

# **TSI CERT Training Program**

## **Procedure for CERT Instructor Cadre Selection**

### **Eligibility**

1. Must be an active member in good standing of a federally recognized CERT program or C.A.A. Emergency Response unit
2. Must be able to pass a background check
3. A year or more of experience as an active, deployable member of home program
4. Completed ICS: 100, 200, 700, 800
5. Must be knowledgeable about CERT practices and procedures.
6. Must be able to demonstrate knowledge and ability to teach effectively.
7. Must be able to demonstrate knowledge and ability required to solo teach entire Basic CERT training course.
8. There must be an open Instructor position in the Instructor Cadre.

### **Selection Process**

1. Eligible persons interested in becoming a TSI CERT Instructor are to submit an Instructor Application including a letter of interest to the TSI CERT Training Program. The letter must detail why they think they would be a good CERT Instructor. (Letter waived for applicants applying with a referral from a current TSI CERT Instructor) The letter and application will be reviewed by TSI CERT program Leadership in charge of overseeing the CERT training and Instructors.
2. If the letter is approved, Instructor candidates will be interviewed to assess general knowledge of the CERT curriculum, procedures, and suitability as an Instructor.
3. Instructor candidates that pass the interview will have the opportunity to either:
  - a. Teach a condensed version of the CERT Basic Training module of their choice before a panel of current TSI CERT Instructors.
  - b. Co-teach under supervision a CERT Basic Training module of their choosing during an actual live Basic Training Course.The Instructor Candidate will be assessed for teaching style, general knowledge, and overall effectiveness. After the Teaching Demonstration there will be an opportunity for a panel of current Instructors, and the Instructor Candidate, to ask and answer any remaining questions.
4. If the Instructor Candidate passes the Teaching Demonstration, they will be sent to the next available CERT Train-The-Trainer (TTT) course.
5. Upon successful completion of the TTT course, Instructor Candidates will become CERT Instructors and can assist with teaching the Basic CERT course under supervision of a solo CERT Instructor.
6. To become a solo CERT Instructor, Instructors must act as an assistant to a solo Instructor for at least one entire Basic CERT course. After acting as an assistant for at least one complete Basic CERT course, they must teach an entire Basic CERT course as the primary Instructor and will be graded on each module by a Master CERT instructor.
7. Upon receiving a passing grade on all modules, CERT Instructors will be authorized to teach the Basic CERT course solo.

# **Master Instructors**

## **Eligibility**

1. Must have successfully completed CERT TTT and be an active Instructor in good standing of a federally recognized CERT program or C.A.A. Emergency Response unit
2. Must successfully complete CERT Program Manager course before being authorized to teach it.
3. Must be able to pass a background check
4. A year or more of experience as a solo CERT Instructor
5. Completed ICS: 100, 200, 700, 800
6. Must be extremely knowledgeable about CERT practices and procedures.
7. Must be able to demonstrate knowledge and ability to teach effectively.
8. Must be able to demonstrate knowledge and ability required to solo teach either, or both, the entire CERT TTT course and/or the entire Program Manager course.

## **Selection Process**

1. Eligible persons interested in becoming a TSI CERT Master Instructor are to submit a letter of interest to the TSI CERT Training Program as to why you would be a good CERT Instructor. The letter will be reviewed by TSI CERT program Leadership in charge of overseeing the CERT training and Instructors.
2. If the letter is approved, Instructor candidates will be given a written examination to assess general knowledge of the CERT TTT and Program Manager curriculums.
3. Upon completion of the written examination, Master Instructor candidates will act as an assistant to a current Master Instructor when delivering an entire CERT TTT and/or Program Manager course.
4. To become a solo Master Instructor, Instructors must demonstrate their skills by teaching a minimum of 1 or 2 TTT and/or Program Manager courses as the lead instructor, while being evaluated by a current solo Master Instructor. The evaluator will complete a review form for each instance the new instructors delivers the class, and will recommend whether or not the new instructor is capable of conducting the class by themselves, or if they need further training and evaluation.
5. Upon receiving a passing grade, CERT Master Instructors will be authorized to teach the course solo. Master Instructors must get checked off to teach TTT and Program Manager courses independently, by first completing the training themselves, then assisting another instructor, and finally teaching it as the lead instructor themselves while being graded.

## **Instructor Uniform**

CERT Instructors are authorized as Instructors through Training Solutions International LLC and wear the Instructor Uniform. The Instructor Uniform consists of a black polo shirt, tan tactical pants, tan boots, and a tan belt. Upon successful completion on the Instructor Selection Process, Instructors will be issued the uniform and will be required to wear it when performing the duties of an Instructor.