



## Course: *E0427 Community Emergency Response Team (CERT) Program Manager*

### Course Dates:

November 8-9, 2018  
January 17-18, 2019  
July 11-12, 2019

### Course Length:

This course is 2 days in length. Class times generally run from 8:00 a.m. to 5:00 p.m. each day.

### Location:

Emergency Management Institute (EMI)  
National Emergency Training Center (NETC)  
Emmitsburg, Maryland

### 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.

### 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 *IS-317: Introduction to CERT*.  
(<http://training.fema.gov/EMIWeb/IS/courseOverview.aspx?code=IS-317>)

### Continuing Education Units (CEU's):

EMI awards 1.3 CEUs for completion of this course.

### 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.

### 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. FEMA Regional employees should submit their application to their Regional Training Manager (RTM). Tribal representatives can submit their application directly to NETC Admission Office. Tribal government representatives or Federal government employees DO NOT need to submit applications through the State Emergency Management Training office or FEMA Regional

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Office. Mail, scan and e-mail, or fax the signed Application 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](mailto:netcadmissions@fema.dhs.gov)

The FEMA Form 119-25-1 must be received by NETC Admissions – no later than 6 weeks prior to the course start date.

Scan the QR Code, or click the link to get information on how to apply for EMI courses:



<http://training.fema.gov/Apply/>

All of the CERT Program Manager courses are delivered at EMI during the same week with E0428, CERT Train-the-Trainer (TtT) course. Students who wish to take both courses back-to-back must submit a separate application for each course.

Combined E0427 and E0428 CERT TtT classes:

November 5-9, 2018  
January 14-18, 2019  
July 8-12, 2019

#### 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 student selection criteria listed below 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 and Welcome Package outlining travel information, NETC shuttle services, lodging and other logistics. Scan the QR Code below, or click the

link for a PDF copy of the NETC Welcome Package online:



[http://training.fema.gov/EMIWeb/downloads/NETC\\_Welcome\\_Package.pdf](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](mailto: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.

#### NATIONAL EMERGENCY TRAINING CENTER (NETC) CAMPUS ACCESS – REAL ID ACT STANDARDS

Does your ID meet the Real ID Act standards? Anyone entering the National Emergency Training Center (NETC) campus is required to show valid photo identification that meets [REAL ID Act standards](#). The purpose of the REAL ID Act is to stop terrorists from evading detection by using false identification. Check to see if your state is compliant at <https://www.dhs.gov/current-status-states-territories>.

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If your driver's license does not meet the requirements of the REAL ID Act, you will need to bring one of the following acceptable forms of identification:

- A valid U.S. passport or passport card.
- A valid federal employee, military, or veteran ID card.
- A valid state-enhanced driver's license (Contact your state's motor vehicle department for availability).

Students from non-compliant states (a regular driver's license from these states will not be accepted) who do not possess any acceptable form of identification may request a National Crime Information Center (NCIC) check from the NETC Security Office. Note: This is a one-time NCIC check; a successful NCIC check is valid for 180 days; within the 180 day time-frame a student is expected to obtain a compliant form of identification).

Submit the following information to [jason.cawthon@fema.dhs.gov](mailto:jason.cawthon@fema.dhs.gov) in a password-protected document at least three weeks before your class:

- Your full name
- Date and place of birth
- Social Security Number

Students arriving at the NETC campus without a compliant ID or a successful NCIC criminal history check will be sent home at their own expense without receiving a stipend reimbursement.

Questions related to NETC campus access identification should be directed to [Jane.Sentz@fema.dhs.gov](mailto:Jane.Sentz@fema.dhs.gov) or 301-447-7207.

**EMI Point of Contact:**

For additional information contact the course manager, Kelly Fitzgerald  
[Kelly.Fitzgerald@fema.dhs.gov](mailto:Kelly.Fitzgerald@fema.dhs.gov)

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