SUBJECT: NIMS Training

CCDC requires all volunteers to receive basic education on NIMS (National Incident Management System). There is no fee for FEMA courses.

This document will provide you with instructions on registering for the FEMA website and the courses they offer; and instructions on the method of uploading the resulting certificate you will be able to download once the course has been completed.

CCDC Leadership is available to you for questions on any of this if you need some help. Please email: **mrc@co.delaware.pa.us**

**You must have completed and uploaded your NIMS 100 certificate in order to DEPLOY on a mission.**

**If you do not complete this course, you will still be able to attend missions such as outreach, social, and training.**

**HOW TO REGISTER FOR FEMA COURSES**. (IS-100, IS-700, and others)

First you must **obtain a FEMA Student ID (SID)** if you do not already have one. This is your unique identifier.

Go to this link:

[FEMA Student Identification (SID) System (dhs.gov)](https://cdp.dhs.gov/femasid)

* Click on REGISTER for a FEMA SID. Fill out the form as instructed.
* Record your FEMA Student ID number after it is created so you can easily remember it for taking the final exam for FEMA courses.

**To register for IS-100**

Go to this link: [FEMA - Emergency Management Institute (EMI) Course | IS-100.C: Introduction to the Incident Command System, ICS 100](https://training.fema.gov/is/courseoverview.aspx?code=IS-100.c) . In the upper right of the screen, you will see a section TAKE THIS COURSE. Click on the link *Interactive Web Based Course*. The course is approximately 2 hours in length. It does not have to be completed in one sitting. You will have the opportunity to download/print the course materials if you want. There is a final exam, which you must pass in order to receive a certificate of completion. **Download your Certificate!**

**To register for IS-700**

Go to this link: [FEMA - Emergency Management Institute (EMI) Course | IS-700.B: An Introduction to the National Incident Management System](https://training.fema.gov/is/courseoverview.aspx?code=IS-700.b) . In the upper right of the screen, you will see a section TAKE THIS COURSE. Click on the link *Interactive Web Based Course*. The course is approximately 3.5 hours in length. It does not have to be completed in one sitting. You will have the opportunity to download/print the course materials if you want. There is a final exam, which you must pass in order to receive a certificate of completion. **Download your Certificate!**

For those of you who have completed this training, please upload your certificates. If you have verified that you have completed this training but do not have the certificate, FEMA asks that you fill out a form to request your certificate. They do have the option of obtaining a transcript for your records, but CCDC is requiring a separate certificate for each training course. Here is the link to submit the form for a certificate:

[EMI Independent Study Transcript Request](https://training.fema.gov/emiweb/downloads/tranrqst1.pdf?d=07-31-2019)

FEMA has many courses that they offer for free! In the past, we have asked for people to assist with documentation of damage from flooding etc. and this set of 3 courses is found on this website. Should you want to look at what other courses are offered, here is the link to the home page:

[FEMA - Emergency Management Institute (EMI) Home Page](https://training.fema.gov/emi.aspx)

-more-

**How to save your training certificates and   
fulfill the CCDC Qualifications for these Courses on the Galaxy Volunteer Database**

**How Qualifications Impact Missions**

The 2 NIMS Qualification Questions are in the Galaxy Volunteer Database Profile asking you to upload the Certification you received upon completion of the exam. You will be uploading your document in answer to the qualification question. (Do not upload it to your “Files” section.) We will review these files before approving the qualification.

On certain missions or events, NIMS 100 and NIMS 700 will be required qualifications just as Medical and Non-Medical were used in the past to permit you to volunteer for a mission. The use of this qualification tool will allow us to ensure that those who volunteer for specific missions have completed the required training and that we have it on file. These two courses are the basic requirements so that you understand the incident command system.

**Qualification Question:**

Once you have uploaded your file and it is approved, your profile qualifications will look like this:

