

Hybrid CERT TTT

Course Manager Guide

GENERAL:

Overview: This Hybrid CERT Train-The-Trainer (TTT) Course makes use of the same content as the national standardised CERT Train-the-Trainer course, and is fully compliant with the national standardized curriculum. This delivery model also teaches Basic CERT Instructors and Course Managers how to conduct a Hybrid Basic CERT Course, and provides a unit on addressing the needs of individuals with access and functional needs in the classroom and during disaster operations. A fully recognized Hybrid CERT T-T-T course completion would include both the online portion and in-person classroom portions, after which an authorised course manager may issue a certificate of CERT TTT course completion.

Learning Objectives: By the end of this hybrid CERT Train-the-Trainer (T-T-T) course, participants will be able to:

1. Explain the CERT program intent, doctrine, and core content.
2. Plan and deliver CERT Basic Training using national instructional materials and the Hybrid CERT approach.
3. Demonstrate and coach all CERT Basic course skills using the CERT Skills Checklist while applying safety, risk-reduction, and accessibility considerations.
4. Evaluate learner performance through skills practice and teach-backs and document completion.

Requirements: State CERT coordinators wishing to present an officially recognized certificate of completion to students, which fully satisfies the national training goals for the CERT T-T-T course, should ensure the following:

Hosting Local CERT Programs:

- Have obtained authorization by the State CERT Coordinator.
- Ensured that the T-T-T course is presented by at least one (1) instructor for every ten (10) students.

Students: (have completed the following)

- Any state required prerequisites (e.g., Basic CERT Course, IS-317, Significant training background, etc.).
- The Online Portion of the Hybrid CERT T-T-T course.
- The in-person Classroom Portion of the Hybrid CERT T-T-T course.

ONLINE PORTION:

Registration Steps and Timelines:

Students start and complete the course in this order:

1. Obtain approval from their local CERT Program Manager/program sponsoring organization.
2. Register through their state course registration platform. (ex. states Train.org platform)
3. Receive details (schedule and instructions) from the course manager for online and in-person skill session completion.
4. Create an online course profile and complete the online portion of the Hybrid CERT T-T-T course.
5. Submit proof of online completion to the course manager. The online learning management system will produce a certificate of online completion that can be shared with the course manager.
6. Attend the in-person portion of the training and complete all remaining activities that cannot be completed online.
7. Receive their official certificate of course completion.

Course managers should publish the dates for the in-person classroom portion at the time registration opens and allow adequate time for learners to complete the online coursework before the classroom portion begins (recommendation: allow up to 10 weeks for online completion and submission of certificates of online completion) and then send reminders about 2 weeks prior to the skills sessions. Prior to the in-person sessions, tell students to retain or print and submit their online completion certificate to the course manager so the program can verify online completion before admitting students to the classroom portion.

Note: The online portion of the CERT T-T-T course consists of approximately 10 hours of flexible and self-paced online learning. Instructions regarding the Hybrid CERT approach are included within the Units.

Units:

1. Intro and Overview: History of CERT and Hybrid CERT (1 hr) (corresponds with Unit 1 in the TTT Participant Manual)
2. Preparing for the CERT Basic Training Course (2 hrs 30 min) (corresponds with Unit 16 in the TTT Participant Manual)
3. Your Role as an Instructor (30 min) (corresponds with Unit 2 in the TTT Participant Manual)
4. Maximize Learning (45 min) (corresponds with Unit 6 in the TTT Participant Manual)
5. Manage the Classroom (45 min + 2 hr optional video) (corresponds with Unit 11 in the TTT Participant Manual)
6. Accessible CERT: Adapting the Classroom and the Field for the Whole Community (1 hr)

7. Basic CERT Course Unit Reviews (1hr) (corresponds with Unit 3,4,5,7,9,10,12,13,14 in the TTT Participant Manual)
8. Course Summary and final exam (30 min) (corresponds with Unit 17 in the TTT Participant Manual)

CLASSROOM PORTION:

Students wishing to participate in the Classroom Portion must complete the Online Portion first. The in-person Classroom Portion can be conducted over separate days/evenings for a total of 11-14 hours (without meals or breaks) depending on the utilization of optional content. Or the classroom portion could be presented for a total of 16 hours, typically over two 8-hour days with two breaks and 45 minute lunch periods, utilizing all optional content (see the schedule below).

Below is a two 8 hour day schedule example. Ensure 1 instructor for every 10 students, (Teach backs are separated into groups of 10 students each). Upon course registration, students should receive Teach-Back instructions in order to give them time to review the materials in preparation for the class time.

- **DAY 1: Welcome:** Housekeeping, protocols, safety, accommodations, and class participant introductions **(15 min.)**
- **DAY 1: Handouts and schedule:** Distribute printed schedule and handouts, and quickly review each. **(15 min.)**
 - [In-Person TTT Course Agenda](#) (recommended, created by TTT course manager)
 - [“Hybrid CERT Program Guide”](#) (optional/provided online)
 - [“Instructor Guidance- CERT Skills Checklist”](#) (recommended at least the last 2 pages, used in instructor skills review)
 - [“Participant CERT Skills Checklist”](#) (optional/provided online)
 - [“Conducting Hybrid CERT in Times of Pandemic”](#) (optional/provided online)
 - [“Brief on Conducting the Skills Training”](#) (recommended)
 - [“Conducting an Instructor Skills Training”](#) (recommended, used in instructor skills review)
 - [“Sample Agenda for Practical Portion of the Basic CERT Course”](#) (optional/provided online)
- **DAY 1: Instructor Skills Review:** All 70 Skills on the CERT Skills Checklist **(3-4.5 hrs)**. 22 of the skills were reviewed via video in the online unit 2 “Preparing for the CERT Basic Training”, constituting 1.5 hrs of optional time saving.
 - Go through each of these points for every skill:
 - Do you feel uncomfortable with that skill?
 - What materials are needed? Or how is this skill to be conducted?
 - Where is it located in your Instructor Guide and the Participant Manual?
 - Do you know the technique you're looking for to coach that skill?
 - How much time is needed to conduct that skill?
- **DAY 1: Idea Sharing and Discussion (1.5 hrs)**
 - Consider the following questions to engage idea sharing:

- Where are you getting your training and PPE resources from?
- What are you providing your students? Do your students keep or borrow the PPE and other supplies? Is there a cost to the student?
- What are useful memory aids for the door search markings, size-up, medical topics, or other?
- How does your program conduct Triage?
- What are some cultural considerations/traditions of the people that may necessitate adjustments to course delivery?
- What are some ideas for teaching or responding to individuals with disabilities, or other access and functional needs? How have you adapted hands-on activities to ensure students with physical limitations can participate as valuable team members?
- What are some considerations for course delivery to different generations/age groups?
- What are some ideas for managing disruptive behaviors?
- What are some ideas for reducing the risk of injury during class time?
- What creative groups have you tapped into to provide realistic "survivors" for your Unit 9 simulation?
- How has your program incorporated the hazard annexes or add-on modules?
- What other ideas do you have that you would like to share?
- **DAY 1: Teachback Assignments Made: (15 min)**
- **DAY 2: Teach-Back Presentations (6 hrs)** - Upon CERT T-T-T course registration, students will receive Teach-Back Instructions to review the materials in preparation for this section. Teach backs are separated into groups of no more than ten (10) students each.
 - **#1 Pairing and Planning:** Students are paired for Teach-Back #1 assignments and plan how they will do the teach-back. **(30 min)**
 - **Teach-Back #1- Student Presentations (2.5 hrs.)**
 - **#2 Pairing and Planning:** Students paired for Teach-Back #2 assignments and plan how they will do the teach-back. **(30 min)**
 - **Teach-Back #2 - Student Presentations (2.5 hrs.)**
- **DAY 2: Optional:** Set up and play Disasterville **(1 hr)**
- **Day 2: Course Evaluation and Next Steps:** Complete and turn in evaluations. Discuss what graduates do next: For example - Provide your official certificate to your local CERT Program Manager and start helping with your local programs course offerings; mentorship opportunities; where to get updated materials; any State CERT Coordinator guidance, etc.
- **Day 2: Graduation: (15 min)**