

Online CERT Training Instruction Sheet

CERT Members can take the following online courses offered online through the FEMA Independent Study web site to receive classroom course credit: **IS-317: Introduction to Community Emergency Response Teams and IS10 / IS11 Animals in Disasters.**

Instructions for taking IS-317

IS-317 has Introduction to CERT (Emergency Preparedness), Fire Safety, Disaster Medical Operations and Search and Rescue lessons. Disaster Psychology is included in the Disaster Medical Operations lesson. This training also has Hazardous Materials and Terrorism, which we do not provide in Orange County CERT, but is good information to know. To get credit / recognition from FEMA and Citizen Corps for completing IS-317, you have to complete all of the modules and then take a short test. The program won't let you take just the course that you missed (unfortunately).

Step 1: Go to <http://training.fema.gov/EMIWeb/Is/is317.asp>

Step 2: Select "Interactive Web Based Course"

Step 3: Print out the "Course Summary and Key Points" for all modules as you come to them

Step 4: Complete all "Knowledge Reviews" as you come to them

Step 5: Click "Course Map" at the end of each section

Step 6: Once you reach the end of Lesson 20, you will click the "NEXT" button to take the test. The test is provided through the National Citizen Corps website at <http://www.citizencorps.gov/cc/editIS317.do>

Step 7: Enter your full name and state in the appropriate fields and proceed with the test questions.

The IS-317 course description says that it takes between 6-8 hours to complete the online training. **This is not true.** Because you've already taken the bulk of CERT training and are familiar with the concept, you will probably get through the modules quickly. Also, to save time, **DOWNLOAD AND PRINT THE FINAL EXAM QUESTIONS** offered in Lesson 20 Course Summary before you begin the lessons. Complete the paper-based exam questions as you go through the lessons and use this to take the final online test. Once you submit your test, you will receive a notice of pass or fail. **If you pass the test, download the certificate and forward it to the volunteer coordinator by e-mail.**

Instructions for taking IS-10 / IS-11 Animals in Disasters

If you missed Animal Care and Protection, you won't be able to complete this course through IS-317 because this course was created by and for Orange County CERT. However, you can take IS-10 Animals in Disasters: Awareness and Preparedness and IS-11 Animals in Disaster: Community Planning through the FEMA Independent Study/NETC website and I will count this towards your CERT Animal Care and Protection requirement.

Step 1: Go to <http://training.fema.gov/EMIWeb/IS/crslist.asp>

Step 2: Select "IS 10 Animals in Disasters" and download the final exam questions

Step 3: Select "Option 1: Interactive Web-based Course" (This will take you to FEMA's NETC webpage)

Step 4: Webpage Tutorial: You can go through a short lesson on how to use the NETC website if you want.

Step 5: Registration: Create a username, logon ID and password for the NETC system

Step 6: Once in the NETC Virtual Campus, select "Course Catalog" link at the top of the page

Step 7: Select "IS 10 Animals in Disasters" (or IS 11 if taking this course)

Step 8: Select "Enroll"

Step 9: Select "My Courses" then find the course you enrolled in in the Course List to the left of the screen

Step 10: Select the "+" button to expand the menu and get lessons

You must disable your pop-up blockers to get the NETC modules to load correctly. To save time, **DOWNLOAD AND PRINT THE FINAL EXAM QUESTIONS** before you begin the lessons. Complete the paper-based exam questions as you go through each lesson and use this to take the final online test. Once you submit your test, you will receive a notice of pass or fail. **If you pass the test, download the certificate and forward it to the volunteer coordinator by e-mail.**

Thank you!