

Directions to the FEMA On-Line Independent Study Courses & Test

On the internet type www.fem.gov in the address box.

Once on the FEMA site, in the left hand column under Quick Links select Training.

In the center under " By Audience" select Emergency Managers or under "By Topic" select Emergency Management – either will take you to a Course Information screen. Under Course Information select FEMA Independent Study Program (ISP)

As you scroll down the page, there are listings of all the ISP courses available on line. The required courses for NIMS Compliance are:

- IS 100 – Introduction to the Incident Command System (ICS)
OR
- IS 100 HC – Introduction to the Incident Command System (ICS) for Healthcare Systems
- IS 200 HC Applying ICS to Healthcare Organizations
- IS 300 Intermediate ICS or equivalent
- IS 400 Advanced ICS or equivalent
- IS 700 Introduction to the National Incident Management System (NIMS)
- IS 800 An Introduction to the National Response Plan (NRP)

To select the course you wish to take double click on the course and it will open. On the right side of the screen there will be a **Take This Course** box that will have **Interactive Web Course** (course materials), **Download Final Exam** (test questions) **and Take Final Exam** (answer sheet to fill in answers and submit for credit) selections. A separate box will have Additional Resources – Downloads for Classroom that has handouts you could use if you were going to teach a class.

Once you begin taking the final exam, you must complete and submit it in one sitting. You cannot save your answers and go back to do it in multiple sittings. It is recommended that you complete the entire test using the paper exam questions and then go in and fill in the answers on the answer sheet to submit.

After you take the test, you will be required to register. Remember to hit the **SUBMIT** button at the bottom of the page. You will have to complete the registration information for each test you take.

After you complete and submit the test a screen will pop up that says CONGRATULATIONS you have completed IS____ which will let you know they have received your test. In a few days you will receive a Certificate of Completion via email that shows you successfully completed the course. Your Human Resources Department may wish to place this certificate or a copy in your file for regulatory agency review.