



Memorandum of Understanding

BETWEEN

VOLUNTEER WEST VIRGINIA

(the state's commission for national and community service)

AND

CERT PROGRAM INFORMATION	
Organization Name	Contact Name
Address	E-MAIL
City	PHONE
State & Zip	FAX

As part of Volunteer West Virginia's Disaster Services program, Community Emergency Response Training (CERT) is encouraged in communities throughout the state. CERT strengthens the capacity of disaster volunteers to support first responders and help their neighbors in an emergency. In addition, CERT elevates the level of individual, family, and neighborhood preparedness for disasters of all kinds.

Purpose of Agreement: To ensure proper reporting; allow for volunteer recognition; ensure proper use of funding and materials; create a statewide volunteer database of disaster trained volunteers; and aid in standardization of basic CERT Training.

CERT Program Managers will:

- Ensure that CERT trained volunteers deploy only according to local Emergency Management instructions.
- Sign and submit this Memorandum of Agreement (MOU) with Volunteer West Virginia. *In the event said CERT program leadership changes, the program must submit a new MOU with proper signatures.*
- Submit monthly [CERT Program Activity Reports](#)* to Volunteer West Virginia for data collection purposes to capture CERT volunteer hours and activities, such as preparedness outreach & education, community service, meetings, trainings and/or [deployments](#). *NOTE: if there are NO CERT activities during a time period, there is no need to submit a report.*
- Annually:
 - Update their information on the [National CERT website](#).
 - Conduct one Basic CERT Training Course.
 - Participate in one multi-agency exercise or conduct one CERT exercise.

CERT Program Managers and/or CERT Training Coordinators will:

- Ensure that CERT kits are distributed only to those who complete the CERT Course and are used appropriately.
- Submit [CERT Class Graduate Roster](#) and [Instructor Roster](#) upon class completion.

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