

## Part A: 2015 Pennsylvania Community Emergency Response Team (CERT) Training Request Form

### Part A Instructions

1. The CERT training must be sponsored by a county emergency management agency. Other organizations such as civic organizations or schools can be approved on a case-by-case basis.
2. Instructors are provided through the PEMA Educational Training Agencies (ETAs).
3. You can use your own qualified instructors; however, they will not be reimbursed for their instructor time.
4. Unless your employer is already paying you to instruct the CERT class, instructors wishing to be paid for their time must apply to one of the ETAs to become employed as one of their adjunct instructors. These instructors are actually hired through the college and paid through the college.
5. Instructors must be eligible to teach CERT (eligible instructors are those who have an instructor/training background and have completed a recognized CERT Train-the-Trainer course).
6. Within a week of receipt of **Part A: 2015 Pennsylvania Community Emergency Response Team (CERT) Training Request Form**, the PEMA CERT Coordinator will provide the requesting entity with a course checklist and sample CERT Training Course Announcement and sample Course Roster. The course sponsor is responsible for completion of **Part B: Pennsylvania Citizen Corps/CERT Program Training Materials/Equipment Receipt Form**.
7. Each participating sponsor will receive CERT kits that will be used only for training purposes in the CERT courses. The number provided will be based on the number of attendees registered for the course.
8. **Instructors' Responsibilities:**
  - a. The lead instructor is responsible for ensuring that each attendee checks the correctness of their information and signs a separate Training Roster **for each session**.
  - b. The lead instructor will ensure the CERT kits are returned to the sponsor once the course is completed. (Extra kits may be retained if a future class is expected)

**Part A: 2015 Pennsylvania Community Emergency Response Team (CERT) Training Request**

**Sponsor Information**

<b>Name of Sponsor (county):</b>			
<b>Sponsor Point of Contact:</b>			
<b>Sponsor Phone:</b>	(    )	<b>Sponsor Fax:</b>	(    )
<b>Sponsor Email:</b>			

**Training Information**

<b>Requester Name:</b>			
<b>Address:</b>			
<b>Municipality:</b>		<b>State:</b>	<b>Zip Code:</b>
<b>Phone:</b>	(    )	<b>Fax:</b>	(    )
<b>Email:</b>			
<b>If not a county requester, have you coordinated with one of these entities?:</b>	<input type="checkbox"/>	<b>Yes</b>	<b>If no – please contact your County Emergency Management Office for approval and an authorized signature.</b>
	<input type="checkbox"/>	<b>No</b>	
<b>Program Requested:</b>	<input type="checkbox"/>	<b>CERT Basic Course</b>	
	<input type="checkbox"/>	<b>CERT Train-the-Trainer</b>	
	<input type="checkbox"/>	<b>Teen CERT</b>	
<b>Training Dates (Indicate three sets of dates):</b>			
<b>Location of Training (Name of Facility):</b>			
<b>Address:</b>			
<b>Municipality:</b>		<b>State:</b>	<b>Zip Code:</b>
<b>Phone:</b>	(    )	<b>Fax:</b>	(    )
<b>Estimated Number of Participants:</b>			

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**Instructor Application**

<b>Have you chosen an ETA to instruct the course</b>	<input type="checkbox"/>	<b>Yes – Complete the Pa State Fire Academy Local Level Course Application and forward it to the ETA of your choice.</b>
	<input type="checkbox"/>	<b>No – Contact PA CERT Coordinator to provide names of instructors. <u>Instructors will not be reimbursed by PEMA.</u></b>

<b>Participant Manuals Needed:</b>	<input type="checkbox"/>	<b>Yes</b>	<b>Instructor Manuals Needed:</b>	<input type="checkbox"/>	<b>Yes</b>	<b>CERT Videos Needed:</b>	<input type="checkbox"/>	<b>Yes</b>
	<input type="checkbox"/>	<b>No</b>		<input type="checkbox"/>	<b>No</b>		<input type="checkbox"/>	<b>No</b>

<b>Medical Supplies Needed:</b>	<input type="checkbox"/>	<b>Yes</b>
	<input type="checkbox"/>	<b>No</b>

**County Authorization**

<b>Authorized Signature:</b>		<b>Date:</b>	
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**Print (Type) Name:**

<sup>1</sup> Fire extinguisher for the Disaster Fire Suppression Modules are to be provided by the requesting entity.  
<sup>2</sup> Replenishment for fire extinguishers used in training will be paid for by requesting entity. PEMA will no longer reimburse for the cost of recharging them.

The chart below shows the process flow for course applications: Any questions can be sent to [RA-CERTrequests@pa.gov](mailto:RA-CERTrequests@pa.gov).

<b>CERT Basic Course Request Process Flow Time Table</b>			
<b>Action</b>	<b>Time</b>	<b>What If?</b>	<b>Additional Options</b>
CERT Course Application sent to <a href="mailto:RA-CERTrequests@pa.gov">RA-CERTrequests@pa.gov</a> 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.

**Part B: Pennsylvania Citizen Corps/CERT Program Training Materials/Equipment Receipt Form**

**Citizen Corps/CERT Program Training Materials/Equipment Issued to:**

<b>Sponsor Point of Contact:</b>					
<b>Sponsor Organization:</b>					
<b>Sponsor Address:</b>					
<b>City</b>				<b>State:</b>	
				<b>Zip Code:</b>	
<b>Phone:</b>	( )	<b>Fax:</b>	( )		
<b>Email 1</b>		<b>Email 2</b>			

**Acknowledgement of Citizen Corps/CERT Program Training Materials/Equipment:**

I understand that I am personally responsible for the PA CERT Kits identified below, and that I may be held liable for their loss or damage, unless otherwise relieved of responsibility by the PEMA CERT Coordinator.

I understand that the PA CERT Kits shall be maintained in accordance with manufacturer's specifications. Missing and/or broken items should be reported as soon as possible to the Pennsylvania CERT Coordinator. After the end of the CERT class, replacement of missing and/or broken parts or equipment is the responsibility of the CERT Kit recipient.

I understand that the PA CERT Kits are to be FOR OFFICIAL USE ONLY and may not be transferred except by return to or approval of PEMA and the PEMA CERT Coordinator.

The PA CERT Kits shall be used by the recipient in the CERT Training program for which it was acquired and as long as needed. When the sponsor no longer wishes to participate in the CERT Training program, the Sponsor POC should contact the PEMA CERT Coordinator for further disposition instructions.

**Each PA CERT Kit Includes the Following Equipment**

Backpack	Whistle w/Break Away Lanyard	Adjustable Wrench
Hard Hat with light-CERT logo on both sides	7.25" Utility Shears	Rite in Rain Field Operating Guide
Safety Glasses-Anti-Fog	10 Person First Aid Kit	Rite in Rain Forms Book
Chemical Splash Goggles-Anti-Fog	"Non-Sparking" 4 in 1 Emergency Tool	Pens
Leather Safety Gloves	D Cell Flashlight w/Batteries included	5 pairs Disposable Medical Gloves-latex free
2 Light Sticks	5 N95 Dust Masks	Duct Tape; Emergency Blanket
Safety Vest w/Reflective Stripes-CERT logo on back	Marking Crayons-Red and Yellow Lumber;	Triage Tape (1 ea. Red, Yellow, Green, Black)
PVC Rain Poncho		

**CERT Class First Aid Materials Include**

Non-latex examination gloves	4-by- 4 inch dressings	Triangular bandage
2- by-2 inch dressings	Triage Tape	Co-flex bandage
Cardboard/ splint material	Bandage Roll	



Part B: Pennsylvania Citizen Corps/CERT Program Training Materials/Equipment Receipt Form			
Number of Assets:	Name of Assets:	Price:	Total Price:
Up to 30	PA CERT Kits	\$84.71 ea	\$2,541.30
PA CERT Kit Sign-off			
PEMA CERT Coordinator:		Date:	
I hereby certify that I have reviewed the initial inventory completed by the PEMA CERT Coordinator and acknowledge the responsibilities associated with taking possession of the Pennsylvania Citizen Corps/CERT Program Training Materials/Equipment being provided.			
Sponsor Point of Contact Signature:		Date:	
Print (Type) Name:			
Citizen Corps/CERT Program Training Materials/Equipment Return			
Date Equipment Returned:			
Reason for Return:			
List of Missing Items:			
Sponsor Point of Contact Signature:		Date:	
Print (Type) Name:			
Inventoried by PEMA CERT Coordinator:		Date:	
Comments:			