

How to take a FEMA Incident Command Course:

You should allow 2 to 4 hours to take one of these courses. Allow more time if it's your first course, i.e.: IS-100.HCB.

Notice: Independent Study Exams now require a FEMA Student Identification (SID) Number. If you do not yet have a SID, register for one today: <https://cdp.dhs.gov/femasid>. **Please do not contact the Independent Study program office as they are unable to provide assistance with these requests.**

If you have an inquiry regarding the FEMA Independent Study Program, NIMS or other Emergency Management Institute (EMI) related requests such as: requests for certificates, transcripts, online test scores/results, please contact the FEMA Independent Study program office at 301-447-1200 or email Independent.Study@fema.dhs.gov for further assistance. **Please do not contact the FEMA SID Help Desk as they are unable to provide assistance with these requests.**

1. In order to access the independent study courses, please following the links below:

[IS-100.HCB: Introduction to the Incident Command System \(ICS 100\) for Healthcare/Hospitals](#)

[IS-200.HCA: Applying ICS to Healthcare Organizations](#)

[IS-700.a: National Incident Management System \(NIMS\) An Introduction](#)

[IS-800.b.: National Response Framework, An Introduction](#)

2. Click on 'Interactive Web-based Course' to begin. Click on 'Begin the Training'. You will then see the course menu. Click on the first section to begin.

3. Use the forward and backwards arrows on screen to move through each lesson. **YOU MUST COMPLETE THE ENTIRE COURSE TO RECEIVE CREDIT.** If you have to leave the course, do not exit from the course or close your browser. If you exit from the course, you will need to start that lesson over again.

4. At the beginning and end of each lesson, you will be offered a chance to download and print the lesson which is a good idea to have for future reference and study for the final exam.

5. Once you have completed the final lesson entitle Course Summary, you will be prompted to 'Take the Exam'. FEMA Student Identification Number (SID), contact information and e-mail address. This is your "registration" for the course and is required to receive credit.

6. You will then receive the following message:

Dear "Your Name",

Thank you for your "Course Name" test submission.

Your exam submission must be processed within our database before your course is considered complete. Once complete in our system, your record will be updated and you will receive an email within 1-2 business days with a link to view your electronic certificate.

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Management

The certificate will be in a Portable Document Format (PDF) file. You will be able to save and /or print the file. Adobe Reader is required to open the certificate. If you do not have this software, it can be obtained as a free download at <http://www.adobe.com>

You may not receive an email from the Independent Study Office because of the following issues:

- **Spam / junk mail filtering**
- **Invalid email address provided during final exam submission**
- **There may be a technical problem / Exam Submission Issues**

In order to ensure that your transcript accurately reflects your course completions, the Independent Study Office may email you to request additional information. Your attention to these types of requests is important to make certain that your exam submission is processed correctly.

Students who submit and pass a course online will not receive a hard copy certificate in the mail. It is important that you retain the Independent Study email message with the link for your certificate in your records, as this is the only way to access your completion certificate.

If you have questions, please contact us at 301-447-1200 or email independent.study@fema.dhs.gov.

IS Hint:

Please be sure to 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. This action is especially important if you use providers such as AOL, Yahoo, EarthLink, MSN, Hotmail, SBCGlobal, or Roadrunner, as your email provider may use email filters.

7. Upon receipt of the completion certificate, you should send the certificate to Organizational Training, JH Room 417 or forward to OTD@upstate.edu to ensure entry into your training record.

If you have any questions, contact the Department of Emergency Management at 464-4180 or 464-5900.