



FEMA ICS CLASSES

A Step-by-Step Guide For Completing a FEMA ICS Self Study Class Online at SUNY Upstate

If you need to get one, please register using <https://cdp.dhs.gov/femasid>

Please do not contact the SUNY UPSTATE Department of Emergency Management or the FEMA Independent Study program office, as they cannot assist with this

1

OBTAIN YOUR FEMA SID (Student ID Number)

2

OBTAIN YOUR Login.gov account

This step is in addition to your FEMA SID. go to <https://login.gov/>

Important:

- Use the **same name** as your FEMA SID
- Use the **same email** as your FEMA SID

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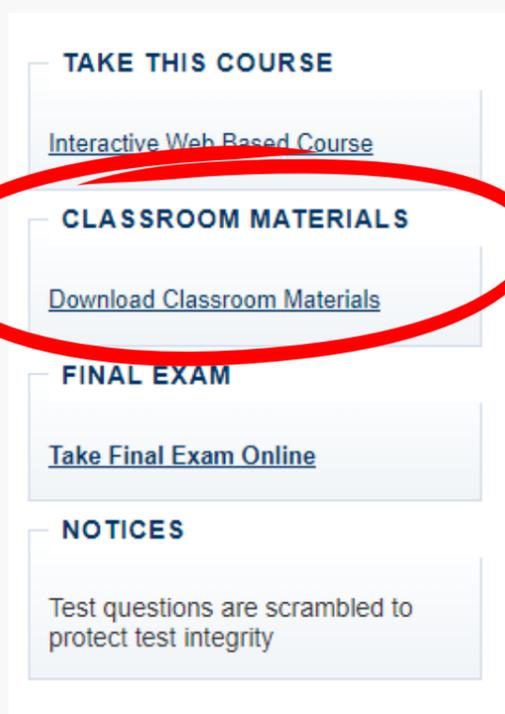
Choose Your Class

- IS-100.C: Introduction to the Incident Command System
 - <https://training.fema.gov/is/courseoverview.aspx?code=IS-100.c&lang=en>
- IS-200.C: Basic Incident Command System for Initial Response
 - <https://training.fema.gov/is/courseoverview.aspx?code=IS-200.c&lang=en>
- IS-700.B: National Incident Management System (NIMS) An Introduction
 - <https://training.fema.gov/is/courseoverview.aspx?code=IS-700.b&lang=en>
- IS-800.D: National Response Framework, An Introduction
 - <https://training.fema.gov/is/courseoverview.aspx?code=IS-800.d&lang=en>

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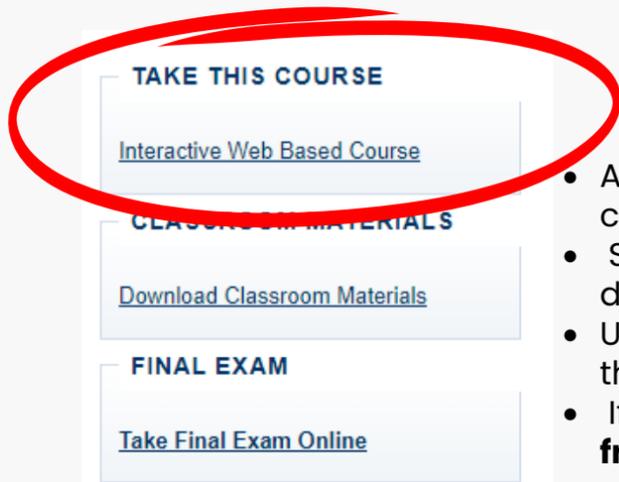
Now, look on the right side of the screen.

Helpful Hint:
Download the Classroom Materials



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Start the Class



- Allow about 2 hours to take one of these courses.
- Select the different lessons from the dropdown menu.
- Use the forward and backward arrows on the screen to move through each lesson.
- If you must leave the course, **do not exit from the course or close your browser.**
 - If you exit the course, you must start that lesson over again.

- Once you complete the final Course Summary lesson, you will be prompted to 'Take the Exam.'
- You must complete the entire class and the Final Exam to receive credit.

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TAKE THE EXAM

TAKE THIS COURSE

[Interactive Web Based Course](#)

CLASSROOM MATERIALS

[Download Classroom Materials](#)

FINAL EXAM

[Take Final Exam Online](#)

- Each time you take the test, the questions are scrambled differently.
- **HINT: USE THE CLASSROOM MATERIALS YOU DOWNLOADED**
- **SIGN IN USING LOGIN.GOV and FEMA SID you created in Step 1 & Step 2**

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Answer every question then hit Submit

- After test completion, a confirmation email usually arrives within 30 minutes.
- If you pass the exam with 75%, you will receive a link to your electronic certificate
- input on Login.gov and FEMA SID registration.
- You will not receive a hard copy of the certificate in the mail.
- **If you do not achieve 75%, you must retake the exam.**
- The electronic certificate will be in a Portable Document Format (PDF) file, which you can save and /or print.
- Please add independent.study@fema.dhs.gov to your Friendly Email/Approved Senders list to ensure you receive a completion confirmation email for your exam submission. essentialportant that you retain the Independent Study email message with the link for your certificate in your records,
- If you have questions, please email independent.study@fema.dhs.gov.

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Send PDF to CMD CTR Email

Please email your PDF certificates of completion to **CmdCtr@upstate.edu**, and the Department of Emergency Management will enter them into SUNY Upstate's training tracker.

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If you need another class to be compliant go to Step #3

**If you don't need another class, then you are all set!
Thank you!**

If you have an inquiry regarding the FEMA Independent Study Program, such as requests for certificates, transcripts, or online test scores/results, please get in touch with the FEMA Independent Study program office at Independent.Study@fema.dhs.gov for further assistance.

Any questions regarding these classes can also be emailed to any of the Department of Emergency Management Team

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