



FEMA

# NIMS Alert

March 1, 2007  
NA: 06-07  
NIMS Integration Center  
202-646-3850

## EMI ONLINE INDEPENDENT STUDY CERTIFICATES GO HIGH-TECH

*ELECTRONIC CERTIFICATES ARE NOW ISSUED TO STUDENTS WHO SUBMIT AND SUCCESSFULLY COMPLETE EMI INDEPENDENT STUDY COURSES ONLINE.*

The Emergency Management Institute (EMI) now offers electronic certificates for students who submit their independent study (IS) course exams online and receive a passing score.

Once the student exam submission is processed and the student passed the course, they will receive an e-mail message that contains a link to where they can obtain their certificate. An email message should be received by the student within approximately one business day. The certificate will be in a Portable Document Format (PDF) file. Students will be able to save and/or print the file. Adobe Reader is required to open the certificate. If a student does not have this software, it can be downloaded for free at:

<http://www.adobe.com>.

Students who submit and pass IS courses online will not receive a hard copy certificate in the mail. It is important that students retain the e-mail messages for their records, as this is the only way for them to access their completion certificate.

An example of the IS course congratulatory e-mail message can be found on page two of this document.

### **ADDITIONAL IMPORTANT INFORMATION:**

Students must use their own unique e-mail addresses for their enrollment and exam submissions or they will not receive any return transactions by email. Multiple students cannot submit using the same email address, since this may prevent the submissions from being processed.

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## SAMPLE INDEPENDENT STUDY CONGRATULATORY EMAIL MESSAGE

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DO NOT DELETE THIS EMAIL.  
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Dear John Doe:

Congratulations! You have successfully passed the Independent Study Course "IS-100" entitled "Introduction to the Incident Command System".

Please retain this e-mail for your records, as this is the only way to access your certificate.

To access your certificate of completion, select the link below. If you cannot select the link, please copy and paste the link into your address line in your internet browser.

Adobe Reader is required to open the certificate. If you do not have this software, it can be obtained as a free download at <http://www.adobe.com>.

Certificate of Completion link:

[http://\\_\\_\\_\\_\\_](http://_____)

To print this certificate, select the "Print" icon on the PDF Menu displayed in the new PDF window. This icon looks like a little printer.

To save this certificate, select the "Save" icon on the PDF Menu displayed in the new PDF window. This icon looks like a floppy disk. When you select this icon, a dialog box will appear where you can specify the location on your computer to save the file as well as the file name.

If you have questions, please contact the EMI Independent Study Office at:

E-mail: [independent.study@dhs.gov](mailto:independent.study@dhs.gov)

Web site: [www.training.fema.gov/emiweb/is](http://www.training.fema.gov/emiweb/is)

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