

2014

State of Michigan



**Advanced CERT Program
Overview and Guide**



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Overview

The Michigan State Police, Emergency Management and Homeland Security Division (MSP/EMHSD) coordinates the Community Emergency Response Team (CERT) efforts for the state of Michigan. Michigan has a very large, active base of CERT volunteers. In a furthering effort to keep those volunteers current and allow seasoned CERTs to excel, the MSP/EMHSD has created the Advanced CERT Designation (ACERT-D). The mission of the ACERT-D is to:

Provide the seasoned CERT volunteer with an advanced training program that will make them a better rounded and better trained member of the CERT volunteer force.

To accomplish this, the ACERT-D has been developed, identifying **Required and Elective** courses to give the candidate training in a variety of topics not covered in the basic CERT curriculum. This program is managed by the ACERT Committee (ACERT-Comm).

Required Courses (see Appendix A) are identified to help enhance the CERT volunteer's general knowledge and skills while, **Elective Courses** are selected to increase individual knowledge in specialized areas of expertise. Candidates for the ACERT-D must complete 60 hours of **Elective Courses**. (A sample list of these courses can be found in Appendix B of this document.)

Further, to maintain the ACERT-D, the member must participate in annual **Continuing Education Sessions** (a sample list is available in Appendix C). Continuing Education is intended to maintain the connection between volunteer and professional.

Michigan Community Emergency Response Teams have proven to be a valuable asset and resource to first responders and emergency managers in our state. Through their volunteer dedication and efforts our state is better prepared to answer to disasters or emergencies. The Michigan ACERT-D is intended to enhance those efforts.

Initial Program Requirements:

To earn the ACERT-D, a candidate must meet the following criteria:

- Be a member in good standing with their local CERT Program;
- Be recommended by their local/Regional CERT Council;
- Complete stand-alone ACERT Course;
- Complete the **Required** courses. (see Appendix A – this list details the class to be taken; who are authorized to instruct those classes; estimated number of hours to complete each class; and estimated cost, if any, for the class.);
- Complete 60 hours of **Elective** course instruction (Sample list in Appendix B);
- Submit all pertinent certificates and course confirmations with completed Candidate Application (see Appendix D) to one of the following: local CERT Coordinator, Regional Coordinator or focus group member, who will then submit to MSP/EMHSD or an ACERT–Comm member.
- Complete and pass the ACERT-D Exam;

The ACERT-Comm will review individual requests for the ACERT-D at least once yearly. It is the intent of MSP/EMHSD to recognize the ACERT-D program graduates at the annual Citizen Corps conference.

Maintenance of Designation

In the year following an ACERT-D award, it is the designee's responsibility to complete and maintain records of a minimum of 16 hours of annual **Continuing Education** (sample list in Appendix C) If requested by the ACERT-Comm, the designee will show proof within 30-days of maintenance of designation.

ACERT Stand-Alone Course (ACERT-C)

The ACERT mandatory Stand-Alone course is an 8-hour session designed to give the ACERT candidate essential training in areas needed to meet general mission capabilities, but are not covered in basic CERT training. Classes include, but are not limited to: Electrical Emergencies; Best Practice Sharing; Emergency Management; Flood Safety; Individual Liability and Traffic Control.

Prerequisite: Participant must complete and present a copy of their Basic CERT certificate at the time of the ACERT course.

Sample Class Agenda:

Advanced CERT

(Date Here)

(Location Here)

*Training designed for the seasoned
Community Emergency Response Team (CERT) volunteer*

Time:

8:00am – 8:15am	Welcome and Introductions (Staff)
8:15am – 8:50am	CERT Updates – National, State, and Local
8:50am – 9:00am	Break
9:00am – 9:50am	Electrical Emergencies
9:50am – 10:00am	Break
10:00am – 10:50am	Liability
10:50am – 11:00am	Break
11:00am – 12:00pm	Traffic Control
12:00pm – 1:00pm	Lunch
1:00pm – 1:50pm	Emergency Management Overview
1:50pm – 2:00pm	Break
2:00pm – 2:50pm	Flood Safety
2:50pm – 3:00pm	Break
3:00pm – 4:30pm	Best Practice Sharing
4:30pm – 5:00pm	Summary and Conclusion & Certificate (Staff)

Appendix A

Advanced CERT-Designation Required Classes

Class Name	Authority to Teach	Contact Info/Sign up Info
Basic CERT	Local CERT	Contact your local coordinator for info
Basic CPR/AED	-Red Cross -National Safety Council -American Heart	http://www.redcross.org/en/takeaclass http://train.nsc.org/ntc/newtcal01.aspx http://www.heart.org/HEARTORG/CPRAND/ECC/CPR_UCM_001118_SubHomePage.jsp
First Aid	-Red Cross -National Safety Council -American Heart	http://www.redcross.org/en/takeaclass http://train.nsc.org/ntc/newtcal01.aspx http://www.heart.org/HEARTORG/CPRAND/ECC/CPR_UCM_001118_SubHomePage.jsp
Advanced CERT Class	MSP/EMHSD	Emhsd-citizencorps@michigan.gov
*Skywarn	National Weather Service – In Class participation only	http://skywarn.org/ select training * see below
CERT & Animal Response Part I	Local CERT	Contact your local coordinator for info
CERT & Animal Response Part II	Local CERT	Contact your local coordinator for info
Intro to IC (IS-100)	Online	http://training.fema.gov/is/crslist.asp
Basic IC (IS-200)	Online	http://training.fema.gov/is/crslist.asp
NIMS (IS-700a)	Online	http://training.fema.gov/is/crslist.asp
Emergency Planning (IS-235)	Online	http://training.fema.gov/is/crslist.asp
Leadership and Influence (IS-240)	Online	http://training.fema.gov/is/crslist.asp

* A copy of the Certificate of Completion or the Attendance sheet, signed by the presenter, is required at the time of the application.

Class Name	Authority To Teach	Contact Info/Sign Up Info
Basic Disaster Life Support	Local Health Dept	http://www.michigan.gov/mdch/0,1607,7-132--96747--,00.html
Advanced Disaster Life Support	Local Health Dept	http://www.michigan.gov/mdch/0,1607,7-132--96747--,00.html
Ham Radio	Local RACES Teams	http://www.qsl.net/races/links.html http://www.arrl.org/licensing-education-training
CERT Portable Radio Fundamentals Part I	Local CERT Teams	http://www.fcc.gov/pshs/clearinghouse/cert.html
CERT Portable Radio Fundamentals Part II	Local CERT Teams	http://www.fcc.gov/pshs/clearinghouse/cert.html
CERT TTT	MSP/EMHSD	Contact your local coordinator for info
CBRNE/WMD Technician for Hazmat Incidents	MSP/EMHSD	http://www.michigan.gov/msp/0,1607,7-123-1593_3507_5914---,00.html
Damage Assessment Applications	MSP/EMHSD	http://www.michigan.gov/msp/0,1607,7-123-1593_3507_5914---,00.html
Exercise Design & Development	MSP/EMHSD	http://www.michigan.gov/msp/0,1607,7-123-1593_3507_5914---,00.html
HazMat Response	MSP/EMHSD	http://www.michigan.gov/msp/0,1607,7-123-1593_3507_5914---,00.html
Leadership Principles (MI-TRAIN 1017933)	MSP/EMHSD	http://www.michigan.gov/msp/0,1607,7-123-1593_3507_5914---,00.html
Public Information (MI-TRAIN 1017932)	MSP/EMHSD	http://www.michigan.gov/msp/0,1607,7-123-1593_3507_5914---,00.html
ICS 300	MSP/EMHSD	http://www.michigan.gov/msp/0,1607,7-123-1593_3507_5914---,00.html
ICS 400	MSP/EMHSD	http://www.michigan.gov/msp/0,1607,7-123-1593_3507_5914---,00.html
Developing Volunteer Resources (MI-TRAIN 1017935)	MSP/EMHSD	http://www.michigan.gov/msp/0,1607,7-123-1593_3507_5914---,00.html
Command Post Operations (MI-TRAIN 1017411)	MSP/EMHSD	http://www.michigan.gov/msp/0,1607,7-123-1593_3507_5914---,00.html
Disaster Emergency Admin (MI-TRAIN 1017935)	MSP/EMHSD	http://www.michigan.gov/msp/0,1607,7-123-1593_3507_5914---,00.html
Emergency Planning (MI-TRAIN 1017365)	MSP/EMHSD	http://www.michigan.gov/msp/0,1607,7-123-1593_3507_5914---,00.html

Intro to Exercise Design (IS-120)	On Line**	http://training.fema.gov/is/crslist.asp
Decision Making & Problem (IS-241)	On Line**	http://training.fema.gov/is/crslist.asp
Effective Communication (IS-242)	On Line**	http://training.fema.gov/is/crslist.asp
Developing & Managing Volunteers (IS-244)	On Line**	http://training.fema.gov/is/crslist.asp
Intro to Pandemics (IS-520)	On Line**	http://training.fema.gov/is/crslist.asp
Emergency Response to Terrorism (Q-534)	On Line**	http://training.fema.gov/is/crslist.asp
Functional Needs (IS-197)	On Line**	http://training.fema.gov/is/crslist.asp
National Response Plan (IS-800b)	On Line**	http://training.fema.gov/is/crslist.asp
EOC Management & Operation (IS-775)	On Line**	http://training.fema.gov/is/crslist.asp
Guides To Points of Distribution (IS-26)	On Line**	http://training.fema.gov/is/crslist.asp
Critical Incident Stress Management (CISM)	Local Health Dept	http://www.michigan.gov/mdch/0,1607,7-132--96747--,00.html
Psychological First-Aid	Red Cross	http://www.redcross.org/en/takeaclass
Rehydration Program	Salvation Army	http://www.usc.salvationarmy.org/usc/www_usc_emi.nsf

**** All On-line courses will be granted 4 hours of credit****

All classroom sessions need to supply # of hours. This can be done via an agenda or the hours of completion on the certificate.

Appendix C

Advanced CERT-Designation Maintenance of ACERT Designation *Sample List Continuing Education Courses*

Class Name	Authority To Teach	Contact Info/Sign Up Info
Summit Conference	MEMA	www.michigan.gov/emhsd
Citizen Corps Conference	MSP/EMHSD	Contact your local coordinator for info
Homeland Security Conference	MSP/EMHSD	www.michigan.gov/emhsd
CERT Games	MSP/EMHSD	Contact your local coordinator for info
Citizen's Police Academy	MSP/EMHSD	Contact your local coordinator for info
MRC Retreat	State MRC	Contact your local coordinator for info
Fire Corps Conference	State Fire Corps	Contact your local coordinator for info
Volunteer Conference	MDCH	Contact your local coordinator for info

*CERT volunteers would be required to take 16 hours of continuing education requirements each year
NOTE: The above conferences, 12 hours of elective classes, or required re-certification classes can be used to meet this requirement

Valid 1st Aid/CPR/AED and Skywarn are required at time of renewal. These will only count if you are renewing your cards. A new card must be presented at the time of renewal.

Appendix D

Advance CERT Designation Application

**All information on this application is required.*

Applicant Name:	Email:
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Required Courses	Hours	Date of Completion	Certificate/Sign-In Sheet Copy
Basic CERT 20-hour Course			
CPR/AED			
First Aid			
Skywarn			
CERT & Animal Response Part 1			
CERT & Animal Response Part 2			
Intro to IC (IS 100)			
Basic IC (IS 200)			
NIMS (IS 700)			
Emergency Planning (IS 235)			
Leadership & Influence (IS 240)			
Advanced CERT 8-hour Course			

Elective Courses	Hours	Date of Completion	Certificate/Sign-In Sheet Copy

Continuing Education	Hours	Date of Completion	Certificate/Sign-In Sheet Copy
*Copies of certificates or sign-in sheets must accompany this application indicating the requirements have been fulfilled.			

The applicant, for ACERT Designation, identified below, has reviewed the above material and believes that he/she meets all the requirements for:
ACERT Designation

Name of Applicant:	
Signature of Applicant:	
Address:	
Phone Number:	
Name of CERT Team:	
Name of CERT Team Coordinator:	
Signature of CERT Team Coordinator:	
Date Checklist submitted:	

****For Office Use Only****

Date Received	Date Reviewed	Disposition