TO:        All State Administrative Agency Heads
           All State Administrative Agency Points of Contact
           All UASI City/County/State Points of Contact

FROM:     Corey D. Gruber
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SUBJECT:  Clarification on Community Emergency Response Team (CERT) Training

This Information Bulletin (IB) is to clarify that Homeland Security Grant Program (HSGP) funds are
allowable to support and deliver the following training:

- Community Emergency Response Team (CERT) basic training for volunteers in
  neighborhoods, schools, campuses, workplaces, and all other venues determined by the
  agency that sponsors the local CERT Program
- Supplemental training for CERT members who have completed the basic training
- CERT Train-the-Trainer course
- Campus CERT Train-the-Trainer course
- Teen CERT Train-the-Trainer course

Per the FY 2007 HSGP guidance, “Funding for CERT training includes the delivery of the CERT
basic training to volunteers, supplemental training for CERT members who have completed the
basic training, and the CERT Train-the-Trainer training (p. 69).”

To be eligible for HSGP funding or to be designated as a CERT or CERT-type program (for
example, Neighborhood Emergency Teams, Neighborhood Emergency Response Teams,
Community Emergency Response Teams, etc.), the CERT basic training must include the topics and
be delivered according to the plan of instruction reflected in the CERT Instructor Guide (IG 317).
The training must be instructor-led and classroom-based, using lecture, demonstration, and hands-on
practice throughout. In addition, “the Independent Study course, ‘Introduction to CERT’ (IS 317)
must not be substituted for delivery of basic training consistent with the 20-hour CERT curriculum
(FY 2007 HSGP guidance, p. 69).”

There is no cap on the number of deliveries state or local jurisdictions may conduct of the CERT
basic training, the CERT Train-the-Trainer, Campus CERT Train-the-Trainer, or Teen CERT Train-
the-Trainer courses.

For questions regarding this bulletin, please contact the NPD Centralized Scheduling and
Information Desk at 1-800-368-6498, or via email at askcsid@dhs.gov.