



## Course Approval Request Form



The Alertar y Preparar LISTOS curriculum was undated and released as the 2<sup>nd</sup> Edition to a statewide committee in Carpinteria in January 2018 and is available for downloading at the FSTI *Alertar y Preparar LISTOS* website, [cafsti.org/programs/alertar-y-preparar-and-listos/](http://cafsti.org/programs/alertar-y-preparar-and-listos/). There is no cost but registration to the site is required to access instructor materials and manuals. Currently, only programs within California can receive grant reimbursements and all instructors must be approved by the *Alertar y Preparar LISTOS* Program Manager. This document will review the requirements for an approved *Alertar y Preparar LISTOS* Train-the-Trainer course.

Note – Like CERT programs, *Alertar y Preparar LISTOS* courses that do not use approved Train-the-Trainer instructors will not be considered state approved and any certificates received for attending or requests for reimbursements will not be recognized by CalOES and/or FSTI.

*Alertar y Preparar LISTOS* Train-the-Trainer course delivery must meet the following requirements:

1. The program must be classroom based and include all units contained in the *Alertar y Preparar LISTOS* curriculum.
2. The program must be delivered by a minimum of two *Alertar y Preparar LISTOS* Train-the-Trainer instructors.

FSTI and sponsoring organizations will create and maintain a list of approved California based Train-the-Trainer instructors and will be available on the FSTI website.

To be added to the California Approved *Alertar y Preparar LISTOS* course instructor list, complete the attached request form with supporting documents and return to the following address:

*Alertar y Preparar LISTOS*  
Program Manager  
Fire Services Training Institute  
PO Box 550  
Santa Barbara, CA 94116

If you have any questions or concerns, please contact FSTI at 888-977-1635 or email [mike.williams@cafsti.net](mailto:mike.williams@cafsti.net).



## Section 1 – *Alertar y Preparar* LISTOS Train-the-Trainer Course Overview

### GENERAL OBJECTIVE

- Provide the Instructor a general overview of the scope, program, language, strategies and tools to teach the *Alertar y Preparar* LISTOS course.

### SPECIFIC OBJECTIVES

- Learn how to establish the “Rules of the game.”
- Learn how to present the course in a complete, succinct and attractive manner.
- Familiarize students with the basic language.

### STRATEGIES AND TOOLS

- Dynamic activities and games
- Activities that interest the group and provide fun in order to enhance the learning experience.

#### *Visual Presentations*

- This tool allows the instructor to graphically present ideas that could be limited by verbal expression only. This also reinforces concepts and key terms.

#### *Oral Presentation*

- The traditional method of presenting a topic through spoken word. It is important to be careful of tone, volume and speech when addressing your audience.

#### *Instructor and Participant Manuals*

- The manual is used as an established reference. The student can use this guide as a reference throughout the course.

#### *Additional Resources*

- Become aware of digital or bibliographical references that can be used to expand upon participant’s knowledge.

#### *Demonstration*

- Especially useful during physical skills participants learn such as turning off building power and fire extinguisher use.

Upon conclusion, Train-the-Trainer participants will have learned the following:

- Course content and scheduling.
- How to use the course’s various instructional course strategies and resources.
- How to use resources, sources and how to refer participants to use them.



## Section II – Approval Considerations

FSTI and the *Alertar y Preparar* LISTOS Program Manager will vet each request to ensure that the course is delivered per FSTI's standards and practices and to the requirements of the CalOES grant. During the vetting process, FSTI will review the host agency, course curriculum, instructor qualifications, instructor to student ration and participant requirements.

### HOST AGENCY or ORGANIZATION

*Alertar y Preparar* LISTOS Train-the-Trainer must be conducted by or in partnership with a FSTI approved *Alertar y Preparar* LISTOS program or sponsoring agency if reimbursement is to be requested. FSTI approved programs are listed on at *cafsti.net*.

### COURSE CURRICULUM

*Alertar y Preparar* LISTOS Train-the-Trainer course is a minimum of 16 hours of classroom based instruction. The curriculum must cover all the units in the *Alertar y Preparar* LISTOS. The course manager is free to rearrange the order of the units as needed.

*Alertar y Preparar* LISTOS instructors must use the most current edition of the Instructor Manual (Spanish and/or English). Participants must use the equivalent Participant Manual. Both the instructor and participants must also have all classroom support materials and instructor kit.

It is highly recommended that the training include hands-on training exercises and individual instruction to demonstrate their teaching and interaction skills.

The teach-back sessions are a core component of the *Alertar y Preparar* LISTOS Train-the-Trainer course and must be executed per the instructions contained in the Instructors Manual.

### INSTRUCTOR QUALIFICATIONS

*Alertar y Preparar* LISTOS instructors should be recruited and selected to conduct this course based on the many of the following qualifications:

- Referral from a current *Alertar y Preparar* LISTOS approved program.
- Be in good standing and affiliated with an approved *Alertar y Preparar* LISTOS or CERT program.
- Recommended from a sponsoring agency or organization.
- Have completed a *Alertar y Preparar* LISTOS Train-the-Trainer course led by a qualified instructor.
- Have experience teaching *Alertar y Preparar* LISTOS and/or CERT programs.
- Must have taught a *Alertar y Preparar* LISTOS program within the last six months.
- An established track record of excellent evaluations of *Alertar y Preparar* LISTOS and/or CERT programs.
- Have at minimum completed IS/ICS 100 and a SEMS introduction course.



Additional qualifications that would satisfy instructor qualifications can be found at [californiavolunteer.org/cert](http://californiavolunteer.org/cert).

## NUMBER OF INSTRUCTORS

*Alertar y Preparar* LISTOS Train-the-Trainer deliveries must have a minimum of two instructors and an instructor-to-instructor ratio of at least one instructor per 12 participants. This ratio is the number of present instructors. The minimum instructor-to-participant ratio ensures the following:

- There is adequate expertise to answer questions from the participants.
- There is an adequate number of instructors to lead the group sessions.
- Participants receive the proper amount of one-on-one attention.

At least two instructors must be *Alertar y Preparar* LISTOS approved Train-the-Trainer instructors. This is the same requirement for California approved CERT Train-the-Trainer Instructors.

## PARTICIPANTS

*Alertar y Preparar* LISTOS Train-the-Trainer participants must have taken the basic course and be referred by an approved sponsoring agency/organization.

*Alertar y Preparar* LISTOS Train-the-Trainer participant must be able to dedicate 100 percent of their time to being an active participant in the course. Individuals that spend class time assisting with the logistics of the trainings such as lunch or check-in should not receive a course certificate.



### **Section III - *Alertar y Preparar* LISTOS Train-the-Trainer Course Approval Request Form**

The following documents are required for *Alertar y Preparar* LISTOS Train-the-Trainer course approval to include grant reimbursement:

- *Alertar y Preparar* LISTOS Train-the-Trainer course approval request form.
- *Alertar y Preparar* LISTOS Train-the-Trainer Certificate of Course Manger
- Course schedule
- Course flyer
- *Alertar y Preparar* LISTOS Train-the-Trainer participant roster.

The *Alertar y Preparar* LISTOS Train-the-Trainer Course Approval Request form should be submitted at least two weeks prior to the course announcement. Send all forms and documentation to the following address:

*Alertar y Preparar* LISTOS  
Program Manager  
Fire Services Training Institute  
PO Box 550  
Santa Barbara, CA 93116

Do not send documentation or contact California Volunteers or CalEMA.



## CLASS REGISTRATION

### ***ALERTAR y PREPARAR LISTOS***

The mission of *Alertar y Preparar LISTOS* is to provide Spanish speaking populations with information about the importance of disaster readiness that includes the sharing of preparedness skills and information with family and friends. The *Alertar y Preparar LISTOS* curriculum emphasizes targeted recruitment and Spanish language presentation tailored to specific cultural and linguistic needs of Latino Communities.

**Basic Program-Spanish**     **Basic Program-English**     **Train-the-Trainer-Spanish**     **Train-the-Trainer-English**

Date/Time	
Location	
Lead Instructor	
Second Instructor	
Sponsor/Program	
Address	
Email	
Telephone	
Grant Reimbursement	
Additional needs	

Send the completed form to the Alertar y Preparar LISTOS Program Manager at the following address:

*Alertar y Preparar LISTOS*  
Program Manager  
Fire Services Training Institute  
PO Box 550  
Santa Barbara, CA 93105  
805-967-6727 fax  
*mike.williams@cafsti.net*