

CERT Registration Tutorial



Individual and Community Preparedness Division



FEMA

Welcome

- Thank you for your interest in registering a CERT Program!
- If you would like an overview of CERT, please go to the CERT National website at <http://www.citizencorps.gov/cert> and click *Start a CERT*, then click *CERT Overview*
- Or, click link [here](#) to go directly to the CERT Overview web page.



CERT Program Registration

Registration Requirements

- Program must be operated or sponsored by local emergency response organization
- Program must be endorsed by local Citizen Corps Council, if one exists
- Program must conduct CERT Basic Training and CERT exercise **at least** once per year
- Program must have a point of contact to be listed on the national CERT website



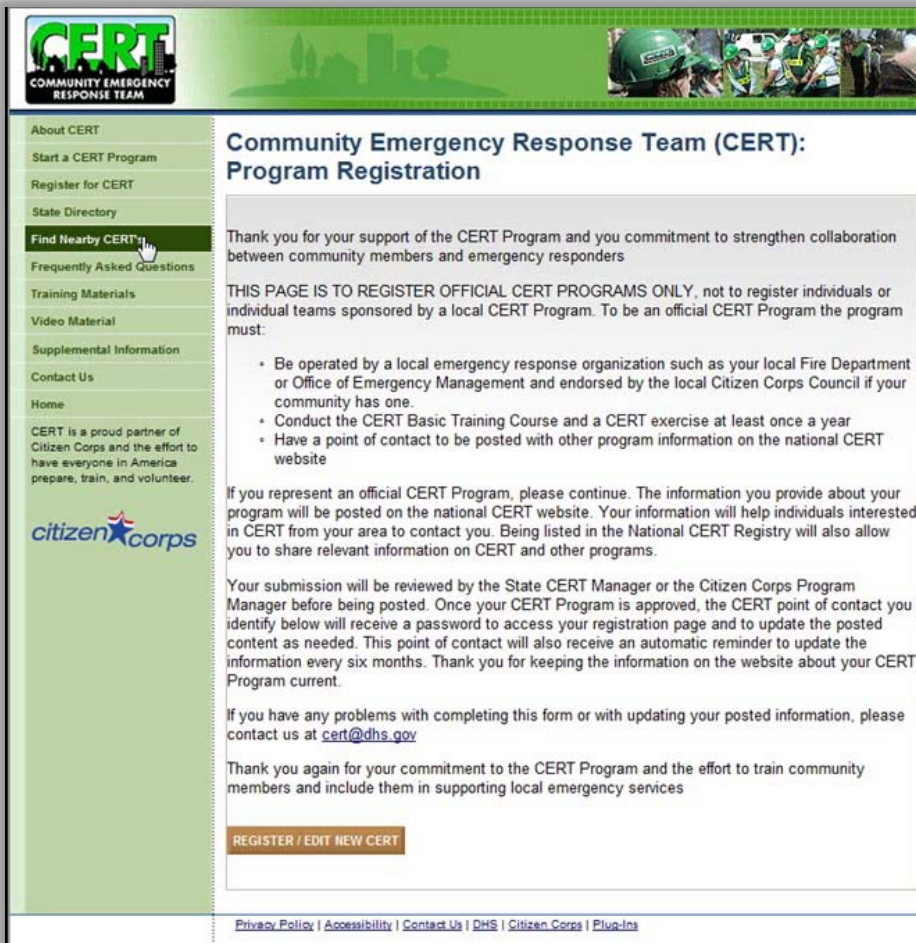
When you are ready to begin...

To begin registering, go to www.citizencorps.gov/cert

Using the left navigation bar on the CERT web page, click “Register for CERT”



Review Registration Guidelines



The screenshot shows the CERT Program Registration page. The left sidebar contains a navigation menu with the following items: About CERT, Start a CERT Program, Register for CERT, State Directory, Find Nearby CERT (highlighted with a mouse cursor), Frequently Asked Questions, Training Materials, Video Material, Supplemental Information, Contact Us, and Home. Below the menu is the Citizen Corps logo and a statement: "CERT is a proud partner of Citizen Corps and the effort to have everyone in America prepare, train, and volunteer." The main content area is titled "Community Emergency Response Team (CERT): Program Registration" and includes a thank-you message, a warning that the page is for official CERT programs only, a list of requirements (operated by a local emergency response organization, conduct training, and have a point of contact), and instructions on how to register and update information. A "REGISTER / EDIT NEW CERT" button is visible at the bottom of the main content area. The footer contains links for Privacy Policy, Accessibility, Contact Us, DHS, Citizen Corps, and Plus-Ins.

- If you are ready to register, click the “Register” button at the bottom of the page
- Note that throughout the registration pages, **REQUIRED** fields are marked with a red asterisk (*)



Begin Registration

- Enter CERT program's name, country, state, and local jurisdiction
- If program serves multiple jurisdictions, select them by holding the "Ctrl" key and selecting each one
- Click the right arrow button to add the jurisdictions
- Click "Next" when all relevant jurisdictions have been added



The screenshot shows the 'Register / Edit CERT Program Profile' page. The left sidebar contains navigation links: About CERT, Start a CERT Program, Register for CERT, State Directory, Find Nearby CERT's, Frequently Asked Questions, Training Materials, Video Material, Supplemental Information, Contact Us, and Home. The main content area includes a 'NEXT' button and a 'Privacy Policy | Accessibility | Contact Us | DHS | Citizen Corps | Plug-Ins' footer.

CERT
COMMUNITY EMERGENCY
RESPONSE TEAM

Register / Edit CERT Program Profile

Start your submission by providing the following information, then hit Next:

CERT Program Name: *

Select Country: * UNITED STATES

Select State / Territory: * Select your state

Jurisdiction By: * Select

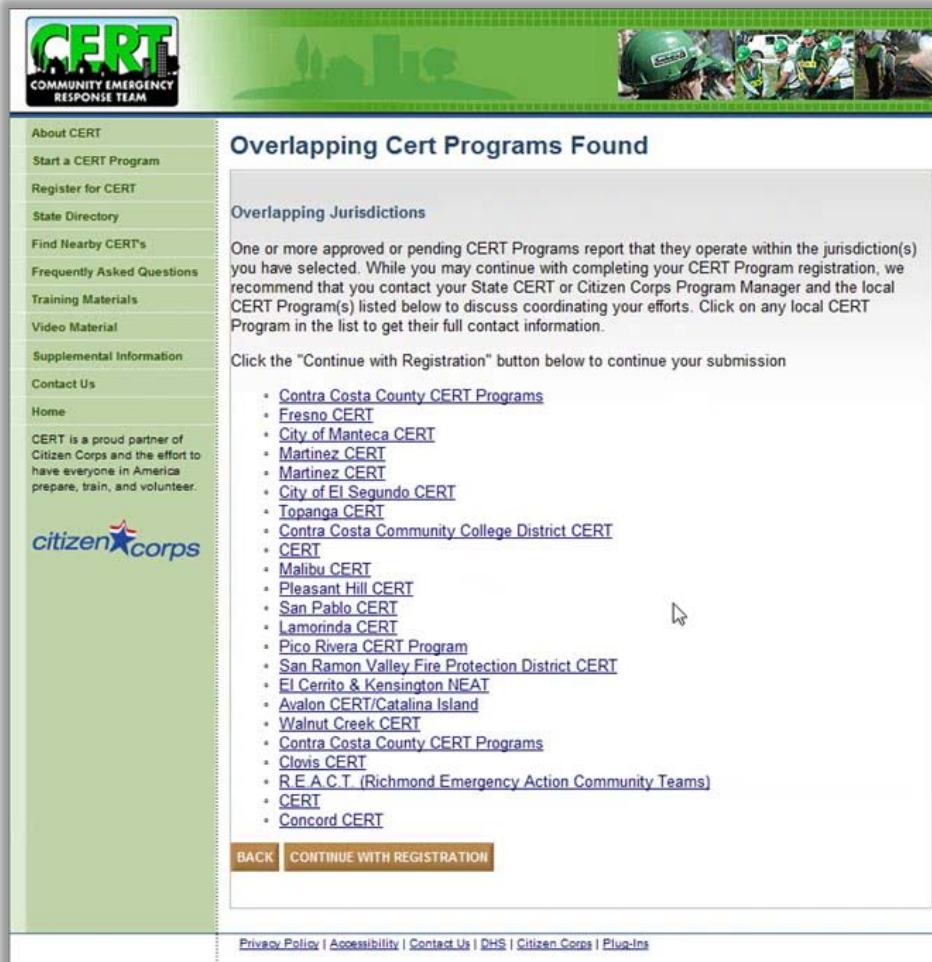
Locations in Your State: Nothing currently available

Location(s) You Selected: No items selected

[Privacy Policy](#) | [Accessibility](#) | [Contact Us](#) | [DHS](#) | [Citizen Corps](#) | [Plug-Ins](#)



Overlapping Jurisdictions



The screenshot shows the 'Overlapping Cert Programs Found' page on the CERT website. The page features a green header with the CERT logo and a navigation sidebar on the left. The main content area is titled 'Overlapping Jurisdictions' and contains the following text:

Overlapping Jurisdictions

One or more approved or pending CERT Programs report that they operate within the jurisdiction(s) you have selected. While you may continue with completing your CERT Program registration, we recommend that you contact your State CERT or Citizen Corps Program Manager and the local CERT Program(s) listed below to discuss coordinating your efforts. Click on any local CERT Program in the list to get their full contact information.

Click the "Continue with Registration" button below to continue your submission

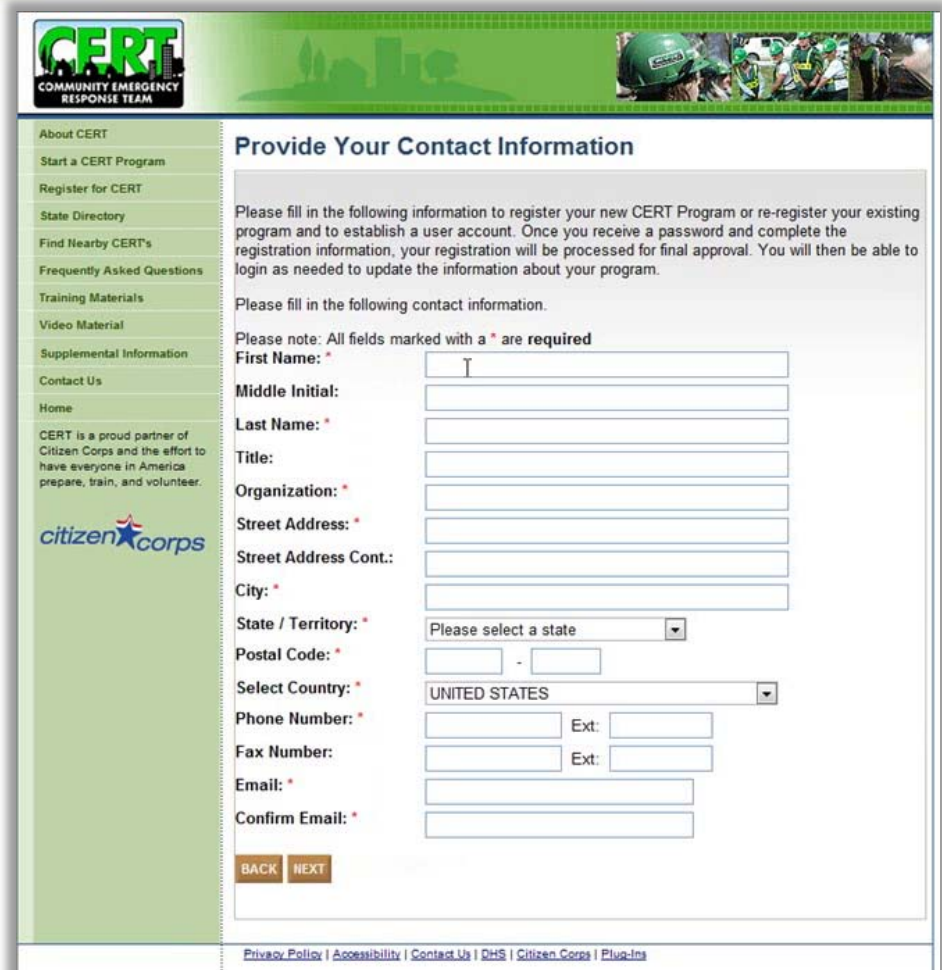
- [Contra Costa County CERT Programs](#)
- [Fresno CERT](#)
- [City of Manteca CERT](#)
- [Martinez CERT](#)
- [Martinez CERT](#)
- [City of El Segundo CERT](#)
- [Topanga CERT](#)
- [Contra Costa Community College District CERT](#)
- [CERT](#)
- [Malibu CERT](#)
- [Pleasant Hill CERT](#)
- [San Pablo CERT](#)
- [Lamorinda CERT](#)
- [Pico Rivera CERT Program](#)
- [San Ramon Valley Fire Protection District CERT](#)
- [El Cerrito & Kensington NEAT](#)
- [Avalon CERT/Catalina Island](#)
- [Walnut Creek CERT](#)
- [Contra Costa County CERT Programs](#)
- [Clovis CERT](#)
- [R.E.A.C.T. \(Richmond Emergency Action Community Teams\)](#)
- [CERT](#)
- [Concord CERT](#)

At the bottom of the list are two buttons: 'BACK' and 'CONTINUE WITH REGISTRATION'.

- The “Overlapping Programs” page allows you to view any registered CERT Program(s) whose service area overlaps your jurisdiction
- Overlapping jurisdictions may decide to coordinate efforts rather than creating a new program
- Click “Continue” button to proceed with registering a new program

Contact Information


- All information here refers to the primary point of contact for the CERT Program
- The “Organization” is the local operating entity of the program, for example, local fire department
- When you have completed all the required fields, click “Next”



The screenshot displays the CERT registration website. On the left is a navigation menu with links: About CERT, Start a CERT Program, Register for CERT, State Directory, Find Nearby CERT's, Frequently Asked Questions, Training Materials, Video Material, Supplemental Information, Contact Us, and Home. Below the menu is the Citizen Corps logo and a statement: 'CERT is a proud partner of Citizen Corps and the effort to have everyone in America prepare, train, and volunteer.' The main content area is titled 'Provide Your Contact Information' and contains the following text: 'Please fill in the following information to register your new CERT Program or re-register your existing program and to establish a user account. Once you receive a password and complete the registration information, your registration will be processed for final approval. You will then be able to login as needed to update the information about your program.' Below this is another instruction: 'Please fill in the following contact information.' A note states: 'Please note: All fields marked with a * are required'. The form fields are: First Name: * (text input), Middle Initial: (text input), Last Name: * (text input), Title: (text input), Organization: * (text input), Street Address: * (text input), Street Address Cont.: (text input), City: * (text input), State / Territory: * (dropdown menu with 'Please select a state'), Postal Code: * (text input with a hyphen separator), Select Country: * (dropdown menu with 'UNITED STATES'), Phone Number: * (text input with 'Ext:' label), Fax Number: (text input with 'Ext:' label), Email: * (text input), and Confirm Email: * (text input). At the bottom of the form are 'BACK' and 'NEXT' buttons. The footer contains links for Privacy Policy, Accessibility, Contact Us, DHS, Citizen Corps, and Plus-Ins.



Establish a Password



The screenshot shows the 'Establish New User Password' page on the CERT website. The page features a navigation menu on the left with links such as 'About CERT', 'Start a CERT Program', and 'Register for CERT'. The main content area is titled 'Establish New User Password' and contains the following text: 'You are required to establish a password for the system. Password changes have the following restrictions: A password must be greater than 7 characters, A password must be different than the current password, and A password must contain at least one digit or one of the following non-character values; @\$%*&+='. Below this text are two input fields: 'Choose A Password:' and 'Confirm That New Password:'. A 'NEXT' button is located to the right of the second input field. The footer of the page includes the 'citizen corps' logo and a list of links: 'Privacy Policy', 'Accessibility', 'Contact Us', 'DHS', 'Citizen Corps', and 'Plug-Ins'.

- For security purposes, passwords must follow the guidelines listed
- Click “Next” after confirming your password

Account Created



- After establishing a password, your account will be created and your email address will remain as your user name
- You may continue to complete the registration process or you can log out and finish at a later time
- You may log out at any time during the process and your information will be saved and accessible the next time you log in
- Please note that the registration system requires that you complete each section with a red tab

General Information

CERT
COMMUNITY EMERGENCY
RESPONSE TEAM

About CERT
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Frequently Asked Questions
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CERT is a proud partner of Citizen Corps and the effort to have everyone in America prepare, train, and volunteer.

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General | Sponsor | Public Info | Additional Info | Contact Jurisdictions | Summary

General CERT Information

TBD; general text goes here.

Please note: This information will be publicly available on the CERT website.

Program Name and Address

[POPULATE FROM CONTACT INFO](#)

CERT Program Name: *

Sponsoring Organization: *

CERT Program Street Address: *

Street Address Cont.

City: *

State / Territory: *

Postal Code: * -

Select Country: *

Phone Number: * Ext:

Fax Number: Ext:

CERT Web Site:

Social media site, if applicable:

Additional social media site, if applicable:

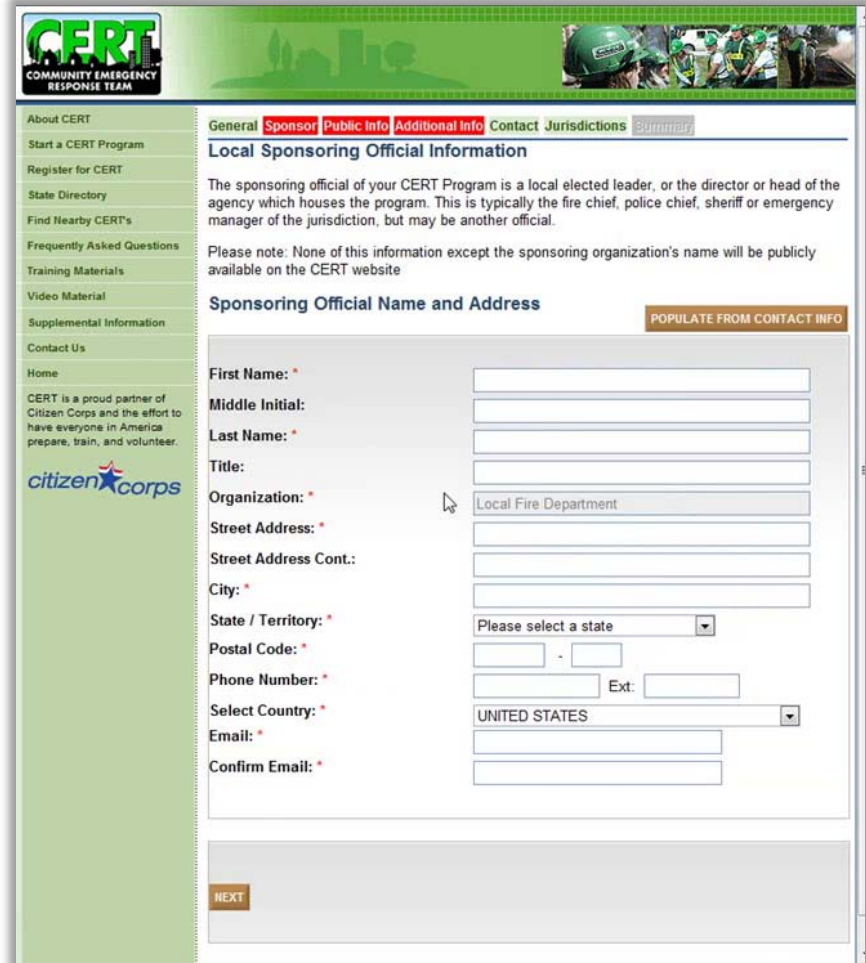
[NEXT](#)

[Privacy Policy](#) | [Accessibility](#) | [Contact Us](#) | [DHS](#) | [Citizen Corps](#) | [Plug-Ins](#)

- This page asks you to complete the information that will be publicly displayed on the national CERT website
- If the contact information is the same as what was previously entered for the point of contact, click “Populate From Contact Info”
- Click “Next” after section is complete

Sponsoring Official Information

- The Sponsoring Official is the head of the operating organization, for example, the fire chief
- This Sponsoring Official might be the same as the program's primary point of contact. In this case **ONLY**, click the "Populate" button.
- Click "Next" after section is complete

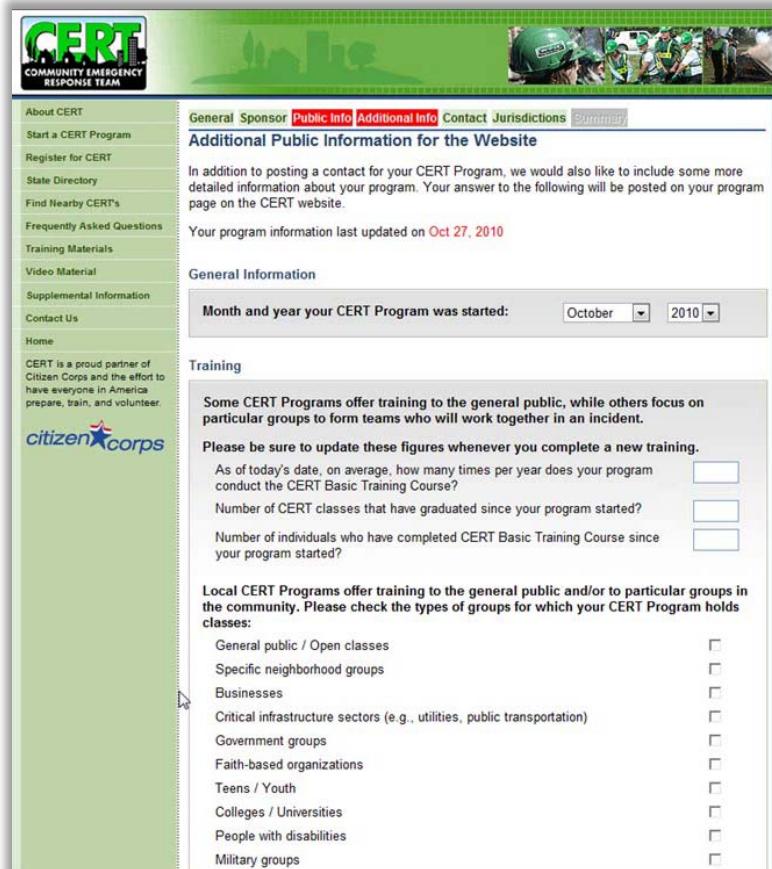


The screenshot shows the 'Local Sponsoring Official Information' section of the CERT registration form. The form is titled 'Local Sponsoring Official Information' and includes a 'POPULATE FROM CONTACT INFO' button. The form fields are as follows:

- First Name: *
- Middle Initial:
- Last Name: *
- Title:
- Organization: * (Dropdown menu showing 'Local Fire Department')
- Street Address: *
- Street Address Cont.:
- City: *
- State / Territory: * (Dropdown menu showing 'Please select a state')
- Postal Code: * (Format: [] - [])
- Phone Number: * (Format: [] [] Ext: [])
- Select Country: * (Dropdown menu showing 'UNITED STATES')
- Email: *
- Confirm Email: *

A 'NEXT' button is located at the bottom left of the form area.

Additional Information (Open to Public)



The screenshot shows the 'Additional Public Information for the Website' section of the CERT registration form. The page has a green header with the CERT logo and a navigation menu on the left. The main content area includes a breadcrumb trail (General Sponsor Public Info Additional Info Contact Jurisdictions Summary), a sub-header for the current section, and a paragraph explaining that the information will be posted on the program page. Below this, there is a 'General Information' section with a dropdown menu for the start date (October 2010). A 'Training' section follows, with a note that training information is publicly viewable. It contains three input fields for training frequency, classes graduated, and individuals trained. Finally, a 'Local CERT Programs' section lists various community groups with checkboxes for selection.

Additional Public Information for the Website

In addition to posting a contact for your CERT Program, we would also like to include some more detailed information about your program. Your answer to the following will be posted on your program page on the CERT website.

Your program information last updated on **Oct 27, 2010**

General Information

Month and year your CERT Program was started:

Training

Some CERT Programs offer training to the general public, while others focus on particular groups to form teams who will work together in an incident.

Please be sure to update these figures whenever you complete a new training.

As of today's date, on average, how many times per year does your program conduct the CERT Basic Training Course?

Number of CERT classes that have graduated since your program started?

Number of individuals who have completed CERT Basic Training Course since your program started?

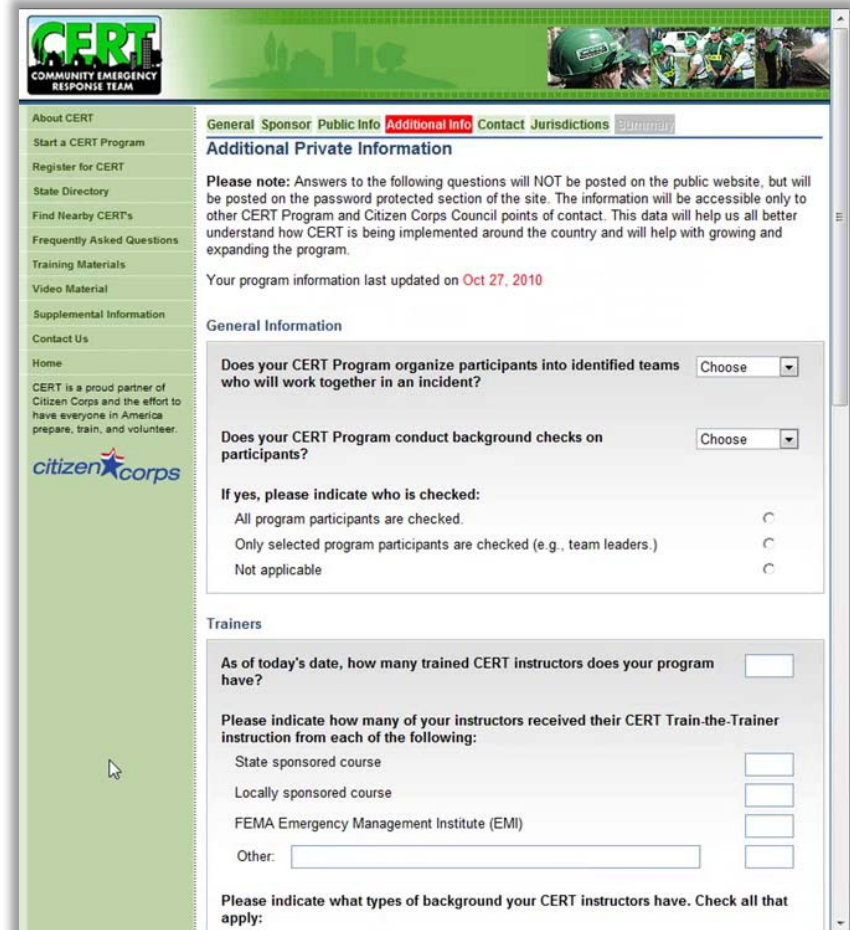
Local CERT Programs offer training to the general public and/or to particular groups in the community. Please check the types of groups for which your CERT Program holds classes:

- General public / Open classes
- Specific neighborhood groups
- Businesses
- Critical infrastructure sectors (e.g., utilities, public transportation)
- Government groups
- Faith-based organizations
- Teens / Youth
- Colleges / Universities
- People with disabilities
- Military groups

- This page provides the public with additional information about your CERT Program activity
- Once your CERT Program is approved, this information will be publicly viewable and highlighted on your CERT Profile web page
- Click “Next” after section is complete

Additional Information (Private)

- Information provided in this section will not be publicly displayed on the national CERT website
- This information will be used to develop a better profile of how local CERT programs operate as well as a better understanding of best practices in CERT communities across the country



The screenshot displays the 'Additional Private Information' section of the CERT registration website. The page features a green header with the CERT logo and navigation tabs for 'General', 'Sponsor', 'Public Info', 'Additional Info', 'Contact', 'Jurisdictions', and 'Summary'. The 'Additional Private Information' section includes a 'Please note' warning that answers will not be publicly posted. Below this, there is a 'General Information' section with two dropdown menus: 'Does your CERT Program organize participants into identified teams who will work together in an incident?' and 'Does your CERT Program conduct background checks on participants?'. The second dropdown is set to 'Choose'. Underneath, there are radio button options for 'All program participants are checked.', 'Only selected program participants are checked (e.g., team leaders.)', and 'Not applicable'. The 'Trainers' section contains a text input field for the number of trained CERT instructors, followed by a question about the source of 'Train-the-Trainer' instruction with checkboxes for 'State sponsored course', 'Locally sponsored course', and 'FEMA Emergency Management Institute (EMI)'. An 'Other:' field with a text input and checkbox is also present. At the bottom, there is a section for indicating the types of background checks for CERT instructors.

Verify Jurisdiction and Point of Contact

- Verify that the jurisdiction and CERT Program Contact info is accurate and then click “Next”

CERT COMMUNITY EMERGENCY RESPONSE TEAM

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CERT is a proud partner of Citizen Corps and the effort to have everyone in America prepare, train, and volunteer.
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General Sponsor Public Info Additional Info **Contact** Jurisdictions Summary

Point of Contact Information

This is the principal point of contact for your CERT Program. This person's name, phone number, and email address will be posted on the website so that people interested in CERT in your area can get involved. This is also the person who will receive information from state or federal partners. You may wish to create a generic email address for your program, such as AnytownCERT@town.state.us. This will allow multiple people to access the account and won't fill up an individual's email box.

Please note: This information will be publicly available on the CERT website. By submitting this form, the sender is confirming that the point of contact consents to have his or her name, phone number, and email address included in the online national CERT Registry.

Contact Name & Address

First Name: * Joe
Middle Initial:
Last Name: * Smith
Title:
Organization: * Local Fire Department
Street Address: * 123 Main Street
Street Address Cont.:
City: * Anytown
State / Territory: * California
Postal Code: * 90210 -
Select Country: * UNITED STATES
Phone Number: * (555) 234-5678 Ext:
Fax Number: * Ext:
Email: joesmith@cafd.com

NEXT

CERT COMMUNITY EMERGENCY RESPONSE TEAM

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General Sponsor Public Info Additional Info Contact **Jurisdictions** Summary

CERT Program Service Area

Since you have already provided the service area at the beginning of the registration process, we have pre-populated this page with the answers you have already provided. We provide this page as an opportunity to correct or expand your original selections.

Please note: This information will be publicly available on the CERT website

Selected Jurisdictions

Select Country: * UNITED STATES
Select State / Territory * California
Jurisdiction By: * County

Locations in Your State

Location(s) You Selected

ALAMEDA
ALPINE
AMADOR
BUTTE
COLUSA
DEL NORTE
EL DORADO
GLENN
HUMBOLDT
IMPERIAL
INYO
KERN
KINGS
LAKE

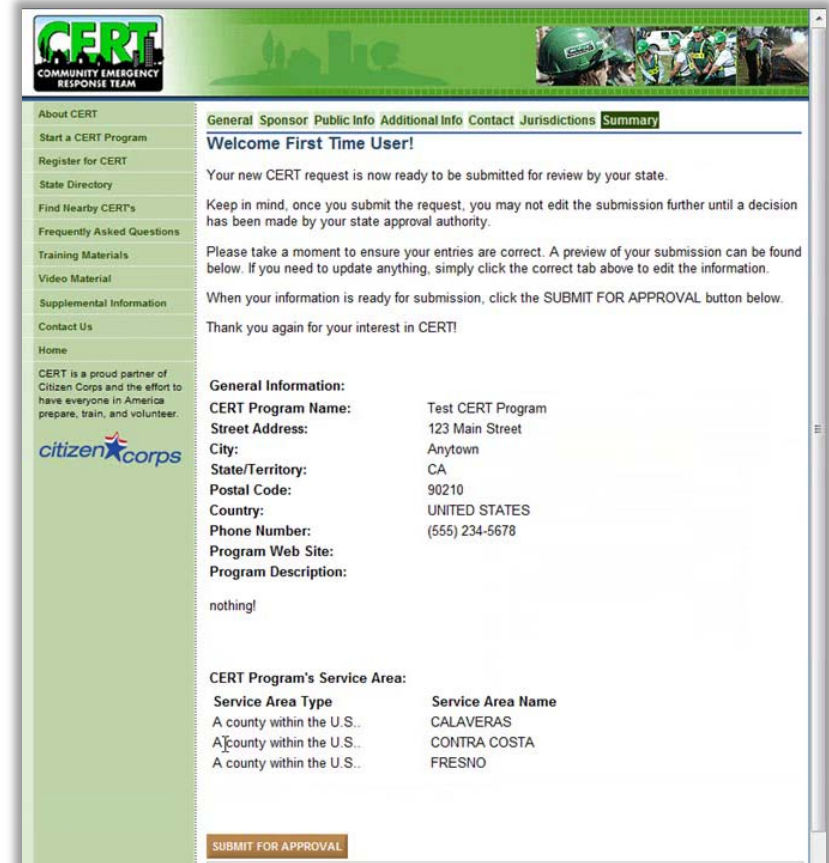
CALAVERAS
CONTRA COSTA
FRESNO

NEXT

[Privacy Policy](#) | [Accessibility](#) | [Contact Us](#) | [RHS](#) | [Citizen Corps](#) | [Plugins](#)

Submit Registration Form

- Review the information you submitted
- Once a submission has been made, you *cannot* edit your information until a decision has been made by the state approval authority



The screenshot shows a web browser window displaying the CERT registration form submission page. The page has a green header with the CERT logo and a navigation menu. The main content area is titled "Welcome First Time User!" and contains instructions for submitting the form. A "SUBMIT FOR APPROVAL" button is visible at the bottom.

CERT
COMMUNITY EMERGENCY RESPONSE TEAM

General Sponsor Public Info Additional Info Contact Jurisdictions **Summary**

Welcome First Time User!

Your new CERT request is now ready to be submitted for review by your state.

Keep in mind, once you submit the request, you may not edit the submission further until a decision has been made by your state approval authority.

Please take a moment to ensure your entries are correct. A preview of your submission can be found below. If you need to update anything, simply click the correct tab above to edit the information.

When your information is ready for submission, click the SUBMIT FOR APPROVAL button below.

Thank you again for your interest in CERT!

General Information:

CERT Program Name:	Test CERT Program
Street Address:	123 Main Street
City:	Anytown
State/Territory:	CA
Postal Code:	90210
Country:	UNITED STATES
Phone Number:	(555) 234-5678
Program Web Site:	
Program Description:	nothing!

CERT Program's Service Area:

Service Area Type	Service Area Name
A county within the U.S...	CALAVERAS
A county within the U.S...	CONTRA COSTA
A county within the U.S...	FRESNO

SUBMIT FOR APPROVAL



Thank you for submitting your CERT program for registration



CERT
COMMUNITY EMERGENCY
RESPONSE TEAM

You new CERT request has been submitted!

Congratulations! Your request to register a new CERT Program has been submitted to the appropriate authority.

Your request has been sent to:

Contact:
Address:

Phone:
Email:

At this point, you may no longer update your submission until it is either approved or denied by the listed authority. Please take a moment to review the submission sent to the approval authority for accuracy (presented below). If you find a mistake, please contact them directly with the appropriate corrections.

Additionally, please check back regularly, or contact the state representative directly for further information on the status of your request. Once approved or denied, you will receive an e-mail notifying you of that decision.

Thank you for your submission

General Information:

CERT Program Name:	Test CERT Program
Street Address:	123 Main Street
City:	Anytown
State/Territory:	CA
Postal Code:	90210
Country:	UNITED STATES
Phone Number:	(555) 234-5678
Program Web Site:	
Program Description:	nothing!

CERT Program's Service Area

Service Area Type	Service Area Name
A county within the U.S.	CALAVERAS
A county within the U.S.	CONTRA COSTA

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CERT is a proud partner of Citizen Corps and the effort to have everyone in America prepare, train, and volunteer.

- Once your CERT has been approved or denied, you will be notified by email
- For more information, please visit our website at: www.citizencorps.gov/cert
- Thank you for registering!