

National Incident Management System (NIMS) Transcript Request

If you need to verify or confirm that you completed any of your NIMS Training, the Federal Emergency Management Agency (FEMA) keeps all transcripts of courses completed through their "Emergency Management Institute".

1. To start, go to the internet and follow the link or type in: <http://training.fema.gov/is/isfaq.aspx>

Federal Emergency Management Agency | Emergency Management Institute

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EMI Courses & Schedule
Take a Course On Campus

EMI Students & Instructors
Information for Students and Instructors

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Learn how to apply to our programs

Programs & Activities
Resident, Master Trainer Program, IEMC, DFTO, etc.

Independent Study
Online courses available free of charge

Contact Us
Contact IS, NIMS, Admissions

Independent Study Program (IS) > Frequently Asked Questions (FAQ) - Most Common Ques...

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Frequently Asked Questions



- 1. [Who can take FEMA's Independent Study Courses? Who can teach Independent Study Courses?](#)
- 2. [Why is a Social Security Number \(SSN\) required on final exam submissions? How do I request an alternate identification number?](#)
- 3. [How can I get college credit for the Independent Study courses I've done?](#)
- 4. [Can I know the questions that were wrong on a Final Exam? What was my score?](#)
- 5. [When will I receive my certificate? My electronic certificate is not working, how do I fix it?](#)
- 6. [Is there anywhere on the website that I can view my completions? How can I get a record of my Independent Study course completions?](#)
- 7. [I retook a course but my certificate still has the original completion date. How do I get a new certificate with the date I retook the course?](#)
- 8. [What are the technical system requirements needed to complete my courses?](#)
- 9. [How do I report improper conduct or cheating on IS tests?](#)
- 10. [Do I need to apply for a FEMA SID to complete IS courses?](#)

[Additional FAQs](#)

SEARCH FOR ANSWERS:

Enter keywords related to your question:

Search

IS Home

IS Course List

NIMS Courses

Professional Development Series

Critical Infrastructure Security and Resilience

→ Curriculum

Frequently Asked Questions

2. Go down to the bottom of the page and look under "Useful Documents & Forms" for the "Transcript Request" form. ***Highlighted in Yellow***

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- Frequently Asked Questions

3. [How can I get college credit for the Independent Study courses I've done?](#)
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[Additional FAQs](#)

QUICK HELP GUIDE <ul style="list-style-type: none">Open and Save CertificateBrowser Cookies and FilesDisabling Pop-up BlockersHow to Take ISP CoursesIndependent Study InquiryTechnical System Requirements	USEFUL DOCUMENTS & FORMS <ul style="list-style-type: none">Download Course BrochureIndependent Study FlyerIndependent Study Fact SheetName Change Request FormTranscript Request	FEATURED TOPICS <ul style="list-style-type: none">Enrollment QualificationContinuing Education UnitsCollege CreditsNon-US CitizensIAEM International Members
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3. Open up the PDF form, print it, fill it out and follow the instructions as directed on the Transcript Request form for mailing. You will need to pay for your own postage.

EMI Independent Study Program

Transcript Request Form

A transcript of your Independent Study course completions will be sent to you (the student), and to any Institutions you indicate below. Please type or write your information legibly. Please allow 10 business days for delivery via U.S. Mail.

**If you are requesting transcripts for a large number of students, please contact our office at 301-447-1200 or Independent.Study@fema.dhs.gov for additional completion verification options.*

Student Name (required):
Address (required):
City, State & Zip Code (required):
Phone Number:
Email Address:
Social Security Number (required): <small>Please see our website at http://training.fema.gov/EMIWeb/IS/Exams/privacystatement.asp for information on why the ssn is required.</small>
Student Signature (required):
*Only you (the student) can authorize the release of your training record(s).

Institutions to receive Official Transcripts(s):

*As the requestor, you automatically receive a student copy of your transcript

Institution Name:
Attention to (required):
Address:
City, State & Zip Code
Institution Name:
Attention to (required):
Address:
City, State & Zip Code

Mail your request to:

National Emergency Training Center
 EMI Independent Study Program OR Fax to: (301) 447-1201
 16825 South Seton Avenue
 Emmitsburg, MD 21727-8998