



# WOODFORD COUNTY EMERGENCY MANAGEMENT AGENCY

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[woodfordcounty.ky.gov/services/ema](http://woodfordcounty.ky.gov/services/ema)

## TRAINING ANNOUNCEMENT



COURSE TITLES: **Community Emergency Response Team Train-the-Trainer** [[FEMA E0428](#)]  
**Community Emergency Response Team Program Manager** [[FEMA E0427](#)]

DATE/TIME: April 15-19, 2024 / 8:00 am – 5:00 pm Eastern Time daily

LOCATION: KCTCS System Office, 300 North Main Street, Versailles, KY 40383

COURSE DESCRIPTIONS:

**CERT Train-the-Trainer [FEMA E0428]** prepares participants to deliver FEMA's Community Emergency Response Team (CERT) Basic Training course. This Train-the-Trainer course focuses on preparing instructors to:

- Deliver CERT Basic Training.
- Convey the messages and intent of the CERT program (e.g., safety, teamwork, place in overall community Emergency Operations Plan).
- Assure that participants achieve the objectives of CERT Basic Training.
- Create a comfortable yet managed learning environment.

**CERT Program Manager [FEMA E0427]** prepares participants to establish and sustain an active local Community Emergency Response Team (CERT) program. The responsibilities of a local CERT Program Manager are various. This course defines the core components of a local CERT program and focuses on effective practices for:

- Planning and interacting with a broad range of stakeholders;
- Managing program resources;
- Sustaining the program course topics, including:
- Developing local CERT program goals and a related strategic plan;
- Promoting a local CERT program;
- Orienting, managing, and retaining CERT members;
- Recruiting, funding, managing, and retaining CERT trainers;
- Acquiring and managing program resources;
- Delivering and managing effective training and exercises;
- Developing policies and procedures for operating a local CERT program; and
- Evaluating and sustaining the program.

PARTICIPANT CRITERIA: Due to strict student-instructor ratio requirements, seating is extremely limited. Course applicants will be screened to prioritize the greatest impact for sustaining and building community preparedness.

PREREQUISITES: Please carefully review the prerequisites as they are required for admission.

1. A referral from a CERT-sponsoring agency, typically a local, regional, or state government agency.
2. If you are not a first responder, the CERT Basic Training is required.
3. For current first responders the CERT Basic Training or [IS 317: Introduction to CERT](#) is required.
4. Approval from the state CERT coordinating agency if that agency sponsors the CERT T-T-T Course.

SPONSORSHIP: This course is hosted by Woodford County Emergency Management and made possible through a grant award from the Kentucky Office of Homeland Security and is delivered by FEMA Emergency Management Institute approved instructors.

INSTRUCTIONS: Visit the online application at <https://bit.ly/CERTweek2024> and follow the form instructions to submit your details. You may alternatively scan the QR code in to access the form on your device. A member of our team will confirm your status as quickly as possible. Prerequisite documentation should be submitted via email to [jmills@woodfordcountyky.gov](mailto:jmills@woodfordcountyky.gov) or via fax to 859-873-7017.

QUESTIONS: Contact Deputy Director Johnny Mills at [jmills@woodfordcountyky.gov](mailto:jmills@woodfordcountyky.gov) or by phone at 859-873-3170.



CERT Course Application



This training opportunity was made possible by the Kentucky Office of Homeland Security (KOHS) through the State Homeland Security Program (Project 22-180). More information about KOHS can be found on their website at <https://homelandsecurity.ky.gov>.