

FEMA Emergency Management Institute Independent Study Courses & Registration Guide

Students may earn transferable academic credit for the completion of Independent Study courses. Frederick Community College (FCC) is responsible for evaluating EMI's Independent Study courses. Courses meeting FCC's academic standards are eligible for lower-division academic credit. To apply for college credit, students must complete a course that is eligible for college credit. Students will be able to apply with a fee to receive a personal copy of their college transcript. Two official copies may be directed to other institutions free of charge. Please follow the steps below to register for an Independent Study course and earn college credits.

Step 1: Please register for a Student Identification Number (SID) by clicking the following link: <https://cdp.dhs.gov/femasid> and selecting the option "Register for a FEMA SID". A FEMA SID is required to complete IS courses.

Step 2: After registering for a FEMA SID, visit the FEMA Emergency Management Institute using the following link <https://training.fema.gov/is/ceus.aspx?page=13> to view the list of IS Courses' CEUs and College Credits.

Step 3: Please ONLY select eligible college credit courses equivalent to 1.0 college credits OR courses in the FEMA Printable. Please do NOT select courses with a n/a. You should be able to confirm this by looking at the 4th column on the right side of the table. Please see the example below

Course Code	Course Title	CEUs*	College Credits**	Dev. Date
IS-1116	Sales for Agents	0.2	n/a	10/1/2019
IS-1117	Severe Repetitive Loss for Agents	0.1	1.0 details ▼	10/1/2019
IS-1119	Letters of Map Amendment (LOMAs) and Letters of Map Revision–Based on Fill (LOMR-Fs)	0.3	1.0 details ▼	3/17/2020

Step 4: Once you have selected a course, review course materials by choosing any one of the options in the "Take This Course" box on the right-hand side of the page.

Step 5: Select the "Take Final Exam Online" link (on each course overview page). Please note that the IS program will require you to enter the FEMA SID.

Step 6: To take the final exam online, enter your SID and your additional student information and answer final exam questions.

Step 7: Submit your final exam online. When you submit your final exam answers online, you will be enrolled in the course. Students will receive an email confirmation at the email address provided on their final exam submission within 1-2 business days for the course.

Step 8: Submit an application with a fee to receive a personal copy of your college transcript. Two official copies will be directed to other institutions free of charge. Please visit the Mid-Atlantic Center for Emergency Management and Public Safety at Frederick Community College to convert FEMA EMI Independent Study courses into college credit using the following link: <https://macem.org/Independent-Study-Credit-Conversion-Programs.aspx#Process>

NOTE the following:

- Credit conversion cost is \$90 per credit/semester hour.
- Academic credit is assigned a ‘P’ for Passing. This is equivalent to a grade of ‘C’ or better and does not factor into calculating GPA.
- Students are responsible for confirming that college credit will be awarded within their desired academic semester.
- To earn credit during your desired academic semester, you must successfully complete the IS courses you plan to convert to credit and submit the Credit Conversion Request Form between:
 - Spring 2022: 1/4/2022 – 5/30/2022
 - Summer 2022 Semester: 5/31/2022 - 8/19/2022
 - Fall 2022 Semester: 8/20/2022 - 1/3/2023

Step 9: Select the option “Credit Conversion Request Form” and complete all sections of the form (Contact Information, FEMA SID and Transcript, Convert FEMA IS courses, and Payment). Please select “No” if you have not sent your FEMA official transcript MACEM&PS|FCC. This will ensure that a transcript request is sent when submitting the order to MACEM&PS|FCC.

Step 10: Once your FEMA Independent Study Credit conversion has been completed, an email will be sent to the email address you are provided. The email will contain a link to parchment. Parchment is a secure, electronic transcript ordering service. You may direct your transcript to any public or private entity electronically or through the mail. The transcript is an official transcript from Frederick Community College.
*How Frederick Community College courses are applied to a program at another institution is at the discretion of the receiving institution.

Step 11: Order an official transcript through Parchment - No FCC student ID is required. There is a \$5.00 fee for an electronic transcript and a \$5.00 fee for a transcript sent through the mail. We ask that you ONLY select the email address option selecting your transcript destination as the program is only functioning remotely at the time. If you are a new user, you will be asked to create an account. During this process, you will be asked to add the school you attend. Be sure to enter the email and phone number provided in the credit conversion request form. Parchment will then need to verify your account by the college. Doing so can take approximately one business day. Please see below the steps on how to order a transcript with parchment:

How To Order a Transcript With Parchment:

Step 1: Create an account with parchment and sign in using your username and password.

Step 2: Select an item to order, such as “Transcript.” Please click the green order button next to the transcript.

Step 3: We ask that you ONLY select the blue option at the bottom titled “I am sending to myself or another individual” when selecting your transcript destination as our program. Then, choose the option “I am sending to another individual.” Please type in “Lehman College Alternative Credit Option” as Recipient and our CCIF email address in the recipient email. Please choose the option “Electronic” at the top to ensure that we receive your transcript via email. Then, select continue. Finally, wrap up your order and choose green. Continue to enter your payment information. Once payment information has been entered, submit your payment. Once it has been submitted for processing, the parchment will allow you to track your order by selecting the option at the top of the page titled “orders.” Parchment will also be sent out an email notifying you about the status of your order.