CERT Program Administration Tutorial

Individual and Community Preparedness Division

FEMA
Logging In

• To begin, please go to www.citizencorps.gov

• Click on the “Council Login” link in the upper right hand corner
Logging In (cont.)

• Login with the same username and password that you used to set up your account

• If you forgot your password then click Reset My Password and a temporary password will be emailed to you
To review and approve newly requested CERT Programs, click the “Manage CERTs” link located on the menu to the right of the Citizen Corps Administration page.
Viewing the List of CERT Programs

• Several categories of CERT Programs can be viewed on the CERT Management page

• “Newly Requested CERTs” are programs that have been submitted but have not yet been reviewed by the State CERT Program Coordinator
The “CERTs Pending Approval” list includes programs that have been reviewed by the State CERT Program Coordinator, but have not yet been approved or denied.
• CERT Programs listed under “Approved” or “Denied” have been reviewed and approved/denied by the State CERT Program Coordinator

• Only CERT Programs listed under “Approved” will be viewable on the public website and accounted for in the National Registry

• Programs can be sorted by date; this allows you to view the newest programs at the top of the list
• The approval system has the ability to show or hide any of the four CERT Program status categories.

• Simply click “(Hide)” to remove a category from view.

• This action will not affect a CERT Program’s status. You may unhide at any time.
Beginning the Approval Process

• Click on any CERT Program link to begin the approval process

• Once you click on a CERT Program, you will be taken to the submission review page and the status of the CERT will be changed from “Newly Requested” to “Awaiting Approval”
• To review the CERT Program submission, you will view each section by clicking each tab.

• Please do not approve individual CERT Teams that are within a CERT Program. A CERT program conducts the training, organizes and recognizes the “teams,” and is almost always a local government agency, high school, or college/university.

• If a CERT Team attempts to register, their submission should be denied and the appropriate local CERT coordinator should be contacted to coordinate with the Team.
Updates to the CERT Program’s Information by the State Coordinator

• Please note that you have the administrator rights to make manual updates to CERT Programs but this should only be done in coordination with the submitting CERT Program.
You can approve or deny a program on the “General” tab.

Once you have reached a decision regarding the information submitted, click the “General” tab.

Click “APPROVE” or “DENY” to enter the program status into the system.
• To approve or deny another CERT Program, click the “Back” button until you arrive at the “Manage CERTs” page

• If there are more CERT Programs in the “Newly Requested” or “Pending Approval” sections, please select one and continue with the review process
Manage CERTs

• Here you will see that the CERT Program you approved is now on the “Approved” list

• When you approve or deny a CERT Program, a notification is automatically sent to the point-of-contact of that program to inform them of the status of the submission
For more information...

Please visit the registration support page on the National CERT Program website:

www.citizencorps.gov/cert/registry.shtm