



**STATE OF ARIZONA**  
**Department of Homeland Security**  
*In collaboration with*  
**Division of Emergency Management**

1700 W. Washington, Suite 210  
 PHOENIX, ARIZONA 85007

**CERT TtT Checklist**

***THIS CHECKLIST MUST ACCOMPANY EACH COMPLETED APPLICATION***  
*(Partial applications will not be accepted.)*

**Email Completed Application Packets & Supporting Documentation to Cheryl Bowen Kennedy**  
***([cbowen@azdohs.gov](mailto:cbowen@azdohs.gov))***  
 Phone: (602) 542-7077

- Application Form (with all required signatures)
- Letter of Endorsement

**Evidence of Completion of Required Courses**

*(The **ONLY** acceptable evidence is a copy of certificate or letter/email from FEMA/EMI indicating successful completion.)*

- G-317 Basic 20-hr Community Emergency Response Team Training
- IS-100.b Introduction to the Incident Command System (ICS)
- IS-200.b ICS for Single Resources and Initial Action Incidents
- IS-700.a National Incident Management System (NIMS), an Introduction
- IS-800.b National Response Framework (NRF), an Introduction

**Evidence of Completion for Recommended Courses**

- IS-317 Introduction to Community Emergency Response Teams (See requirements page.)
- IS-315.A CERT and the Incident Command System
- IS-909 Community Preparedness: Implementing Simple Activities for Everyone

My application is complete, and I have attached the required documents, certificates, etc.

\_\_\_\_\_  
 Printed name of applicant

\_\_\_\_\_  
 Signature of applicant & Date

**For AZDOHS ONLY:**

\_\_\_\_\_  
 Application Complete/Date

\_\_\_\_\_  
 Application Approved/Denied & Date



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## CERT Train-the-Trainer (TtT) G-417

### *Requirements for attendance G-417*

1. Minimum of High School diploma or equivalent and at least 18 years of age.
2. Instructors may be recruited and selected to conduct this course for the State based on their working knowledge of the content and skills required for each session.
3. G-317 Basic Hands-on CERT class must have been completed within the previous 12 months. If G-317 Basic Hands-on CERT class was not completed within the last 12 months, applicants will be required to complete IS-317.
4. Recognized certifications that relate to the particular subject area (s) are highly desirable (i.e., CEM®, PDS, CPR, First Aid, etc.). Please submit copy of certificate/proof with the application.
5. A letter of endorsement from the applicant's sponsor or previous adjunct position.
6. Evidence of successful completion (i.e., copy of certificates) of the following FEMA classes available online at <http://training.fema.gov/IS/crslist.asp>.

#### **Required**

- G-317 Hands-on Basic CERT (See paragraph 3)
- IS-100.b Introduction to the Incident Command System
- IS-200.b ICS for Single Resources & Initial Action Incidents
- IS-700.a National Incident Management System, An Introduction
- IS-800.b National Response Framework, An Introduction

#### **Highly Recommended**

- IS-317 Introduction to Community Emergency Response Teams (See paragraph 3)
- IS-315.A CERT and the Incident Command System
- IS-909 Community Preparedness: Implementing Simple Activities for Everyone

7. Participate in the instruction of two Basic CERT (G-317) classes per year, if available.
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