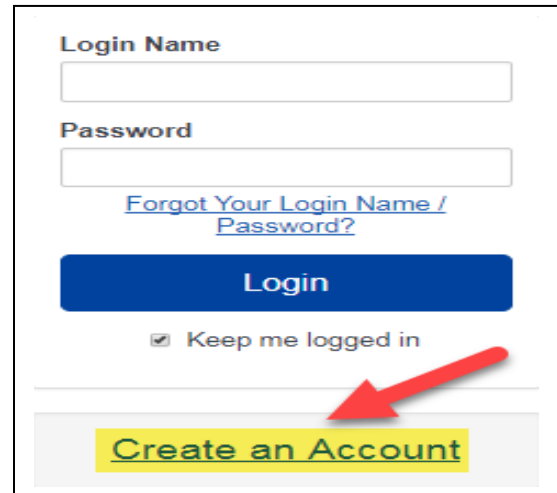# FEMA/Emergency Management Institute
Independent Study Course Completion Instructions
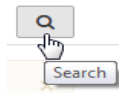
Kansas TRAIN

How to set up a learner account on KansasTRAIN (if you do not have an account)

1. Point your browser to https://www.train.org/ks/

2. Click on the "**Create Account**" button in the Login blue box.

3. Complete the online registration form to set up your account. **Choose a login ID and password that are unique to you**, write this information down and keep it in a safe place. You should receive an email welcoming you to KansasTRAIN.

4. To receive registration notifications chose to receive TRAIN emails from the 'Notification' screen located at the top right-hand corner. For more information GO HERE

To locate and enroll in the basic FEMA/EMI emergency preparedness courses:

5. **IMPORTANT:** Independent Study Exams require a FEMA Student Identification (SID) Number to take the final exam. If you do not have a SID, register for one today: https://cdp.dhs.gov/femasid.

6. To complete the Independent Study modules go to http://www.train.org/ks/ and login to your account.

7. Add the course number to the **'Search by Keyword or Course ID'** field located on the upper-right hand side of the homepage.

8. Click the course title link to view 'Course Details' information; Select the '**Registration**' tab, and follow the prompts to begin the course.

9. **IMPORTANT:** If you 'Quit' an Independent Study course and come back later, go to the **My Learning** link on the right hand side of the KansasTRAIN homepage, select the "In Progress" link to the right hand side of the course title to re-enter the course.

10. Select the "Begin Training" arrow and the "Lesson" where you left off. If you were ready to take the final exam you may have to click through the final lesson to navigate to the exam.

Login Name

Password

Forgot Your Login Name / Password?

Login

☑ Keep me logged in

Create an Account

IS-700.b National Incident Management System (NIMS), An Introduction (1078831)

IS-100.c Introduction to the Incident Command System (1078825)

IS-200.b ICS for Single Resources and Initial Action Incidents (1024638)

IS 800.c National Emergency Response Plan, an Introduction (1077604)

KDEM Trng: "(G300) Intermediate Incident Command System (ICS) for Expanding Incidents Course" (1073762) (2018) (Course # changes the end of each calendar year.)

KDEM Trng: "(G400) Advanced Incident Command System (ICS) Course for Command and General Staff, Complex Incidents, and MACS (1073601) (2018) (Course # changes the end of each calendar year.)
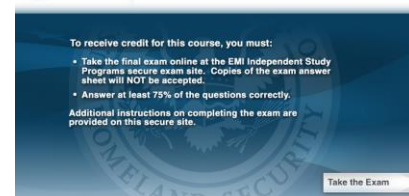
My Learning

Course Name	Status	Format
IS-700.a: Introduction to the National Incident Management System (NIMS)	In Progress	Web-based Training - Self-study

FEMA **Congratulations!**

To receive credit for this course, you must:
- Take the final exam online at the EMI Independent Study Programs secure exam site. Copies of the exam answer sheet will NOT be accepted.
- Answer at least 75% of the questions correctly.

Additional instructions on completing the exam are provided on this secure site.

Take the Exam

Course Completion Documentation:

12. The FEMA/EMI certificate is <mark>sent directly to you</mark> the learner via email. If you do not receive the auto email with the certificate please call 301-447-1200 for a replacement document.

13. <mark>IMPORTANT</mark>: Print a copy of the certificate and give to the designated personnel for your training file and **forward the course completion auto email to kdhe.kstrain@ks.gov** for verification on your TRAIN Transcript.

14. **Highly Recommended!** Upload your Independent Study certificates to your TRAIN Transcript for safe keeping.

    Click Here for instructions on how to upload your external certificates.

    Click Here for instructions on how to edit/print your external certificates.

15. **To locate other FEMA/EMI online courses posted to TRAIN:** Add the text, FEMA Independent Study to the Keyword or Course ID search field, click "I" for the Independent Study (IS) courses; or go to 'Course Search', 'Browse by Sponsor/Offerer', add Emergency Management Institute to the text box and 'Search'. Click "I" for the Independent Study (IS) courses.

KansasTRAIN login questions: 785-296-5655

Other KansasTRAIN questions: kdhe.kstrain@ks.gov

Direct preparedness training questions to:
Kdhe.preparedness@ks.gov

Kansas
Department of Health
and Environment