

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



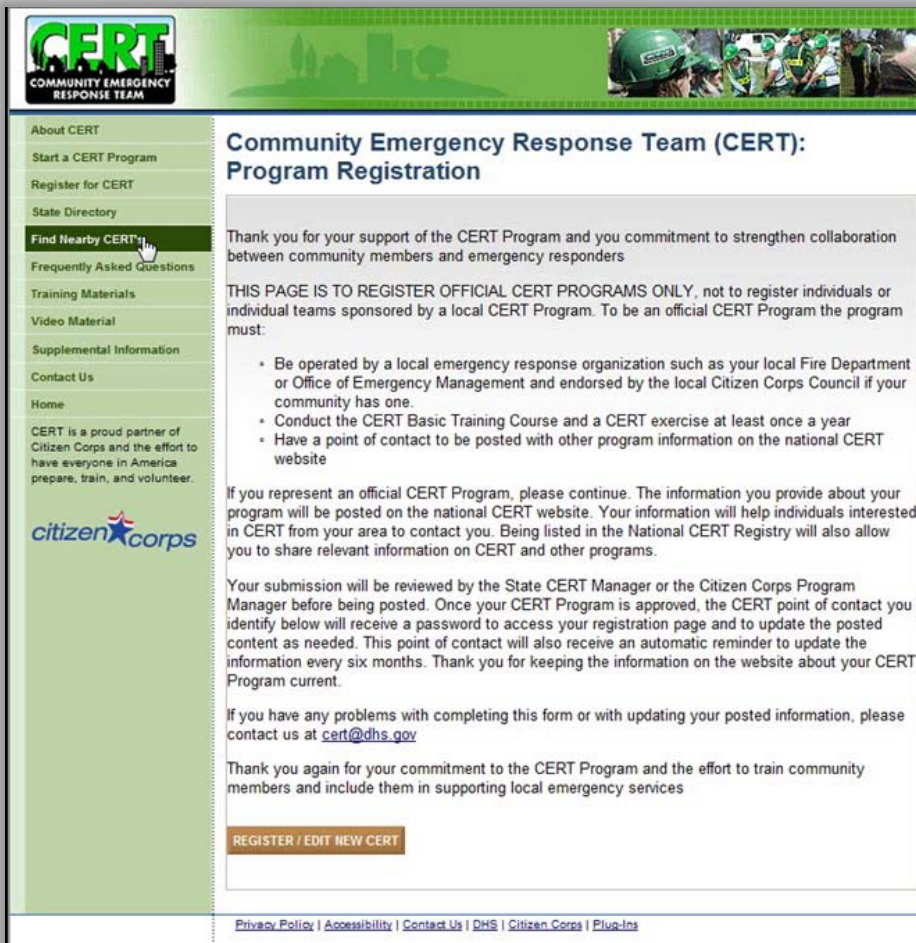
When you are ready to begin...

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 header includes the CERT logo and a photo of emergency responders. The left sidebar contains navigation links: 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. The main content area is titled "Community Emergency Response Team (CERT): Program Registration" and contains the following text:

Thank you for your support of the CERT Program and your commitment to strengthen collaboration between community members and emergency responders

THIS PAGE IS TO REGISTER OFFICIAL CERT PROGRAMS ONLY, not to register individuals or individual teams sponsored by a local CERT Program. To be an official CERT Program the program must:

- Be operated by a local emergency response organization such as your local Fire Department or Office of Emergency Management and endorsed by the local Citizen Corps Council if your community has one.
- Conduct the CERT Basic Training Course and a CERT exercise at least once a year
- Have a point of contact to be posted with other program information on the national CERT website

If you represent an official CERT Program, please continue. The information you provide about your program will be posted on the national CERT website. Your information will help individuals interested in CERT from your area to contact you. Being listed in the National CERT Registry will also allow you to share relevant information on CERT and other programs.

Your submission will be reviewed by the State CERT Manager or the Citizen Corps Program Manager before being posted. Once your CERT Program is approved, the CERT point of contact you identify below will receive a password to access your registration page and to update the posted content as needed. This point of contact will also receive an automatic reminder to update the information every six months. Thank you for keeping the information on the website about your CERT Program current.

If you have any problems with completing this form or with updating your posted information, please contact us at cert@dhs.gov

Thank you again for your commitment to the CERT Program and the effort to train community members and include them in supporting local emergency services

[REGISTER / EDIT NEW CERT](#)

At the bottom of the page, there are 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
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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

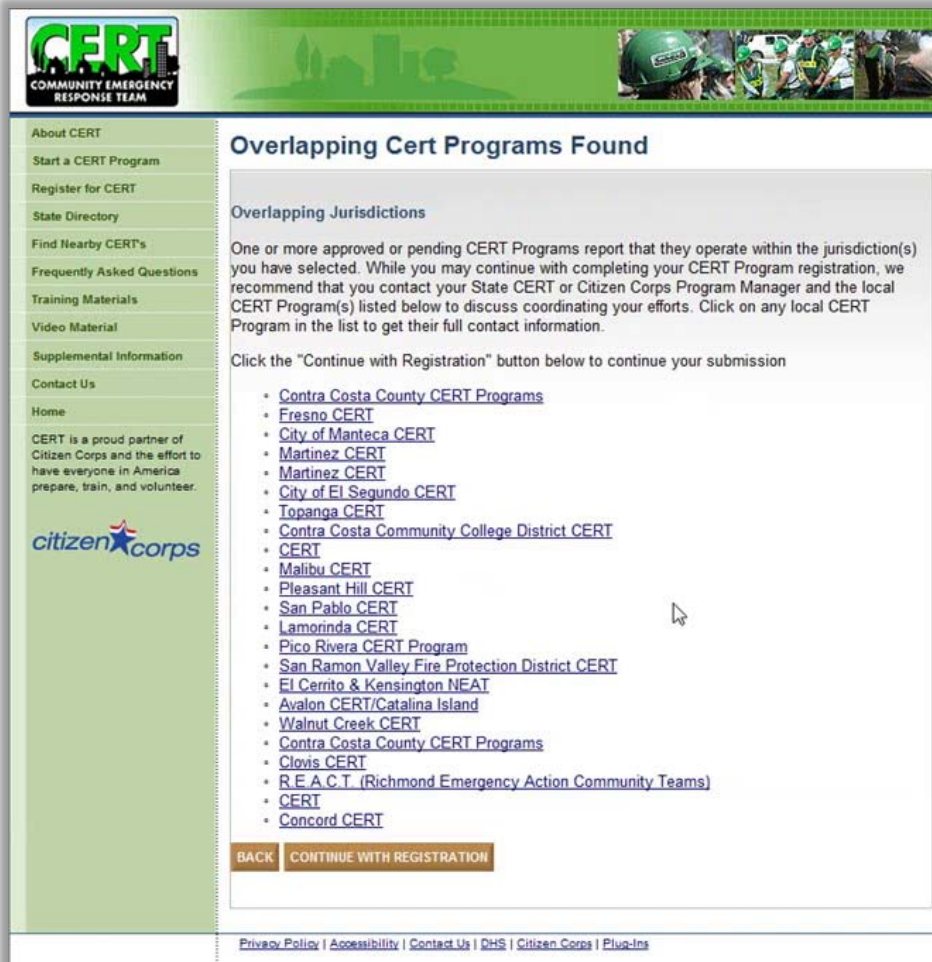
Locations in Your State: Nothing currently available

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 menu on the left. The main content area is titled 'Overlapping Jurisdictions' and contains a paragraph explaining that one or more approved or pending CERT Programs report that they operate within the jurisdiction(s) you have selected. It recommends contacting the State CERT or Citizen Corps Program Manager and the local CERT Program(s) listed below to discuss coordinating efforts. A 'Continue with Registration' button is provided to proceed with the submission.

Overlapping Cert Programs Found

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](#)

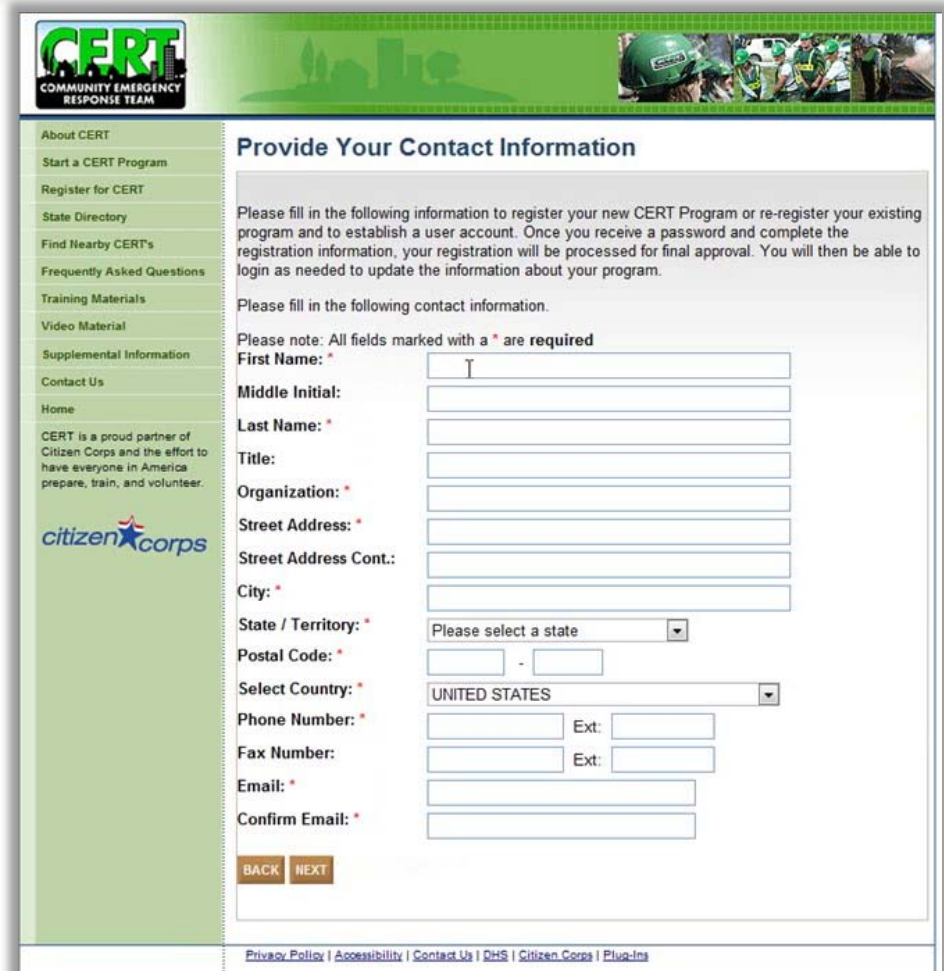
[BACK](#) [CONTINUE WITH REGISTRATION](#)

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

- 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 shows the CERT registration website. The header includes the CERT logo (COMMUNITY EMERGENCY RESPONSE TEAM) and a photo of CERT members in green gear. A navigation menu on the left lists: 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 a Citizen Corps logo and the text: 'CERT is a proud partner of Citizen Corps and the effort to have everyone in America prepare, train, and volunteer.'

Provide Your Contact Information

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.

Please fill in the following contact information.

Please note: All fields marked with a * are required

First Name: *

Middle Initial:

Last Name: *

Title:

Organization: *

Street Address: *

Street Address Cont.:

City: *

State / Territory: * Please select a state

Postal Code: * -

Select Country: * UNITED STATES

Phone Number: * Ext:

Fax Number: Ext:

Email: *

Confirm Email: *

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Establish a Password

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Establish New User Password

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
A password must contain at least one digit or one of the following non-character values;
@\$%*&+=-

⇒ Choose A Password:

⇒ Confirm That New Password:

NEXT

[Privacy Policy](#) | [Accessibility](#) | [Contact Us](#) | [DHS](#) | [Citizen Corps](#) | [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
Start a CERT Program
Register for CERT
State Directory
Find Nearby CERT's
Frequently Asked Questions
Training Materials
Video Material
Supplemental Information
Contact Us
Home

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

citizen★**corps**

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:

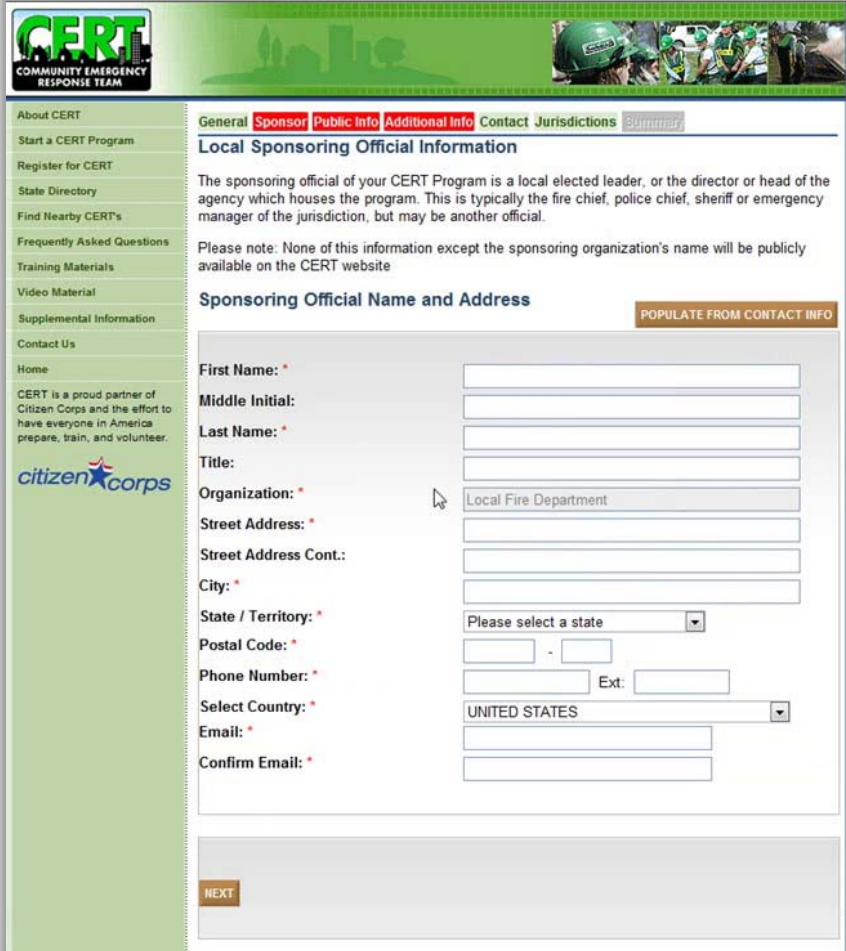
[NEXT](#)

[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

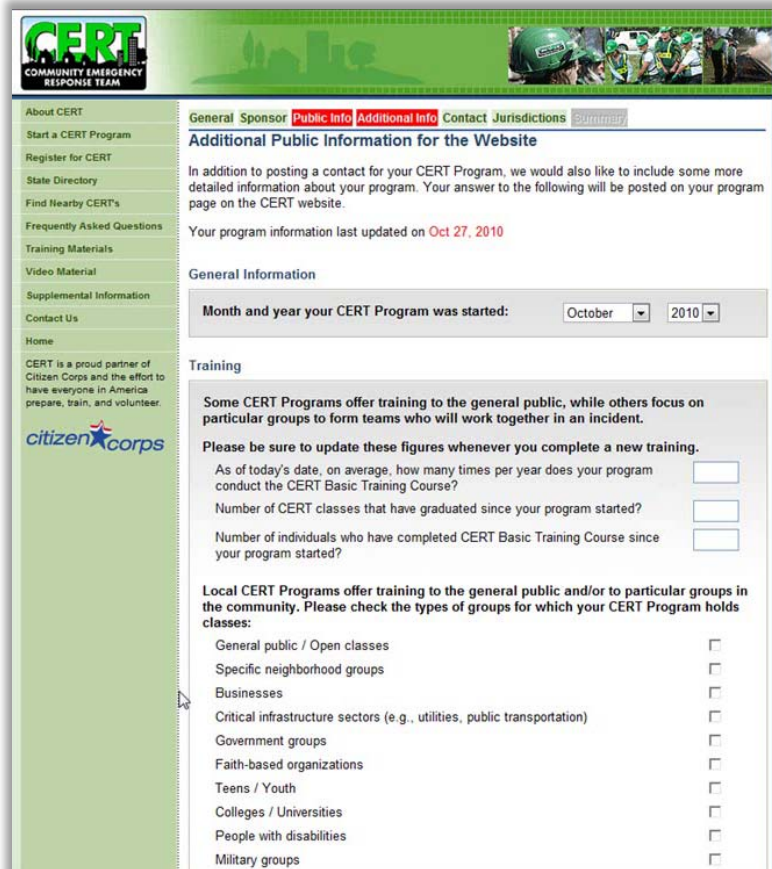


The screenshot displays the CERT registration interface. On the left is a navigation menu with links such as 'About CERT', 'Start a CERT Program', 'Register for CERT', 'State Directory', 'Find Nearby CERT's', 'Frequently Asked Questions', 'Training Materials', 'Video Material', 'Supplemental Information', and 'Contact Us'. The main content area 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: * (Input field with a hyphen separator)
- Phone Number: * (Input field with 'Ext:' label)
- 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 a web form for entering additional information for a CERT program. The form is titled 'Additional Public Information for the Website' and includes a navigation menu on the left with options like 'About CERT', 'Start a CERT Program', and 'Register for CERT'. The main content area has tabs for 'General', 'Sponsor', 'Public Info', 'Additional Info', 'Contact', and 'Jurisdictions', with 'Additional Info' selected. The form contains several sections: 'General Information' with a dropdown for the start month and year; 'Training' with a note about training types and three input fields for statistics; and 'Local CERT Programs' with a list of group types and checkboxes.

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?

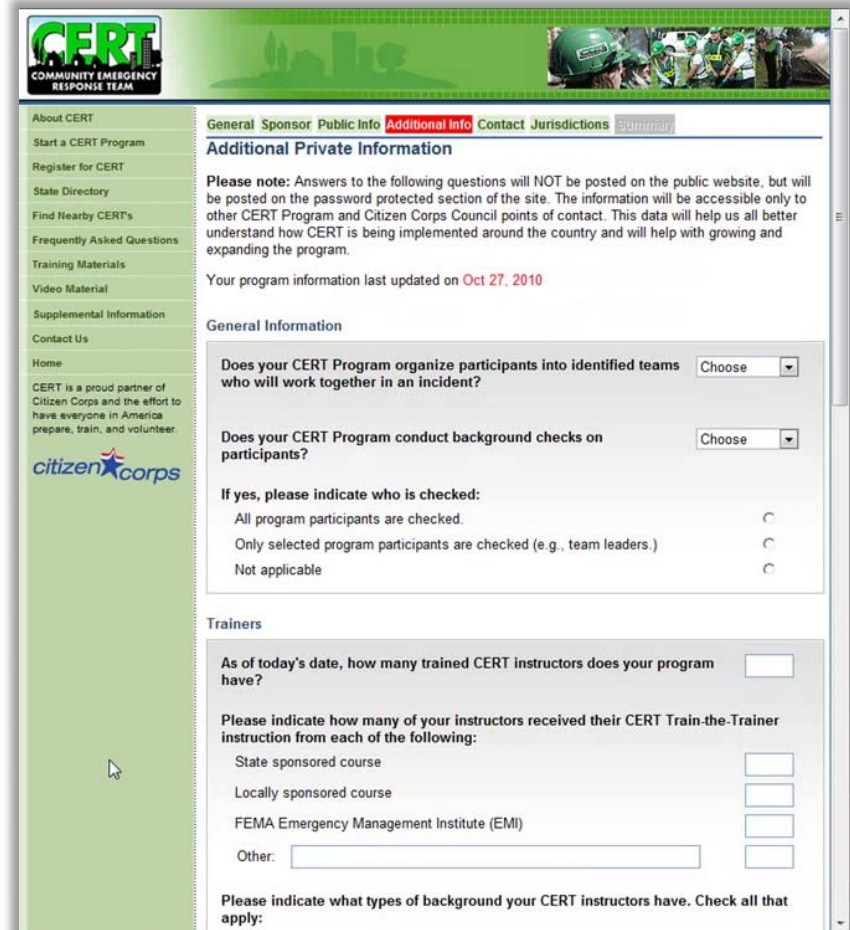
Local CERT Programs offer training to the general public and/or to particular groups in the community. Please check the types of groups for which your CERT Program holds classes:

- 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. It shows a 'General Information' form with dropdown menus for team organization and background checks, radio buttons for indicating who is checked, and a 'Trainers' section with checkboxes for instructor training sources and a text input for other sources. A 'Please indicate what types of background your CERT instructors have' section is also visible at the bottom.

Verify Jurisdiction and Point of Contact

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

The screenshot shows the 'Point of Contact Information' section of the CERT registration form. The form is titled 'Point of Contact Information' and includes a paragraph explaining that this is the principal point of contact for the CERT program. Below the paragraph is a 'Please note' section stating that the information will be publicly available. The form fields are as follows:

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
Fax Number:	
Email:	joesmith@cafd.com

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

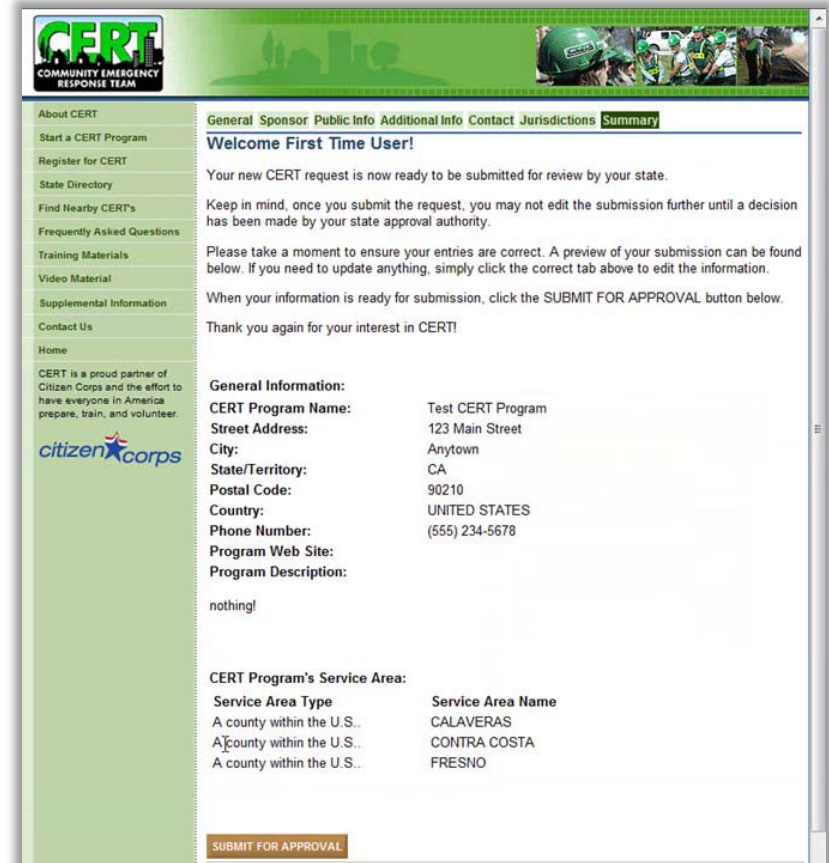
The screenshot shows the 'Selected Jurisdictions' section of the CERT registration form. The form is titled 'CERT Program Service Area' and includes a paragraph explaining that the service area has been pre-populated. Below the paragraph is a 'Please note' section stating that the information will be publicly available. The form fields are as follows:

Select Country:	UNITED STATES
Select State / Territory:	California
Jurisdiction By:	County
Locations in Your State:	ALAMEDA, ALPINE, AMADOR, BUTTE, COLUSA, DEL NORTE, EL DORADO, GLENN, HUMBOLDT, IMPERIAL, INYO, KERN, KINGS, LAKE
Location(s) You Selected:	CALAVERAS, CONTRA COSTA, FRESNO

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

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



The screenshot shows a web browser window displaying the CERT registration confirmation page. The page features a green header with the CERT logo and a navigation menu on the left. The main content area contains a confirmation message, contact information, and a table of general information and service area details.

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

- 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!