



## Memorandum of Understanding

BETWEEN

**VOLUNTEER WEST VIRGINIA**

*(the state's commission for national and community service)*

AND

CERT SPONSOR INFORMATION	CERT PROGRAM INFORMATION
Organization Name:	CERT Program Name:
Director Name:	CERT Coordinator:
Address:	E-MAIL:
City:	PHONE:
State & Zip:	

As part of Volunteer West Virginia's Disaster Services program, Community Emergency Response Training (CERT) is encouraged in communities throughout the state. CERT strengthens the capacity of disaster volunteers to support first responders and help their neighbors in an emergency. In addition, CERT elevates the level of individual, family, and neighborhood preparedness for disasters of all kinds.

**Purpose of Agreement:** To ensure standardization of CERT Basic Training by qualified instructors; to ensure proper reporting and collection of CERT program training, activities and volunteer hours; to create a list of CERT trained volunteers; and ensure proper use of funding and materials that may be provided.

### **CERT Program Managers will:**

- ONLY utilize an approved CERT Trained Instructor to deliver FEMA's Basic CERT Course. See [WV CERT Program Approval Policy](#) for training requirements.
- Ensure that CERT trained volunteers deploy only under the direction of their sponsor agency.
- Sign and submit this Memorandum of Agreement (MOU) with Volunteer West Virginia. *In the event said CERT program leadership changes, the program must submit a new MOU with proper signatures.*
- \*Submit monthly [CERT Program Activity Reports](#) to Volunteer WV for data collection purposes to capture CERT volunteer hours and activities, such as preparedness outreach and education, trainings, exercises, meetings, community service, drills and/or deployments.
- Annually:
  - Conduct one Basic CERT Training Course utilizing FEMA's [CERT Instructor](#) & [CERT Participant](#) manuals. Must use the standardized curriculum.
  - Participate in one CERT or multi agency drill or exercise.

### **CERT Program Managers and/or CERT Training Coordinators will:**

- Ensure that CERT kits or other materials are distributed only to those who complete the CERT Course and are used appropriately.
- \*Submit [CERT Class Graduate Roster](#) to Volunteer West Virginia upon CERT Course completion.

**\*ALL CERT Report forms will be provided by Volunteer West Virginia**



## Memorandum of Understanding, cont'd

### Volunteer West Virginia will:

- Collect and maintain a contact list of CERT graduates and instructors.
- Communicate with CERT program managers regarding federal guidance, program management, and other related information.
- Provide emergency preparedness materials and on-line resources, like our [ReadyWV Toolkit](#) for outreach and education.
- Support CERT programs by providing materials, resources and/or guidance as funding allows.
- Provide access to online information and resources to include CERT program forms, templates and information.
- Share relevant local and state training courses.
- Provide volunteer management resources and support.

**The CERT trainer is responsible for providing training to suitable, interested disaster volunteers. Volunteer West Virginia does not provide direct service to communities. Instead, we develop communities by building volunteer leadership and organizational skills to grow and sustain strong programs. In no event shall Volunteer West Virginia and/or its agents be liable for any damages whatsoever, whether based on contract, tort, negligence, strict liability or otherwise, for any of the services that it provides pursuant to the terms of this Agreement. If you are dissatisfied with any portion of the services, or with any of these terms of use, your sole and exclusive remedy is to discontinue using the services.**

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**Sponsor Agency Director** (print name)

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**Volunteer WV's Director** (print name)

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Signature (in BLUE ink)

Date

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Signature (in BLUE ink)

Date

### **Mail original copy of MOU to:**

Volunteer West Virginia  
Attn: Disaster Services Program  
803 Capitol Street, Suite 400  
Charleston, WV 25301



*Revised 9/2025*