



# How to Register and Take FEMA Independent Study Online Courses

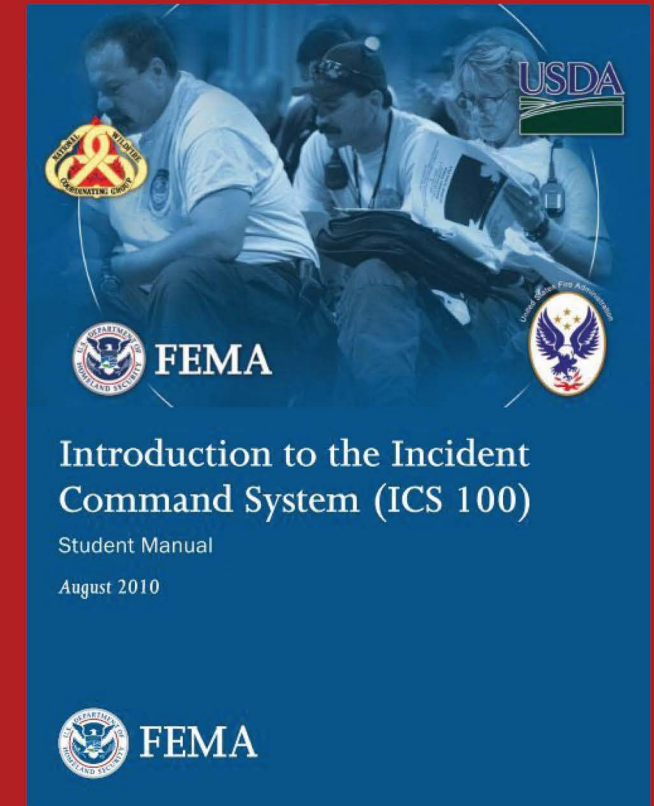


**FEMA**

Emergency  
Management  
Institute

# Purpose of FEMA NIMS/ICS Training

- The National Incident Management System (NIMS) and Incident Command System (ICS) training will be implemented at Lee College to guide key personnel in managing incidents and to coordinate with first responders seamlessly.
- Per guidance from the U.S. Departments of Homeland Security and Education, all “key personnel” involved in college emergency management and incident response should take NIMS/ICS online courses.
- Lee College's key personnel have been identified based on their role in emergency management and incident response. See the Key Personnel training matrix in the next slide.
- Required NIMS/ICS online courses will be assigned to key personnel through NEOED, where certificates can be uploaded upon completion.



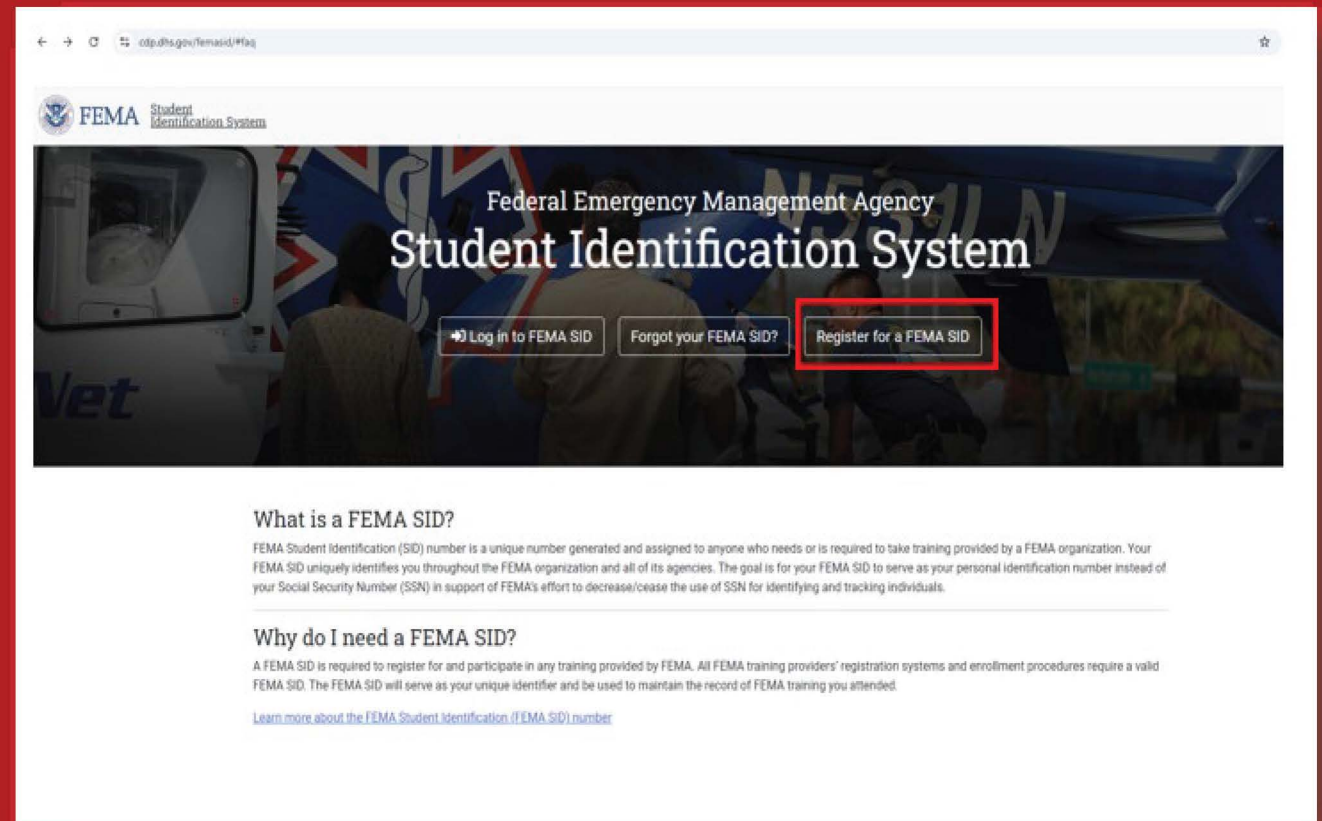


**LEE COLLEGE KEY PERSONNEL  
NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) & INCIDENT COMMAND SYSTEM (ICS) TRAINING**

<b>NIMS/ICS TRAINING REQUIREMENTS</b>		
<b>GENERAL ROLE (REQUIRED)</b>	<b>CRITICAL ROLE (REQUIRED)</b>	<b>LEADERSHIP ROLE (RECOMMENDED)</b>
<p>Personnel with a general role in emergency management, with responsibilities to support incident response, should complete the following online courses:</p> <p><i>IS-100.c Introduction to the Incident Command System, ICS-100</i> <i>IS-700.b An Introduction to the National Incident Management System</i></p> <p><b>NOTE:</b> General Role incident personnel may include:</p> <ul style="list-style-type: none"> <li>➤ Directors/Assistant Directors</li> <li>➤ Division Chairs</li> <li>➤ Athletic Coaches</li> <li>➤ Finance/Payroll Supervisors</li> <li>➤ Human Resources Supervisors</li> <li>➤ Shipping &amp; Receiving Supervisors</li> <li>➤ SRAC Supervisors</li> <li>➤ CARES Team Members</li> <li>➤ Title IX Coordinator</li> <li>➤ Off-Site Campus Supervisors</li> <li>➤ Safety Committee Members</li> </ul> <p>* All faculty and staff are highly encouraged to complete <i>IS-100.c</i> and <i>IS-700. b</i>.</p>	<p>Personnel with a critical role in incident response, with ICS leadership responsibilities and Incident Management Team (IMT) members, should complete the following online courses, at a minimum:</p> <p><i>IS-100.c Introduction to the Incident Command System, ICS-100</i> <i>ICS-200.c Basic Incident Command System for Initial Response, ICS-200</i> <i>IS-700.b An Introduction to the National Incident Management System</i> <i>IS-800.d National Response Framework, an Introduction</i></p> <p><b>NOTE:</b> Critical Role incident personnel may include:</p> <ul style="list-style-type: none"> <li>➤ President</li> <li>➤ Provost</li> <li>➤ Vice Presidents/Chief of Staff</li> <li>➤ Associate Vice Presidents</li> <li>➤ Executive Directors</li> <li>➤ Chief Information Officer</li> <li>➤ Facilities and Maintenance Directors</li> <li>➤ Marketing &amp; Public Affairs Director</li> <li>➤ Security Officers</li> <li>➤ Emergency &amp; Safety Operations Staff</li> </ul>	<p>Personnel typically obligated to command and/or manage an incident or integrate into a Unified Command with first responders, and Incident Management Team (IMT) members may complete the following classroom courses:</p> <p><i>G/ICS-300 Intermediate Incident Command System for Expanding Incidents</i> <i>G/ICS-400 Advanced Incident Command for Complex Incidents</i> <i>G-191 Emergency Operations Center/Incident Command System Interface</i></p> <p><b>NOTE:</b> Leadership Role incident personnel may include:</p> <ul style="list-style-type: none"> <li>➤ President</li> <li>➤ Provost</li> <li>➤ Vice Presidents/Chief of Staff</li> <li>➤ Associate Vice Presidents</li> <li>➤ Executive Directors</li> <li>➤ Chief Information Officer</li> <li>➤ Facilities and Maintenance Directors</li> <li>➤ Marketing &amp; Public Affairs Director</li> <li>➤ Security Chief/Assistant Chief/Corporals</li> <li>➤ Emergency &amp; Safety Ops Manager</li> </ul>

# STEP 1: Register For A FEMA Student Identification (SID) Number

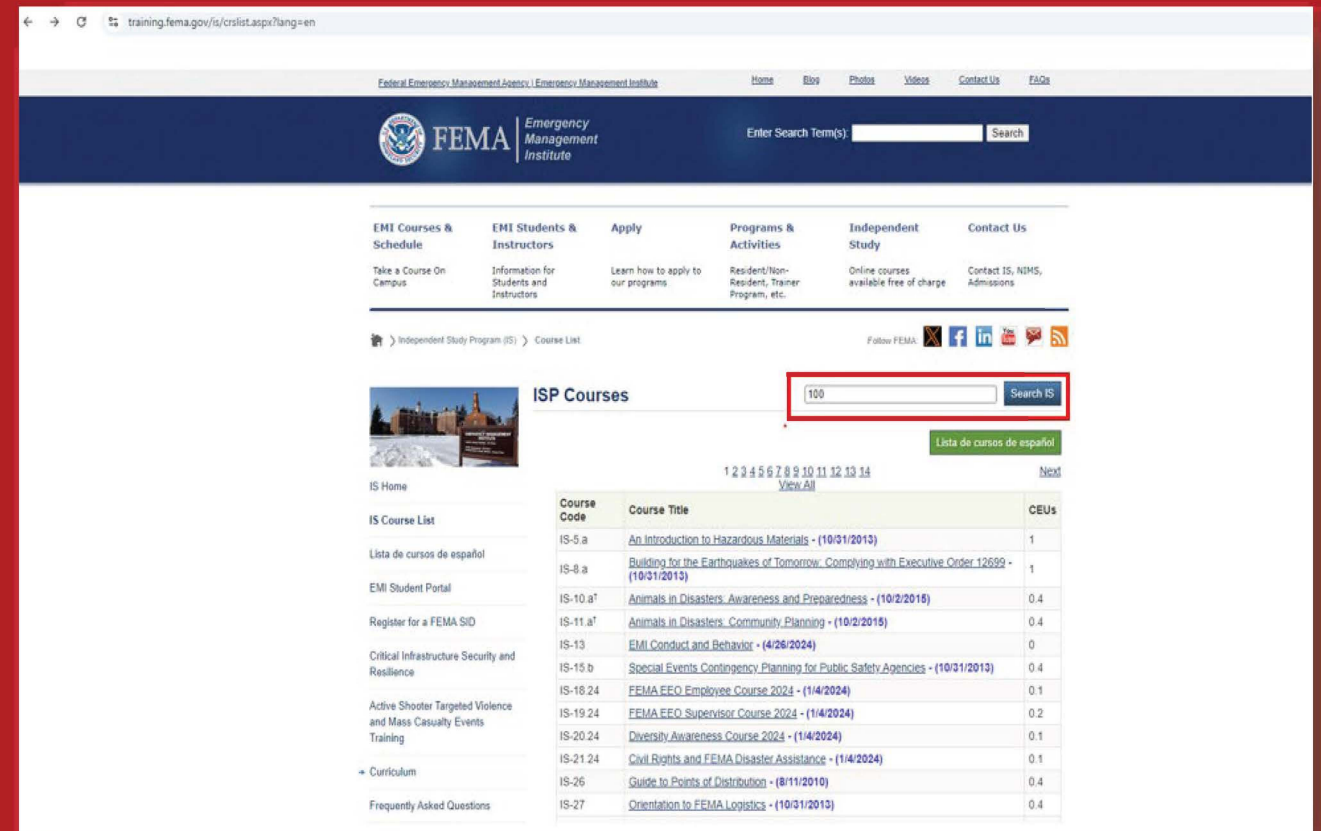
- Go to the FEMA SID website:  
<https://cdp.dhs.gov/femasid/#faq>
- Click on **Register for a FEMA SID**.
- You should receive an email with your FEMA SID within a short time.
- \* *Save your 10-digit FEMA SID, the password you created, the email you used to register, answers to security questions, and the city of birth you entered in your SID profile.*
- \* *You will need your FEMA SID to take final exams online.*
- \* *You will need your FEMA SID and city of birth to download your certificate.*





# STEP 2: Take A FEMA Independent Study (IS) Course

- Go to the FEMA IS Course website: <https://training.fema.gov/is/crslist.aspx?lang=en>
- Type in the FEMA course number that you must take in the Search IS field.
- Personnel with a **General Role** in incident response must take IS-100 and IS-700.
- Personnel with a **Critical Role** in incident response must take IS-100, IS-200, IS-700, and IS-800.
- \* The deadline to complete required courses is **November 30<sup>th</sup>, 2024**.



The screenshot shows the FEMA IS Course website interface. The URL in the browser is [training.fema.gov/is/crslist.aspx?lang=en](https://training.fema.gov/is/crslist.aspx?lang=en). The page features the FEMA logo and navigation links. A search bar is visible with the text "Enter Search Term(s)". Below the search bar, there are several menu items: "EMI Courses & Schedule", "EMI Students & Instructors", "Apply", "Programs & Activities", "Independent Study", and "Contact Us". The "Independent Study" menu item is highlighted. The main content area displays "ISP Courses" with a search input field containing "100" and a "Search IS" button. Below the search bar, there is a table of course listings with columns for "Course Code", "Course Title", and "CEUs".

Course Code	Course Title	CEUs
IS-5 a	An Introduction to Hazardous Materials - (10/31/2013)	1
IS-8 a	Building for the Earthquakes of Tomorrow: Complying with Executive Order 12699 - (10/31/2013)	1
IS-10 a <sup>f</sup>	Animals in Disasters: Awareness and Preparedness - (10/2/2015)	0.4
IS-11 a <sup>f</sup>	Animals in Disasters: Community Planning - (10/2/2015)	0.4
IS-13	EMI Conduct and Behavior - (4/26/2024)	0
IS-15 b	Special Events Contingency Planning for Public Safety Agencies - (10/31/2013)	0.4
IS-16.24	FEMA FFO Employee Course 2024 - (1/4/2024)	0.1
IS-19.24	FEMA FFO Supervisor Course 2024 - (1/4/2024)	0.2
IS-20.24	Diversity Awareness Course 2024 - (1/4/2024)	0.1
IS-21.24	Civil Rights and FEMA Disaster Assistance - (1/4/2024)	0.1
IS-26	Guide to Points of Distribution - (8/11/2010)	0.4
IS-27	Orientation to FEMA Logistics - (10/31/2013)	0.4

# STEP 3: Click On The Course That You Are Required To Take.

- **IS-100.c** Introduction to the Incident Command System, ICS 100 (2 hours)
- **IS-200.c** Basic Incident Command System for Initial Response, ICS-200 (4 hours)
- **IS-700.b** An Introduction to the National Incident Management System (3.5 hours)
- **IS-800.d** National Response Framework, An Introduction (3 hours)

The screenshot shows the FEMA Emergency Management Institute website. At the top, there is a search bar with the text "Enter Search Term(s):" and a "Search" button. Below the search bar, there are several navigation links: "EMI Courses & Schedule", "EMI Students & Instructors", "Apply", "Programs & Activities", "Independent Study", and "Contact Us".

The main content area is titled "ISP Courses - Search Results" and features a search bar with the text "Enter Keyword(s) or Course Code" and a "Search IS" button. Below the search bar, there is a table of search results:

Course Code	Course Title
IS-100.c	Introduction to the Incident Command System, ICS 100
IS-1000	Public Assistance Program and Eligibility
IS-1001	The Public Assistance Delivery Model Orientation
IS-1002	FEMA Grants Portal – Transparency at Every Step
IS-1004	The FEMA Site Inspection Process
IS-1006	Documenting Disaster Damage and Developing Project Files
IS-1007	Detailed Damage Description and Dimensions
IS-1008	Scope of Work Development (Scoping and Costing)
IS-1009	Conditions of the Public Assistance Grant
IS-1100.a	Increased Cost of Compliance
IS-904	Active Shooter Prevention: You Can Make a Difference

The first row of the table, corresponding to IS-100.c, is highlighted with a red border. To the left of the table, there is a sidebar with various links: "IS Home", "IS Course List", "Lista de cursos de español", "EMI Student Portal", "Register for a FEMA SID", "Critical Infrastructure Security and Resilience", and "Active Shooter Targeted Violence and Mass Casualty Events".



# STEP 4: Take The Course

- After choosing a course, you will see the Course description.
- Click on **Interactive Web Based Course** under the Take This Course section.
- *\* You must complete the entire course. If you exit or log off, you must start from the beginning.*

The screenshot shows the FEMA Emergency Management Institute website. At the top, there is a search bar with the text "Enter Search Term(s):" and a "Search" button. Below the search bar is a navigation menu with six categories: "EMI Courses & Schedule", "EMI Students & Instructors", "Apply", "Programs & Activities", "Independent Study", and "Contact Us". Each category has a brief description. The main content area shows the breadcrumb trail: "Home > Independent Study Program (IS) > IS-100.C: Introduction to the Incident Command System, ICS 100". There is a search bar for the course code: "Enter Keyword(s) or Course Code" and a "Search IS" button. The course title "IS-100.C: Introduction to the Incident Command System, ICS 100" is displayed. Below the title, there is a "Curso en Español" link. The "Course Date" is listed as "6/25/2018". The "Course Overview" section describes the course content. The "Course Objectives" section lists three bullet points. On the right side, there are three sections: "TAKE THIS COURSE" with a red box around the "Interactive Web Based Course" link, "CLASSROOM MATERIALS" with a "Download Classroom Materials" link, and "FINAL EXAM" with a "Take Final Exam Online" link. Below these is a "NOTICES" section with the text "Test questions are scrambled to protect test integrity".

# STEP 5: Take the Exam

- After you complete the Interactive Web Based Course, click on **Take Final Exam Online**.
- \* *You will need your FEMA SID to take the final exam.*
- \* *You can take exams as often as possible until you pass.*

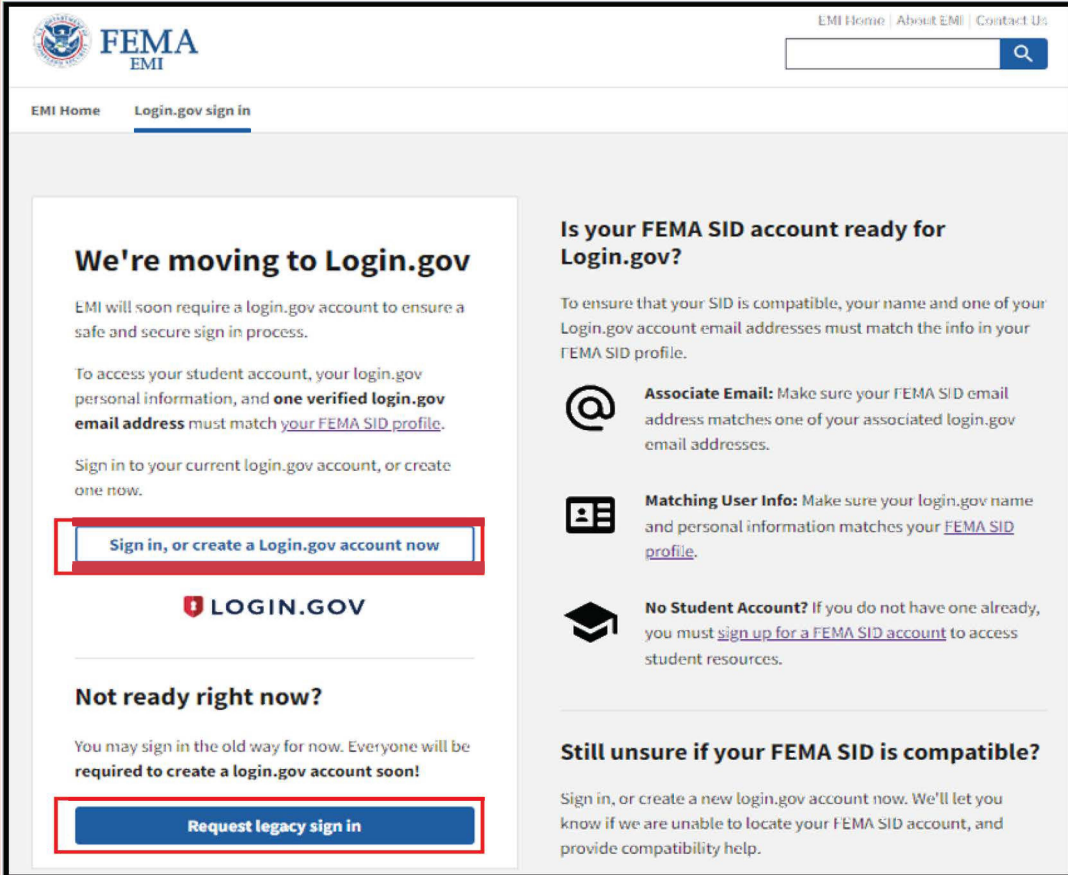


The screenshot displays the FEMA Emergency Management Institute website. At the top, there is a search bar with the text "Enter Search Term(s):" and a "Search" button. Below the search bar is a navigation menu with six categories: "EMI Courses & Schedule", "EMI Students & Instructors", "Apply", "Programs & Activities", "Independent Study", and "Contact Us". Each category has a brief description. The main content area shows the breadcrumb trail: "Home > Independent Study Program (IS) > IS-100.C: Introduction to the Incident Command System...". There are social media icons for Facebook, LinkedIn, YouTube, and RSS. A search bar for the course is also present. The course title is "IS-100.C: Introduction to the Incident Command System, ICS 100". Below the title, there are links for "Curso en Español", "IS Home", "IS Course List", "Lista de cursos de español", "EMI Student Portal", "Register for a FEMA SID", "Critical Infrastructure Security and Resilience", and "Active Shooter Targeted Violence and Mass Casualty Events Training". The "Course Date" is listed as 6/25/2018. The "Course Overview" section provides a detailed description of the course and lists the collaborating organizations: National Wildfire Coordinating Group (NWCG), U.S. Department of Agriculture, and United States Fire Administration's National Fire Programs Branch. The "Course Objectives" section is partially visible. On the right side, there are three sections: "TAKE THIS COURSE" with a link to "Interactive Web Based Course", "CLASSROOM MATERIALS" with a link to "Download Classroom Materials", and "FINAL EXAM" with a link to "Take Final Exam Online" which is highlighted with a red border. Below these is a "NOTICES" section with the text "Test questions are scrambled to protect test integrity".



# STEP 5 Cont.: Sign In Or Create a FEMA Login.gov Account

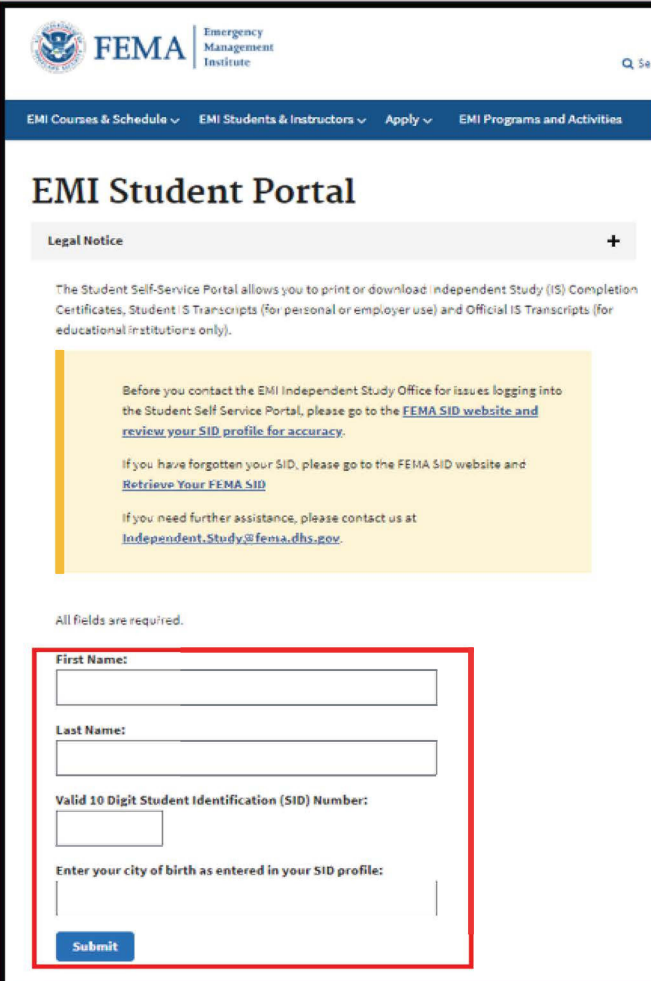
- On the pop-up screen, click on **Sign in, or create a Login.gov account now**
- FEMA EMI is moving to Login.gov to protect your personal information.
- \* *You will need your SID number, email, and mailing address*
- \* *Although not the preferred way, you can still sign in the old way by clicking on **Request Legacy sign in** while it is still available.*



The screenshot shows the FEMA EMI website's login page. At the top, there is a navigation bar with the FEMA EMI logo, a search bar, and links for 'EMI Home', 'About EMI', and 'Contact Us'. Below the navigation bar, the page title is 'Login.gov sign in'. The main content area is divided into two columns. The left column is titled 'We're moving to Login.gov' and contains the following text: 'EMI will soon require a login.gov account to ensure a safe and secure sign in process. To access your student account, your login.gov personal information, and **one verified login.gov email address** must match [your FEMA SID profile](#). Sign in to your current login.gov account, or create one now.' Below this text is a red-bordered button that says 'Sign in, or create a Login.gov account now'. Underneath the button is the 'LOGIN.GOV' logo. The right column is titled 'Is your FEMA SID account ready for Login.gov?' and contains the following text: 'To ensure that your SID is compatible, your name and one of your Login.gov account email addresses must match the info in your FEMA SID profile.' Below this text are three sections: 'Associate Email' with an '@' icon, 'Matching User Info' with a user icon, and 'No Student Account?' with a graduation cap icon. At the bottom of the right column, there is a section titled 'Still unsure if your FEMA SID is compatible?' with the text: 'Sign in, or create a new login.gov account now. We'll let you know if we are unable to locate your FEMA SID account, and provide compatibility help.' Below this text is a blue-bordered button that says 'Request legacy sign in'.

# STEP 6: Download Your Certificate

- After you pass your exam, you will receive an email that you passed.
- Log onto the EMI Student Portal to download your certificate:  
<https://training.fema.gov/student/sssp.aspx>
- \* *You will need your FEMA SID number and city of birth you entered into your SID profile.*
- \* *Your Student IS Transcript and Official IS transcript are also available.*



The screenshot shows the FEMA EMI Student Portal login page. At the top, there is the FEMA logo and the text "Emergency Management Institute". Below this is a navigation bar with links for "EMI Courses & Schedule", "EMI Students & Instructors", "Apply", and "EMI Programs and Activities". The main heading is "EMI Student Portal". A "Legal Notice" section is expanded, showing a message about the Student Self-Service Portal. Below the notice is a yellow box with instructions: "Before you contact the EMI Independent Study Office for issues logging into the Student Self Service Portal, please go to the [FEMA SID website and review your SID profile for accuracy.](#) If you have forgotten your SID, please go to the FEMA SID website and [Retrieve Your FEMA SID.](#) If you need further assistance, please contact us at [Independent.Study@fema.dhs.gov.](mailto:Independent.Study@fema.dhs.gov)" Below this is a note that "All fields are required." and a form with four input fields: "First Name:", "Last Name:", "Valid 10 Digit Student Identification (SID) Number:", and "Enter your city of birth as entered in your SID profile:". A "Submit" button is at the bottom of the form.



# STEP 7: Upload Your Certificate In NEOED

- **Key Personnel should** the course as completed and upload your certificate by clicking **Manage Attachments** in the NEOED Form.
- Once you have completed all required courses, upload your certificates and click **SUBMIT**.
- *\* If you already took the course in the past and have a copy of your certificate, upload it into NEOED and mark the course as completed. FEMA online certificates do not expire.*
- *\* If you have issues uploading your certificate, don't hesitate to contact Human Resources.*
- *\* Staff and faculty, who are not assigned as key personnel, can send their certifications directly to the Emergency and Safety Operations Manager at [tquinn@lee.gov](mailto:tquinn@lee.gov)*

Select the trainings you completed and attach ALL certificates below:

S-100.c Introduction to the Incident Command System, ICS 100 (2 hours)

IS-200.c Basic Incident Command System for Initial Response, ICS-200 (4 hours)

IS-700.b An Introduction to the National Incident Management System (3.5 hours)

IS-800.d National Response Framework, An Introduction (3 hours)

Manage Attachments



# If you have any questions, contact:

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