FEMA Step-By-Step Instructions & Information Guide

Federal Emergency Management Agency (FEMA), EMI Credit:

The Federal Emergency Management Agency (FEMA), through their online Emergency Management Institute, allows students to earn transferable academic credit by taking Independent Study Courses. Once completed, Frederick Community College will evaluate your scores for college credit, and you will be able to request a transcript (see steps below). Credits earned through FEMA/EMI courses can be used to fulfill general electives only, and will not be considered liberal arts credits.

NOTE: Several of the Independent Study courses are eligible for one college credit, while others require a combination of courses to be taken in order to obtain the one credit.

Step 1: Log on to www.EMstudy.com and click "Registration" or if you are already registered, sign in with your username and password.

Step 2: Click on the "Course Info" tab at the top of the screen.

Step 3: Click on the printable course list. This list provides you with all FEMA/EMI courses that are available for college credits. We advise that you contact a CCIF coach for assistance in choosing a suitable course.

Step 4: Once you have determined which courses you would like to complete for college credit, take your online course at https://training.fema.gov/is/.

Step 5: Once you have completed your online course, go to www.EMstudy.com and add courses to your cart by clicking on the "Buy Courses" or "Shop Now" tab. The Fee per college credit is $90. Once you add all completed courses to your cart, you may check out.

Step 6: Follow the instructions on how to add your college credit courses to your cart and purchase them.

Step 7: Frederick Community College will send you an email with how to issue your transcript within 1-2 weeks. The email will contain instructions and a link to Parchment (a secure electronic transcript ordering system) where you can set up an account and order official electronic transcripts. You will be required to enter your FEMA SID when ordering transcripts. There is a $5.00 fee for electronic transcripts.

Step 8: Due to the COVID-19 pandemic, we ask that you request an electronic transcript. Please forward your transcript to a CCIF coach along with your full name and student ID to College.CompletionCredit@lehman.cuny.edu.

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