



How to Sign Up for Online CERT Training



This brief guide provides step-by-step instructions to sign up for the California Specialized Training Institute's (CSTI) online Community Emergency Response Team training. These online courses provide the foundation for the City of Rancho Santa Margarita CERT program.

To access the course, community members will need to create an account with CSTI and then register for the CERT training.

1. Create an account at csti.org to access the online CERT program:

- a. Visit www.csti.org
- b. Click the green register button on the center of the screen
- c. Follow the on-screen instructions to set up your account.

2. If you already have a CSTI account, you must log in to access the CERT program:

- a. Visit csti.org
- b. Click the purple Login button at the center of the screen
- c. On the Login Page, enter the e-mail and password you used to register.

3. To Browse for training and access the CERT online course:

- a. Login at csti.org
- b. Select the large yellow Browse Training button on the home page
- c. Under the Subject, on the left filter menu, select CERT to show CERT courses
- d. Select "Community Emergency Response Team (CERT) Basic Course - Hybrid Training" in English, Spanish, or Chinese (Simplified)
- e. Click Register/ or launch to begin:
 - i. *If you have previously requested this course, you can launch the course within your student transcript Menu > Universal Profile > Transcript

4. You can take the course at your own pace, but make sure to print your completion certificate once you are done by following these instructions:

- a. Login at csti.org
- b. Under the Home Menu, select "Universal Profile"
- c. Click on the Transcript Tab
- d. On the Active Tab Drop Down and select "Completed"
- e. On the View Completion button far right of the course name, click the drop-down and "View Certificate"
- f. You can print the certificate for your records