FAQ: CERT/CMAP POSITION TASK BOOKS – FEBRUARY 2024

1) What is a Position Task Book?

A Position Task Book (PTB) identifies the skillsets, competencies, behaviors, and tasks that personnel should demonstrate to become qualified for the position of CERT Volunteer.

2) Why do we need a Position Task Book (PTB)?

a. PTBs create a typing system, which allows for better resource allocation at emergencies. For example, a resource ordering manager at a major incident might request a Type-1 Strike Team or a Type-2 CERT volunteer, etc.
b. Satisfies NIMS core curriculum requirements and National Qualification System (NQS) requirements.
c. Allows cities to receive federal funding, such as Emergency Management Performance Grants.
d. Promotes professionalism among CERT volunteers.

3) **Which CERT Volunteer Types are Available in Orange County?**

a. Type-3 is the basic CERT responder level for in-city functions and city-to-city mutual aid. (Training is required for type-3, but there is no Position Task Book required).

b. Type-2 is now the CMAP responder level for countywide CERT mutual aid functions. (Training is required, along with the type-2 tasks in the Position Task Book).

c. Type-1 is the *optional* Super-CMAP responder level for countywide CERT mutual aid functions. (Training is required, along with the type-1 tasks in the Position Task Book).

4) **How is the FEMA/CMAP Position Task Book Organized?**

a. Page-2 lists all *training* courses required for each type of volunteer.
b. Pages-8, 9, and 10 list the *tasks* required for Type-1 and Type-2 volunteers.

5) **Is There a Grace Period to Comply with the New CERT Typing System?**

a. If you were CMAP qualified under the 2017 CMAP requirements, you are still qualified as a countywide CMAP responder through December 31, 2025.

b. To retain countywide CMAP qualification beyond 2025, the following requirements must be met:

i. Complete Type-2 *Training* by 12/31/25 (mostly on-line), and
ii. Complete Type-2 *Task Book* items by 12/31/29 (mostly in the field or at exercises).

6) **How do the new 2024 CMAP Requirements compare to the 2017 CMAP Requirements?**

a. If you were CMAP qualified under the old 2017 CMAP requirements, you are still qualified as a countywide CMAP responder through December 31, 2025.
b. After 2025, the new training required for CMAP (countywide) response is as follows:

Approved by CMAP 2/15/24	**CERT ACAD**	**IS 100**	**IS 200**	**IS 700**	**IS 800**	**G-606** (a)	**CMAP Course**	**C&R 101** (b)	**ARC Shelter** (c)	**First Aid/ CPR**	**PTB** (d)	**Total Training Hours**
New Required FEMA-Compliant **CMAP Type-2**	18 Hr	2 Hr	4 Hr	4 Hr	NA	1 Hr	6 Hr	2 Hr	NA	6 Hr	Yes	**43 Hrs**
Old 2017 Orange County CMAP	18 Hr	2 Hr	NA	4 Hr	NA	NA	6 Hr	NA	8 Hr	6 Hr	NA	**44 Hrs**

7) What is Type-1 Super-CMAP ?

Type-1 Super-CMAP is completely optional training. It is not required for countywide mutual aid response. Optional Super CMAP consists of the following courses and a Type-1 Position Task Book.

- FEMA IS 288 – 1 Hr
- FEMA IS 315 – 2 Hr
- FEMA IS 505 – 4 Hr
- FEMA IS 800 – 3 Hr
- ARC Shelter Fundamentals – 8 Hr
- Position Task Book (Type-1 Tasks)

8) What About Training Records?

You can access your FEMA training records through the EMI Student Portal at Training.fema.gov. Select download your "Student IS Transcript."

For now, keep your Position Task Book and all originals of your training records. Your local CERT Program Manager will request hard copies or electronic copies of records to verify completion of requirements when you advance to a new type rating.