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## **CERT Train-the-Trainer Class**

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**December 2-3, 2022**

Chicago Office of Emergency Management and Communications

*Register, with the appropriate information to [michelle.hanneken@illinois.gov](mailto:michelle.hanneken@illinois.gov).*

*Upon approval a confirmation will be sent to you.*

IEMA and the CERT Association of Illinois are pleased to announce the next CERT train-the-trainer course to be held on **December 2-3** at the Chicago Office of Emergency Management and Communications. Please see below for further details.

This two-day course is for individuals who have attended a local Community Emergency Response Team (CERT) course and would like to become trainers for their local program. This course is also for those communities and organizations that would like to start a CERT program on their own and need a trainer to do so. This course does not take the place of attending the 20-hour CERT program offered at the local level as it does not teach the basic CERT concepts-it is intended that the attendee already know the CERT training and program. CERT Train-the-Trainer is designed for the individual who already has knowledge of the CERT curriculum and needs further instructional knowledge and state certification. The course includes preparation for teach-back to the class as an after-hours homework assignment on Day 1 and delivering teach-back to the group on Day 2. There will be a graded post-test at the end of the course. Course credit will be given to those with a grade above 70 percent. This course is not a refresher; it is for individuals who have not previously attended the CERT train-the-trainer course. Refresher options may be offered in the future.

**Course Length:** 14 hours

**Course Timeline:** Day 1: 8:00 am to 3:30 pm; Day 2: 8:00 am to 3:00 pm.

**Prerequisite:** The course has a minimum of 10 and a maximum of 12 attendees. Attendees must be sponsored by a local entity such as an emergency management agency or other body interested in starting a CERT program or has a CERT program already approved through the FEMA website. Attendees verifying that prerequisites have been met will be approved to register for the course on a first come, first served basis. It is intended that only one per program registers but if there is additional space needed, those potential attendees will be placed on a wait list for open spots. No walk-in registrations will be admitted to this course.

**Prior to course registration**, the following items need to be submitted to Michelle Hanneken at [michelle.hanneken@illinois.gov](mailto:michelle.hanneken@illinois.gov):

1. Letter/email from unit of government or organization sponsoring the CERT program verifying that the attendee will be instructing this course on behalf of the organization in the future.
2. Attendee will submit a certificate of local CERT class participation, verifying that the 20-hour course has already been completed. In limited circumstances, the FEMA Independent Study (IS) 317 class can substitute for this; however, that should be explained in the letter above why the local class has not been attended. This exception must be pre-approved.

In addition, it is suggested that the FEMA IS 242.b Effective Communications online course might be of value to those attending the CERT train-the-trainer program; but it is not required.

Once these items are received, the attendee will be notified as having met the prerequisites and will be directed to register for the course in the IEMA registration portal at <https://public.iema.state.il.us/iema/Training/OnlineReg/Login.asp>

**Make sure you fully read the above information prior to taking action and let me know if you have questions.**

IEMA and the CERT Association intent is to provide the CERT t-t-t courses once per quarter. For your future planning purposes, we are working on the 2023 schedule and will announce it once finalized.

**Michelle Hanneken**

Individual and Community Assistance Manager  
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*Visit the CERT Association of Illinois website at <https://certillinois.com>.*