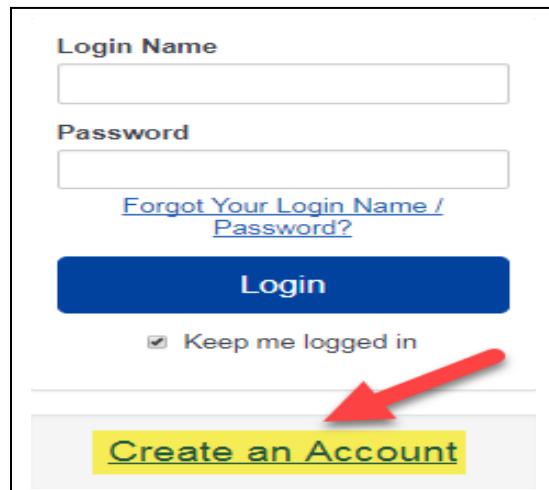


# FEMA/Emergency Management Institute Independent Study Course Completion Instructions

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](#)

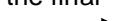


The screenshot shows the KansasTRAIN login page. It has fields for 'Login Name' and 'Password', a 'Forgot Your Login Name / Password?' link, a 'Login' button, a 'Keep me logged in' checkbox, and a 'Create an Account' button at the bottom, which is highlighted with a yellow box and a red arrow pointing to it.

## 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://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. 

## IS-700.a National Incident Management System (NIMS), An Introduction (1016070)

## IS-100.b Introduction to the Incident Command System (1024627)

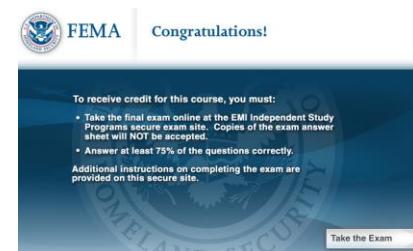
## IS-200.b ICS for Single Resources and Initial Action Incidents (1024638)

## IS 800.B National Emergency Response Plan, an Introduction (1011882)

## KDEM Trng: "(G300) Intermediate Incident Command System (ICS) for Expanding Incidents Course" (1067262) (2017) (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 (1067267) (2017) (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	



**Course Completion Documentation:**

12. The FEMA/EMI certificate is **sent directly to you** 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. **IMPORTANT:** 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.

The Instructions to upload course certificates can be found on page 24 of the **TRAIN User Handbook**. Click the TRAIN User Handbook link, or the document can be found on the 'Announcements' section of TRAIN.

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.

Home Course Search Calendar Competency Assessment Resources Di:  
Search Options  
► Browse 'Kansas'  
► Browse 'CDC'  
► Browse 'Medical Reserve Corps (MRC)'  
► Browse All  
► By Course ID  
► By Subject  
► By Audience  
► By Competencies and Capabilities  
► By Format  
► By Credit Type  
► **By Sponsor/Offerer** (This option is circled in red)  
► By Date  
Sponsor/Offerer  
Emergency Management Institute  
Search Save Criteria

KansasTRAIN login questions: 785-296-5655

Other KansasTRAIN questions: [kdhe.kstrain@ks.gov](mailto:kdhe.kstrain@ks.gov)

Direct preparedness training questions to:  
[Kdhe.preparedness@ks.gov](mailto:Kdhe.preparedness@ks.gov)

For more information on navigating KansasTRAIN please see the [TRAIN User Handbook](#).

