

## Community Emergency Response Team (CERT) Course Authorization Request Form



NAME \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_ EMAIL \_\_\_\_\_

REQUESTING AGENCY/GROUP/EMPLOYEE \_\_\_\_\_ APPROXIMATE # OF STUDENTS TO BE TRAINED \_\_\_\_\_

PREFERRED TRAINING DATES \_\_\_\_\_ START TIME \_\_\_\_\_ END TIME \_\_\_\_\_

LOCATION OF TRAINING (name of facility) \_\_\_\_\_

ADDRESS (of facility) \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ COUNTY \_\_\_\_\_

DO YOU WANT OKOHS TO PUBLICIZE THIS COURSE ON THE CERT WEB SITE?     YES \*     NO

\* IF YES, WHO SHOULD STUDENTS CONTACT TO REGISTER? \_\_\_\_\_  
PROVIDE THE PREFERRED METHOD: NAME & PHONE or EMAIL or WEB SITE

ARE YOU AN OKOHS CERT INSTRUCTOR?     YES     NO    IF YES, CERT INSTRUCTOR # \_\_\_\_\_

**Select type of delivery**

- IN HOUSE DELIVERY** (Only Course Completion Certificates are needed. Requesting POC can provide all training materials, props, manuals and backpacks according to the National and OKOHS CERT standards.)
- OKOHS SUPPORTED DELIVERY** (Requesting POC needs some assistance from OKOHS to conduct the course, e.g. backpacks & certificates only or manuals, backpacks & certificates, etc.) If you select this delivery, please indicate below what materials you are requesting for this course.  
 \_\_\_\_\_
- OKOHS DELIVERY** (All materials necessary to provide this course are provided by OKOHS including the Instructor, if necessary)

ADDITIONAL INFORMATION NEEDED TO SCHEDULE THE COURSE:

  
  
  

**OKOHS USE ONLY:**

COURSE #:	DATE	DATE
OKOHS APPROVAL		SUPPORT APPROVAL

**QUESTIONS about completing the request form?**  
 Contact OKOHS at 405-425-7296 for assistance!

# Community Emergency Response Team (CERT) Course Authorization Request Form INSTRUCTIONS



The following instructions should be followed when completing a CERT Course Authorization Request Form.

- One form is required for each class being requested
- This form must be completed in full and submitted at least 6-8 weeks prior to the **PREFERRED TRAINING DATE** identified
- A typical CERT class is approximately 20 hours
- The Oklahoma Office of Homeland Security (OKOHS) provides CERT training at no cost
- The agency requesting training should provide a facility with indoor classroom space & room for outdoor activities.
- If you have questions about completing the form, contact OKOHS at 405-425-2204.

#### REQUESTING AGENCY/GROUP/EMPLOYER:

For non-Instructors completing the form – Identify the agency, group, employer, etc. with which you are associated.

For Instructors completing the form – Identify the agency, group, employer, etc. for which you are providing the training.

#### APPROXIMATE NUMBER OF STUDENTS TO BE TRAINED:

Provide the approximate number of students you expect to train in this course. The ideal class size is 20 students, however the minimum is 15 and the maximum is 35. If you expect enrollment to exceed 35 students, additional Instructors will be required. **OKOHS will not provide any course support for classes not meeting the minimum enrollment requirement.**

#### PREFERRED TRAINING DATES:

Provide your top choice for having the class. If there is a conflict, you will be contacted to identify alternative dates.

#### START TIME / END TIME:

Provide the time you expect the class to start and finish each day.

#### LOCATION OF COURSE:

This is the name of the facility where the course will take place. Please keep in mind there should be sufficient classroom space for the course as well as a location to park the CERT Prop Trailer nearby (if it is needed). A physical address is required in order to deliver the CERT Prop Trailer.

#### DO YOU WANT OKOHS TO PUBLICIZE THE COURSE:

OKOHS can assist you in meeting the enrollment requirement by posting the class on the Oklahoma CERT web site ([www.cert.ok.gov](http://www.cert.ok.gov)). If you would like assistance in publicizing the class, check yes. All registrations will be facilitated through the OKOHS website.

#### ARE YOU AN OKOHS INSTRUCTOR:

If you are not an OKOHS CERT Instructor, check no. OKOHS will provide an Instructor for your course. If you know an OKOHS Instructor you would like to request to teach your course, provide his or her name and contact info in the **ADDITIONAL INFORMATION** box. **Only OKOHS approved Instructors are permitted to utilize state resources to provide CERT training.**

**TYPE OF DELIVERY:**

There are three types of delivery provided by OKOHS. If you have questions about the appropriate delivery for your request, contact OKOHS. Please keep in mind that audio/visual materials are not included. Arrangements for Projectors, laptops, microphones, etc. must be made by the Instructor.

**ADDITIONAL INFORMATION:**

Please provide any additional information you think is needed in order to schedule your class.

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Submit completed forms via one of the following three methods:

FAX:

ATTN: OKOHS CERT Program  
(405) 425-7295

EMAIL:

RE: OKOHS CERT Program  
[wmarcy@dps.state.ok.us](mailto:wmarcy@dps.state.ok.us)

PHYSICAL MAIL:

OKOHS CERT Program  
P.O. Box 11415  
Oklahoma City, OK 73136

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Questions should be directed to OKOHS at 405-425-7296 or [citizencorps@dps.state.ok.us](mailto:citizencorps@dps.state.ok.us).