NC CERT Program
Class TERMS Add Request

Class Offering:	☐ Basic Training (21 hours)
Is this a new or existing CERT?	☐ New ☐ Existing
Name of CERT:	
Sponsoring Agency:	
Name of Individual Requesting Class (Point of Contact or POC):	
POC Phone & Email:	
Primary Instructor: (must have taken *CERT Train-the-Trainer*)	
Primary Instructor Phone & Email:	
Additional Instructors: (not required to have taken *CERT TTT* if Subject Matter Expert)	
Name of Location for class:	
Address of Location for class:	
City, State, ZIP:	

Is this location handicap-accessible?	☐ Yes ☐ No	Maximum number of students for location:	
Is there a safe outdoor area for the burn pan demonstration/fire extinguisher training?	☐ Yes ☐ No	Do you have permission from the facility to do the burn pan demonstration/ fire extinguisher training?	☐ Yes ☐ No

Facility Point of Contact who can grant permission for fire extinguisher training: (security, facility manager, etc.)	
Facility POC Phone:	
Facility POC Email:	
Requested Date(s) and Time(s):	
Will this class be restricted to a certain group, or open to the public?	

Once your request is processed, the class will be added in TERMS, and you will get a link to share so people can register. Please do not use any external programs for processing registrations.
Return this form to the NC CERT Program Manager cert@ncdps.gov.