

# FEMA 100 & 700 Independent Study Instructions

As a City of Fresno Employee, you're required to complete two Federal Emergency Management Agency (FEMA) independent Study courses through the Emergency Management Institute (EMI), pass an exam and to receive a certificate for each course.

**This must be completed during your first week of employment.**

## 1. Register for FEMA Student Identification (SID)

During Onboarding, you should have registered for a FEMA Student ID (SID). If not, register for a FEMA SID at <https://cdp.dhs.gov/femasid>.

Use your personal email address for registration. The certificates do not expire and may be carried over to other jurisdictions.

Write down your FEMA SID. It is required to take the exam.

FEMA SID \_\_\_\_\_

Password \_\_\_\_\_



## 2. Register for Login.gov account

EMI will 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. To create an account, go to <https://secure.login.gov/>.

You will need to provide your cell phone number, as you will receive a text message for authentication of your account.

**To be Completed for Day 2 in Computer Lab / Department:**

**IS-100.C: Introduction to the Incident Command System, ICS 100**

Go to the website <https://training.fema.gov/is/courseoverview.aspx?code=IS-100.c&lang=en>

**IS-700.B: An Introduction to the National Incident Management System**

Go to the website <https://training.fema.gov/is/courseoverview.aspx?code=IS-700.b&lang=en>

- 1) Select **Interactive Web Based Course**
- 2) Read each page, view videos, and answer quiz questions.
- 3) After completing the interactive course, select **Take the Final Exam Online**.  
When registering for the exam select the following options:
  - a) Jurisdiction: City/Town/Village
  - b) Discipline: Government



## Submit Certificates

You will receive an email at the end of each exam with a link to your certificate. Click on the link to download and save the PDF certificates. If you do not receive the email, log into your SID, click on "Get Completions" and download from there. Do not forward the email from FEMA, we are unable to download your certificates from the email.

Attach **BOTH** certificates in **ONE** email to: [Training@fresno.gov](mailto:Training@fresno.gov).

Use the subject line: **FEMA Certificates [Employee Name & City ID number]**.

## Technical Issues

If you are unable to access your certificates or FEMA SID, contact [independent.study@fema.dhs.gov](mailto:independent.study@fema.dhs.gov)