

## **COMMUNITY EMERGENCY RESPONSE TEAM PROGRAM CERT TRAINERS**

A CERT Trainer:

1. Must be at least one of the following:
  - a. Certified in CERT
  - b. Certified in American Red Cross member training in emergency preparedness
  - c. First responder
2. A graduate of CERT Train the Trainer

CERT trainers must agree to facilitate at least 2 training sessions per month. In addition, they must do the following:

1. Bring their instructor manual to the session.
2. Follow the curriculum as outlined and instructed in the instructor manual.
3. Complete the CERT Facilitator Evaluation.
4. Return the unit quiz answer key to the Serve DC staff member.

### **CERT Trainer Roles, Responsibilities and Compensation**

CERT instructors must arrive at least thirty minutes prior to the session. In addition, they must bring their instructor manual. The following are responsibilities to be carried out during and after the session:

1. Follow the curriculum as outlined and instructed in the instructor manual.
2. Bring CERT PowerPoint Session CD.
3. Insure that class fills out Class Evaluation Forms and give to staff member.
4. Return the unit quiz answer key to the Serve DC staff member.

A CERT trainer will receive \$25 per hour for facilitating a complete unit. A Masters Supplier Information Collection Template and W-9 must be completed to process compensation. In addition, the CERT trainer must complete and return an invoice given by Serve DC at the completion of a training session.

Serve DC will make every effort to expedite CERT trainer compensation in a timely manner, however please note that compensation request is submitted to the Office of the Chief Financial Officer's Public Safety and Justice Cluster for payment. Serve DC must receive an invoice for rendered services. Once we receive the invoice and approve it for payment, payment should be issued within 30 days.