



San Pablo CERT Volunteer Instructor Guidelines

The Community Emergency Response Team (CERT) program for the City of San Pablo is sponsored by the San Pablo Police Department. The 20+ hour CERT basic training is made available to the community with instruction in English and Spanish throughout the year.

A CERT instructor is responsible for the delivery of the FEMA approved CERT basic training course. San Pablo CERT strives to provide the CERT training in a practical, relevant and safe environment that empowers students to become leaders in their family and neighborhood. This document will review the requirements to become an approved CERT instructor with the San Pablo CERT Program.

INSTRUCTOR PROCESS

Volunteers interested in becoming CERT instructors will be required to adhere to the process outlined below.

	Step	Requirement
1	Basic Training	Successfully completion of the 20-hour FEMA CERT Basic Training course; provide a copy of your Certificate of Completion
2	Become a volunteer	Complete CERT Instructor application, background check and orientation
3	Initial Interview	Meet with San Pablo CERT Program Coordinator
4	Trainee – Observer	Attend and observe entire CERT Basic Training series and observe at least 3 other instructors outside of the San Pablo CERT program; Complete an evaluation form on each instructor, per class
5	Cadre Evaluation	Instruct a portion of a CERT unit (expecting to instruct) before the San Pablo CERT instructor cadre or designated personnel for evaluation
6	Trainee – Co-Instructor	Team teach a CERT unit with an experienced instructor
7	Attend CERT Train-the-Trainer	Attend and successfully complete State sponsored Train-the-Trainer course
8	CERT Instructor	Approval to instruct alone; Receive CERT Instructor shirt; Complete ICS 100, 200 and IS 700.a training
9	Instructor Development (on-going)	Required to attend 2 CERT classes (CERT basic units or refreshers, as approved by CERT Program Coordinator) per year not taught by San Pablo CERT instructors to observe and evaluate instructor styles, activities, etc.
10	Mentor Instructor	Foster and oversee the learning of a new CERT Instructor



Ongoing performance evaluations will be given by designated personnel throughout your tenure with the San Pablo CERT program. If remediation is recommended in a performance evaluation, the instructor will need to resolve the issues identified before resuming instruction.

INSTRUCTOR COMMITMENT

A CERT Instructor is a representative of the San Pablo CERT program and in turn a representative of the San Pablo Police Department. An instructor is more than a teacher providing information for a student to absorb. An instructor is a leader, motivator and role model. The time dedicated to mastering your unit(s) will be a reflection of your passion and commitment to the delivery of the best possible program we can provide our community. By your interest to apply to participate in the San Pablo CERT program, you are committing to:

1. Delivering the FEMA approved CERT Basic Training course using lecture, demonstration, and hands-on practice throughout.
2. Thoroughly reviewing and studying the material that you will be presenting or participating in at an instructor level.
3. Meeting outside the classroom with other instructors, if needed, to organize the delivery of shared units.
4. Continually developing your instructor skills by attending regular trainings and observing other instructors.
5. Addressing concerns regarding the program, students and/or instructors with the CERT Program Manager.
6. Being open to constructive criticism and feedback from others.
7. Being a team player and offering suggestions on how to improve the program.
8. Tracking your volunteer hours and submit monthly reports to CERT Program Coordinator.

Any behavior demonstrated that disregards the listed commitments within or outside the program, can be cause for dismissal from the program.

THE PROCESS

To apply to be a San Pablo CERT Instructor, please complete the attached application form. Please submit the completed application and supporting documents to Andrea Barte via email at andreab@sanpabloca.gov or mail to:

Attention: Andrea Barte
San Pablo Police Department
13880 San Pablo Ave.
San Pablo, CA 94806

If you have any questions, please contact the San Pablo CERT Program Manager, Andrea Barte, at (510) 215-3110 or email at andreab@sanpabloca.gov.



San Pablo CERT Instructor Application

Request Submitted: / /		
Contact Information		
Applicant Name:		
Phone:		E-mail:
Address:		
City, State, Zip:		
Current Employer (if applicable)		
Company:		
Job Title:		
Address:		
City, State, Zip:		
Supplemental Qualifications Questionnaire		
Why would you like to become a CERT Instructor with the San Pablo CERT program?		
Instructor Qualifications		
Date you completed the CERT Basic Training course: / /		
Was the CERT Basic Training course post 2011 (using 2011 FEMA curriculum):		
Yes <input type="checkbox"/> No <input type="checkbox"/>		
Please list CERT unit(s) you are requesting to teach (please list in priority order):		
1.		
2.		
3.		
Please provide supporting detail to knowledge and/or experience related to the CERT unit(s) listed above.		
Previous CERT Instructor Experience (if applicable)		
Number of CERT Basic courses instructed (calculate single modules as 1/9 th of a course):		
Number of total hours you have instructed CERT Basic:		
Currently instructing CERT Basic? Yes <input type="checkbox"/> No <input type="checkbox"/>		
If so, name of the CERT program?		
Date you last taught CERT Basic: / /		



Have taken ICS 100? Yes No Have taken ICS 200? Yes No
Have taken IS 700.A? Yes No
Have completed an Introduction to SEMS course: Yes No

Please provide copies of your Certificate of Completions for training courses completed.

Please list instructor development and emergency management courses that you have taken:

- 1.
- 2.
- 3.

Course Details

Checking below signifies that you have adhered to the state and federal guidance for the delivery of said course:

I follow the state and federal guidance for CERT Basic Instruction course delivery:
Yes No

Signature

I, _____ certify that the information presented on this form is accurate.

(Signature)

(Date)