Issaquah Emergency Management Emergency Worker Application Process

	(CERT) Permanent Emergency Workers Application Process (Compliant with WAC 118)	
Step	**Action:**	**Comments:**

1	Obtain or have Emergency Management e-mail to you the City of Issaquah Emergency Worker application packet.
	○ Complete **Emergency Operations Management Adult Volunteer Service Agreement for CERT**
	○ Complete **Emergency Worker Registration Card** (EMD 024)
	  • Ensure all spaces are filled/legible **particularly <u>Driver's License No</u>**
	  • List all training completed even if not required
	○ Receive Personal Responsibilities of Emergency Workers (WAC 118-04-200)
	○ Photo for the Emergency Worker ID will be taken at this time
		Obtain packet from Jared Schneider
		jareds@issaquahwa.gov
		Return to:
		Emergency Management
		Jared Schneider
		jareds@issaquahwa.gov

2	Start completing basic and online requirements: ○ CERT Class or IS 317 or Emergency Preparedness Class ○ IS 100 : https://training.fema.gov/is/courseoverview.aspx?code=IS-100.b ○ IS 700 : http://training.fema.gov/is/courseoverview.aspx?code=IS-700.a ○ CPR/AED/First Aid (must be renewed every two years)	FEMA will require a **Student ID Number** in lieu of the SS# for every test so get your SID at: https://cdp.dhs.gov/femasid
3	Applicant sends Emergency Management, Jared Schneider, an electronic copy of all required certificates. This can be completed within 6 months of application.	EM may have classroom ICS classes available.
4	Emergency Management will review application for completion.	EM process
5	Emergency Management will send applicant the link for a Background Check. Applicant will complete required information, including SSN, and submit online. Emergency Management will process paperwork and Background Check. Emergency Worker ID printed	EM process – your SSN will be required
6	Attend an Issaquah Emergency Worker Orientation and receive your Issaquah Emergency Worker ID Card.	EM
7	Continue with additional, recommend online training: ○ IS 200 : https://training.fema.gov/is/courseoverview.aspx?code=IS-200.c ○ IS 800 : http://training.fema.gov/is/courseoverview.aspx?code=IS-800.d Advance to recommended, in-person training: ○ ICS 300 : https://apps.usfa.fema.gov/nfacourses/catalog/details/10620 ○ ICS 400 : https://apps.usfa.fema.gov/nfacourses/catalog/details/10621	These classes will enhance your skills in responding to real emergencies and are highly recommended for all CERTs