

CERT Basic Training Instructor Expectations and Responsibilities:

*Sign-up and teach a **minimum** of 4 units a year.*

- Lead instructor must be subject matter expert or a State-certified CERT Basic Training instructor.
- You should contact class manager a week or so prior to the class to discuss your participation and any other responsibilities.
- Show up for class at least 20 minutes before class is scheduled to begin.
- Seek feedback regarding your teaching experience.

Assure use of most current FEMA PowerPoint slides.

- If teaching a unit for the first time it is suggested one observe the unit to see how the class flows and what is expected before you begin teaching classes.
- New instructors should contact lead instructor at least a week before the class and plan about 15 minutes of the presentation. As you become more experience and comfortable with teaching, increase time until you are team teaching half the unit. Stay with one unit until it is mastered.
- Review the unit in the Instructor Manual for this is the information you should master and communicate to students.***
- Expectations are to teach with only a few notes and without reading slides to the class. It is important to practice out loud!
- Participate in hands-on training.
- Limit personal stories.

Do as much Team Teaching as possible.

--Find a buddy and develop presentations. Student prefer the team approach.

Sign-up for classes using the Instructor sign-up page.

--Periodically check Instructor Page on website “**SantaCruzCountyCERT.org**”
This is most necessary for many instructors are needed for each series of classes, particularly the last class on Saturdays.

Participate in your ongoing professional development.

--Attend trainings concerning teaching strategies and techniques, read monthly Working Group summaries (on the website) and help review modules you have taught providing new discovery and local updates.

--Attend CERT Advanced Trainings.