



## Registering to complete CERT as a group?

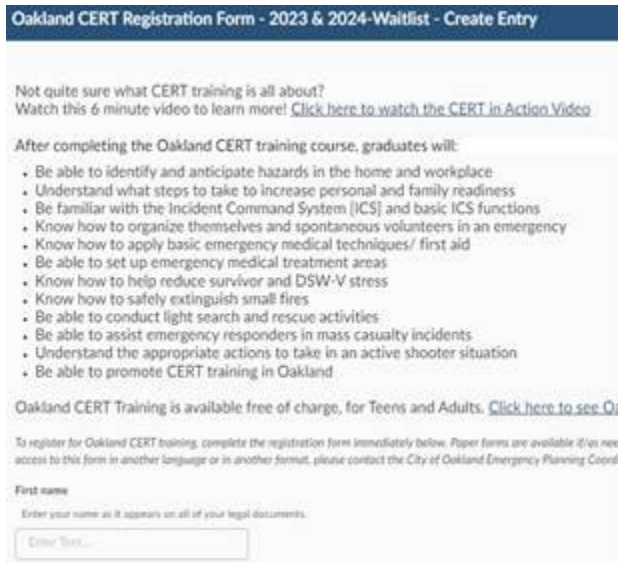
Follow the steps below to ensure that members are added to your neighborhood CERT team once trained.

### Instructions:

1. Submit a registration form via the City of Oakland’s VEOCI system to complete Oakland CERT Training. The registration form is linked here: <https://veoci.com/v/p/form/dukavagmrgw>
  - a. Select the course session your group would like to complete
  - b. Select the appropriate Organizational Tag
    - i. **IMPORTANT NOTE:** You may need to coordinate with the CERT Basic Training lead in order to have an Organizational Tag created for your group/team. Once your team’s Organizational Tag is created, it is valid to use moving forward as you recruit additional team members and encourage them to complete CERT training on behalf of your organization/team.
    - ii. **Please make sure to select your neighborhood affiliation/organizational tag at the time of registration.**
    - iii. Please keep your own list so that you can compare lists if necessary, later down the road.

Here are a few screenshots to support the instructions outlined above. If you have questions or trouble with any of the steps, please contact your Oakland CERT Training Administrator.

### REGISTRATION FORM



SELECT THE CERT SESSION YOUR TEAM WOULD LIKE TO COMPLETE. Note: Oakland CERT Training can be completed via Hybrid Delivery or via the 3-Day Accelerated/In-Person delivery. For a description of each, visit our [CERT FAQ page, here](#).

Registration Form Guidance (pictures – continued on next page) →





**Oakland CERT Registration Form - 2023 & 2024-Waitlist - Create Entry**

Enter Text:

Select a class session, **REQUIRED**

Which CERT cohort do you want to join?  
\*Limit 50 participants per session. Verification will be required to attend CERT Training Sessions reserved for staff/employees of the City of Oakland and Community Partners.

Select an Option

There are no additional Oakland CERT Classes remaining in 2023. Select this option to be put on the waitlist for classes in 2024.

(201) 555-0123

### SELECT YOUR NEIGHBORHOOD/ORGANIZATIONAL AFFILIATION/ORG. TAG

**Oakland CERT Registration Form - 2023 & 2024-Waitlist - Create Entry**

Are you registering as a part of a team or group?

Select your neighborhood or organizational affiliation.

Select an Option

- Melrose Neighborhood Council
- Rainbow Neighborhood Council
- Maxwell Park Emergency Response Team
- Communities for a Better Environment
- West Oakland Civic Corps

**Heads up:** if someone on your team has submitted a registration form previously/in the past, the system will not allow them to register again using the same email address. If this happens, please contact the Oakland CERT Training Administrator and provide the following information:

1. Full First Name
2. Full Last Name
3. Email Address
4. Complete Phone Number
5. Preferred CERT Basic training session date/cohort

The Oakland CERT Training Administrator will search the system and update the training preferences on the back end.

**IMPORTANT: DO NOT USE ANOTHER/SECOND EMAIL ADDRESS AS TO GET AROUND THE ERROR/DATA VALIDATION MESSAGE** as it will create duplicate CERT Member Profiles in and clutter the system.

--- Registration Form Guidance (end) ---

### Next Steps After CERT Registration/Application Submission:

1. Registrants receive a Notice of CERT Registration Acceptance.
2. Registrants are invited to attend the Welcome & Orientation Video for their chosen session. All scheduled session dates/times are published on the website. Please note that you may need to scroll down a bit to see the





# City of Oakland



full/current course schedule. The CERT Training Schedule is linked here:

<https://www.oaklandca.gov/topics/oaklandcert#cert-training-schedule>.

3. Registrants set up their e-learning account (this step is mandatory if you are completing a Hybrid CERT course).
4. Registrants receive a calendar invitation (and Zoom links if applicable) to any/all CERT meetings scheduled to take place during the training session.
5. Registrants complete the online portion of the Oakland Hybrid CERT Basic Training. This also includes the Triage Module (not included with Units 1-8).
6. Registrants email CERTificates of completion of units 1-8, 9 (Final Exam), and the Triage Module to [CORE@oakandca.gov](mailto:CORE@oakandca.gov).
7. Registrants attend the Oakland CERT Skills Training & Assessment. All scheduled session dates/times are published on the website, here: <https://www.oaklandca.gov/topics/oaklandcert#cert-training-schedule>.
8. Registrants are connected/assigned to the CERT Team that they selected (via Organizational Tag) at the time of registration. If no tag was selected, registrants will be assigned to the CERT Team that is closest to the physical address that was recorded at the time of course registration.



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