# CERT ONLINE TRAINING INSTRUCTIONS

#### REGISTER

Visit the California Specialized Training Institute Learning Management System website at: <a href="CERT Hybrid Registration">CERT Hybrid Registration</a>

#### Click the REGISTER link to set up a login account.



## WHEN YOU RETURN TO THE SITE-ACCESS LOGIN IN THE UPPER RIGHT CORNER



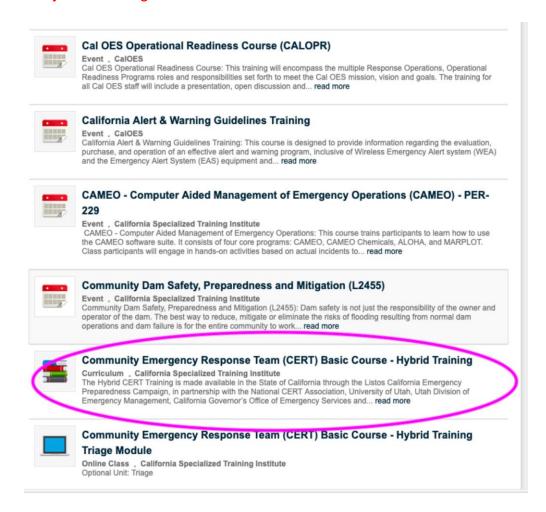
Please do not create an additional account if you already have one. You can find instructions on how to update your property of the please of			
* Required Field			
* First Name:			
* Last Name:			
* Email Address:			
Address Line 1:			
Address Line 2:			
City:			
State:			
Zip:			
Agency			-
			-
Job Position			
			-
FEMA ID			
FEMAID	# Doccupardo muet contain has	th upper and lower case letters.	
* Passwords must contain alpha <u>and</u> numeric characters.			

#### **LOG IN & START TRAINING!**

#### Click on the Yellow BROWSE TRAINING button:



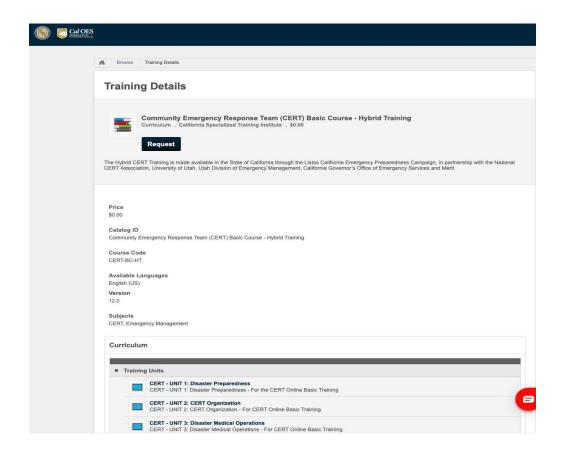
### NEXT, SCROLL TO FIND THE "Community Emergency Response Team (CERT) Basic Course – Hybrid Training"



## THIS LINK AT THE BOTTOM OF THE MAIN PAGE WILL TAKE YOU TO THE LOGIN AND CREATE ACCOUNT PAGES. YOU MUST FIND THE COURSE BY CLICKING THE BROWSE TRAINING IN PIC ABOVE.



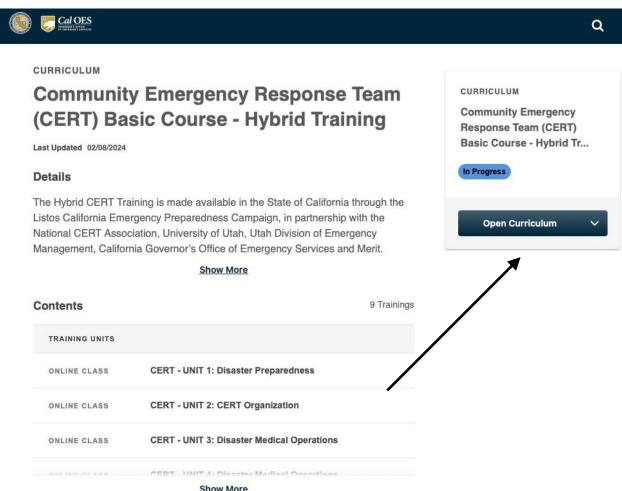
Once the Curriculum has opened, click the REQUEST button and the course will go to your LEARNING PORTAL.



Access your LEARNING PORTAL in the upper right corner of the HOME page. See the TRAINING in PROGRESS section to access the course(s) you requested. Click on the course to open.



#### Click on OPEN CURRICULUM (again!)

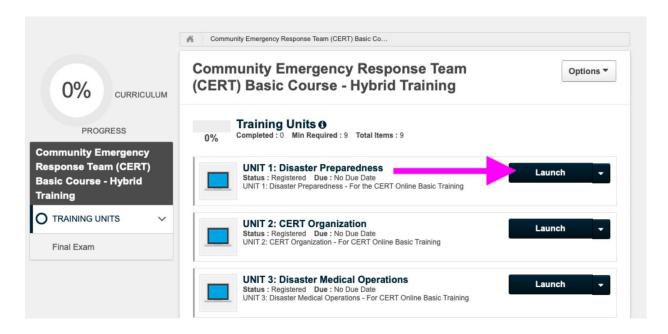


**Show More** 

#### Select the module you want to do, and click LAUNCH:

The module will pop open a new window, and you can work through it to completion.

Continue with all modules in the CERT Basic Course – Hybrid Training until you have completed all of them. The site will track your progress.



#### FIND & PRINT YOUR COMPLETION CERTIFICATE!

Once you have completed all of the modules, you will need to capture your completion certificate to show your in-person trainers. You may receive an email from <a href="help@merit.com">help@merit.com</a> regarding tracking your progress on the modules – you are welcome to use this service to track your progress, but it's not necessary. What will be required by your in-person trainers is the FINAL completion certificate.

Here's how you can find that: Be sure you are logged in to the California Specialized Training Institute Learning Management System website.

Click the "BROWSE TRAINING" button and scroll to the Community Emergency Response Team (CERT) Basic Course – Hybrid Training" again.

The page will show you have completed the course.

#### On the top right, click on the link to YOUR TRANSCRIPT:

CURRICULUM

## **Community Emergency Response Team (CERT) Basic Course - Hybrid Training**

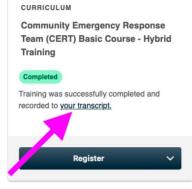
Last Updated 07/13/2021

#### **Details**

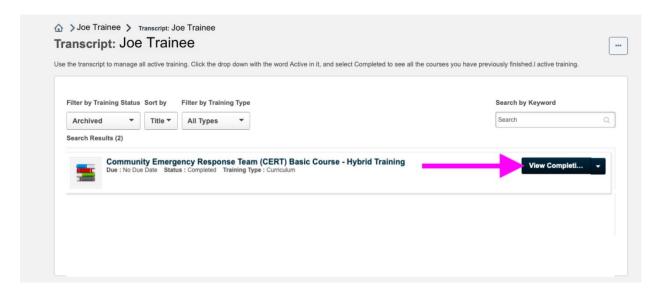
The Hybrid CERT Training is made available in the State of California through the Listos California Emergency Preparedness Campaign, in partnership with the National CERT Association, University of Utah, Utah Division of Emergency Management, California Governor's Office of Emergency Services and Merit.

#### **Show More**



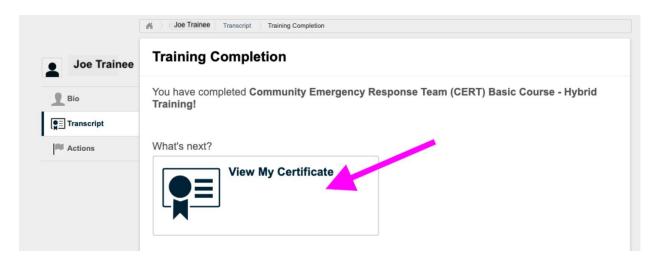


#### Click the View Completion link to find your certificate:



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#### **Click VIEW MY CERTIFICATE:**



The site will pop up a new window showing your certificate of completion. CONGRATULATIONS!!!

You can either: print it out OR download it to your phone to show to your instructors at your next in person training.