

How to Get Receive Credit for NIMS Training:

1. For each module in your NIMS curriculum, follow the instructions to access the course on the FEMA Website
2. Download the Final Exam Questions
3. Complete the Interactive Web-based Course
4. Take & Pass the Final Exam

Before you get started make sure to print a hard copy of the Final Exam Questions!

1. After completing the interactive web-based course, click *Take Final Exam Online*.

The screenshot shows the FEMA website interface. At the top left is the FEMA logo with the text 'U.S. DEPARTMENT OF HOMELAND SECURITY' and 'FEMA | Emergency Management Institute'. To the right is a search bar with a 'Go!' button and the text 'Advanced Search'. Below the search bar are links for 'Blog', 'Photos', 'Videos', and 'Email Updates'. A navigation menu contains 'EMI Courses & Schedule', 'EMI Students & Instructors', 'How to Apply', 'Programs & Activities', 'FEMA Independent Study', and 'Contact Us'. Social media icons for Facebook, Twitter, YouTube, and LinkedIn are also present. The main content area shows the breadcrumb 'EMI Home > Independent Study Program Home > Course Overview' and the course title 'IS-100.HE Introduction to the Incident Command System, ICS-100, for Higher Education'. The 'Course Description' section explains the course content. The 'Course Objectives' section lists five points. The 'Primary Audience' section describes the target group. On the right side, there are three sections: 'TAKE THIS COURSE' with a link to the 'Interactive Web-based Course - EMI learning site'; 'CLASSROOM MATERIALS' with a link to 'Download Classroom Materials'; and 'TAKE THIS EXAM' with two links: 'Take Final Exam Online' and 'Download Final Exam Questions(10/12/2010)'. A red arrow points to the 'Take Final Exam Online' link. Below these is a 'NOTICES' section with two bullet points regarding test integrity and opscan forms.

2. Agree the completion of your examination is an individual effort and click *Continue*.

I agree that completion of this examination will be an individual effort.

Continue

3. Answer the test questions.
4. Enter your *Student Information*.

Student Information

* Social Security Number: Format is ###-##-####. [Why we need this?](#)

* Re-enter Social Security Number: Format is ###-##-####.

Enter your LAST NAME. If you have completed previous IS courses, please ensure you are using the same spelling and punctuation as applicable (e.g., St Pierre or StPierre).

* Last Name:

* Reenter Last Name (confirm):

Suffix: (Jr., Sr., PhD., III, etc.)

Please enter the FIRST NAME you would like to appear on your certificate.

* First Name:

Middle Initial:

5. Enter the following information for the *Contact Information* section.

Email Address: nims@miami.edu
Mailing Address: 1535 Levante Avenue
Suite 230
Coral Gables, FL 33146-2416
Work Phone #: (305) 284-8005

Contact Information

Please be sure to add Independent.Study@dhs.gov to your Friendly Email / Approved Senders list. You will receive your course completion certificate at your email address.

* Email Address: [Why we need this?](#)

* Re-enter Email Address:

* Mailing Address:

Bldg / Suite / Apartment (if needed):

* City: * State:

* Postal Zip Code: Format is ##### or #####-####.

Note: If you are unsure of the zip code plus four, please use [this link from the United States Postal Service](#) to find it or try this link from [National Association of Counties](#).

Work Telephone Number: () -

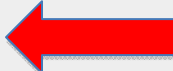
Home Telephone Number (optional): () -

6. Select *Private Sector* in the *Business Information* section and then click *Send*.

Business Information

Select Business/Organization:

- E FEMA
- F Federal Government
- L Local Government
- M Military (Branch)
- O Other
- P Private Sector**

Clear Test Send 

Next Steps

- After you press send you will immediately be notified if you passed or failed.
- If you pass, the Office of Emergency Management will email you your certificate within five business days.
- If you fail, please review the material again and retake the test following the six steps above. You can retake the test as many times as it takes to pass.
- Contact the Office of Emergency Management if you experience any problems or have any questions.

University of Miami
 Office of Emergency Management
 Office: (305) 284-8005
 Email: mailto:nims@miami.edu