIBLE FOR TRAVEL REIMBURSEMENT:

- State, local or tribal government representatives.

- Recognized volunteer organization representatives.
- Active emergency management organization representatives.
- Representatives from state or local fire organizations.

LODGING RESERVATION:

Once you are accepted into a course, a room on the NETC campus will be reserved for you, unless you receive a letter indicating that you have been accepted with the knowledge that you agree to find your own accommodations or that you previously notified us that housing is not needed.

FOOD SERVICE:

If you stay on campus, you must purchase a meal ticket. If you do not purchase a meal ticket, you will be asked to vacate your room on campus.

Prices Effective Aug. 5, 2012: The cost for the meal ticket is \$25.04 per day.