

CERT Basic Course Request Process Flow Time Table

	Time	What if?	Additional Options
CERT Course Application sent to RA-CERTRequests@pa.gov ETA Application forwarded to Selected ETA.	0 Days	The requesting agency is using volunteer instructors	Identify instructors on the CERT Course Application. No need to complete and/or submit the ETA Application
CERT Coordinator reviews application and forwards it to the Training and Exercise Division (TED)	Within 3 Days		Copy State Training Officer on Email
TED reviews application and if approved, forwards it to the requested ETA	Within 4 days		TED to receive confirmation from ETA of availability of instructors
Upon confirmation of course from the ETA, CERT Coordinator will send course materials to requesting agency	Within 10 days		
Course is conducted			
ETA provides course rosters and evaluations to TED who will review and forward to CERT Coordinator	10 Days of Completion of Course	Volunteer instructors used instead of ETA	The County or the course coordinator to submit course rosters and evaluations. In this case, the CERT Coordinator prints course certificates and forwards them to the county or the course coordinator.

All Time listed is normal Business Days, No Holidays or weekends included