CERT Registration Tutorial
Welcome

- Thank you for your interest in registering a CERT Program!
- If you would like an overview of CERT, please go to the CERT National website at http://www.citizencorps.gov/cert and click Start a CERT, then click CERT Overview
- Or, click link here to go directly to the CERT Overview web page.
CERT Program Registration

Registration Requirements

- Program must be operated or sponsored by local emergency response organization
- Program must be endorsed by local Citizen Corps Council, if one exists
- Program must conduct CERT Basic Training and CERT exercise at least once per year
- Program must have a point of contact to be listed on the national CERT website
When you are ready to begin…

To begin registering, go to www.citizencorps.gov/cert

Using the left navigation bar on the CERT web page, click “Register for CERT”
Review Registration Guidelines

• If you are ready to register, click the “Register” button at the bottom of the page.

• Note that throughout the registration pages, REQUIRED fields are marked with a red asterisk (*)
Begin Registration

• Enter CERT program’s name, country, state, and local jurisdiction
• If program serves multiple jurisdictions, select them by holding the “Ctrl” key and selecting each one
• Click the right arrow button to add the jurisdictions
• Click “Next” when all relevant jurisdictions have been added
Overlapping Jurisdictions

- The “Overlapping Programs” page allows you to view any registered CERT Program(s) whose service area overlaps your jurisdiction.

- Overlapping jurisdictions may decide to coordinate efforts rather than creating a new program.

- Click “Continue” button to proceed with registering a new program.
Contact Information

• All information here refers to the primary point of contact for the CERT Program
• The “Organization” is the local operating entity of the program, for example, local fire department
• When you have completed all the required fields, click “Next”
Establish a Password

- For security purposes, passwords must follow the guidelines listed
- Click “Next” after confirming your password
• After establishing a password, your account will be created and your email address will remain as your user name
• You may continue to complete the registration process or you can log out and finish at a later time
• You may log out at any time during the process and your information will be saved and accessible the next time you log in
• Please note that the registration system requires that you complete each section with a red tab
**General Information**

- This page asks you to complete the information that will be publicly displayed on the national CERT website.
- If the contact information is the same as what was previously entered for the point of contact, click “Populate From Contact Info”.
- Click “Next” after section is complete.
Sponsoring Official Information

• The Sponsoring Official is the head of the operating organization, for example, the fire chief
• This Sponsoring Official might be the same as the program’s primary point of contact. In this case ONLY, click the “Populate” button.
• Click “Next” after section is complete
Additional Information (Open to Public)

- This page provides the public with additional information about your CERT Program activity.
- Once your CERT Program is approved, this information will be publicly viewable and highlighted on your CERT Profile web page.
- Click “Next” after section is complete.
Additional Information (Private)

- Information provided in this section will not be publicly displayed on the national CERT website.
- This information will be used to develop a better profile of how local CERT programs operate as well as a better understanding of best practices in CERT communities across the country.
Verify Jurisdiction and Point of Contact

- Verify that the jurisdiction and CERT Program Contact info is accurate and then click “Next”
Submit Registration Form

- Review the information you submitted
- Once a submission has been made, you cannot edit your information until a decision has been made by the state approval authority
Thank you for submitting your CERT program for registration

• Once your CERT has been approved or denied, you will be notified by email
• For more information, please visit our website at: www.citizencorps.gov/cert
• Thank you for registering!