

## ERT Renewal Class Registration Instructions

Thank you for your interest in the Early Response Team (ERT) Recertification Training. **Please read and complete the following steps as soon as possible** in order to ensure that you are prepared prior to the class. Failure to complete the background check and photo **five (5) days prior** to the remote training date will preclude you from participating.

**You will get the Zoom information to attend the class after you complete the steps below.**

**NOTE:** It is possible for several people to participate in the training together (family members, etc.), but each person will need to register and complete all of the requirements in order to receive the ERT credential. Please assure each individual participates by registering via separate email addresses. If you have questions, please email me for recommendations at [carm-lee@pacbell.net](mailto:carm-lee@pacbell.net).

**Step one:** Go to the Google Sheet to list your name and contact information and then return to the sheet to indicate you have completed the registration steps (explained below):

[https://drive.google.com/file/d/1FCq8l\\_5JAY5duN1NXTQqScPIAmp-faZa/view?usp=sharing](https://drive.google.com/file/d/1FCq8l_5JAY5duN1NXTQqScPIAmp-faZa/view?usp=sharing)

**Step two:** please go to <https://tinyurl.com/umcorv> to complete the required background check. **This background check is a requirement by UMCOR regardless of other background checks you may have completed recently.** There is no cost to you for the check unless you choose to pay for it as a contribution to offset UMCOR's expense.

Here are other considerations to make while completing this check:

1. You must use your legal name when filling out the form
2. Read and follow the instructions carefully
3. Payment is optional, but do NOT use 'Fast Pay' if you choose to pay
4. If you are prompted for a "Good Deed Code" or have any difficulties in the process, please email me at [carm-lee@pacbell.net](mailto:carm-lee@pacbell.net) for assistance
5. Upon completion, please forward a copy of the completion letter to [carm-lee@pacbell.net](mailto:carm-lee@pacbell.net).

**Step three:** go to <https://www.cnumc.org/backgroundcheckprocedure> and complete the required Safe Gatherings training that is required every three years. There will be a fee of \$41 for this. We are not charging a class fee other than this to keep things as simple as possible.

**Step four:** go to [www.zoom.us](http://www.zoom.us) and download the Zoom software on your computer if you haven't done so previously. You will need to establish an account. The download and account setup are free but needs to be done prior to the training.

**Step five:** Run the Zoom software on your computer ahead of time to make sure that your microphone and speakers are working properly.

**Step six:** Using the following suggestions, take a photo of yourself and send it to [carm-lee@pacbell.net](mailto:carm-lee@pacbell.net). This photo will be used for your identification badge, which is issued by UMCOR.

- Stand approximately two (2) feet away from a solid background without any clutter.



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- Using a cell phone, take a picture of yourself (or use a digital camera and have someone take it for you).
- Best results are obtained if you hold the phone at eye-level and fill approximately ½ of the screen with an image of your head and shoulders. Please do not wear dark glasses or hats of any kind. Look into the phone - a smile makes a pleasing photograph.
- Email your photo as an attachment at least five (5) days prior to the class to [carm-lee@pacbell.net](mailto:carm-lee@pacbell.net) and **include your name in the subject** line.