

Emergency Management Program Student FAQ's

Q: How do I get started with the academic Emergency Management Program at Frederick Community College?

A: There are steps that you will need to take in order to get started. Click [here](#) and follow each step. *It may be helpful to print the steps so that you can keep track of your progress.*

Q: How long does it take to receive my admissions/ acceptance letter from FCC after I apply?

A: You will receive your acceptance letter within 7-10 business days after you have applied to Frederick Community College.

Q: How do I earn credit for the Independent Study courses I have already taken through FEMA?

A: Start by visiting the website www.em-study.com. The conversion process is currently \$78 per credit hour. From there the credits will be converted from FEMA Independent Study Credits to FCC College Credits. This conversion process takes 20 business days or 4 calendar weeks. NO RUSH SERVICE IS AVAILABLE. FEMA credits will be converted which will provide you with a transcript. You will receive this in 20 business days or 4 calendar weeks. Please plan accordingly.

Q: What is the cost of converting FEMA Independent Study courses to college credits?

A: As of July 2012 the cost is \$78 per credit hour. Please visit em-study.com for more information.

Q: I am having trouble converting the credits on em-study.com, what should I do?

A: Contact EMI at 301-447-1200 (Monday through Friday, 8:00 am to 6:00 pm, Eastern Time, excluding federal holidays). They are happy to assist.

Q: How do I take a FEMA Independent study course?

A: To complete the FEMA courses visit <http://training.fema.gov/IS/crslist.asp> and click on the course you wish to take.

Q: Are all FEMA Independent Study courses worth college credit?

A: No. Please click [here](#) to see a list of FEMA Independent Study courses offered for college credit.

Q: The FEMA course that I completed is not listed as a course that is available for college credit. What does that mean?

A: Not all of the FEMA Independent Study courses are eligible for college credit. Only the credits listed in the "Courses" section of the em-study.com website are available for credit. Please click [here](#) to see this list.

Q: I want to take courses at a college/university local to me and transfer them to FCC, how will I know if the classes I take there will transfer to FCC?

A: Fill out and submit a Permission to Enroll form by clicking [here](#) .

Our registrar's office will review and determine pre-approval of courses you plan to take. This approval process will ensure that FCC will accept transfer credit for the successfully completed work. Please allow 3 business days for the answer.

Q: Where can I find FEMA courses offered for college credit?

A: Click [here](#) for a list. Or em-study.com and select 'course info'

Q: How do I get college credit for FEMA courses?

A: Please see the list of approved courses [here](#) . Upon completion of the FEMA-EMI-ISP course(s) go to em-study.com and begin converting your credits. For FEMA conversion questions call (301) 447-1200, or you may send an email to Independent.Study@dhs.gov . This conversion process takes 20 business days or 4 calendar weeks. NO RUSH SERVICE IS AVAILABLE.

Q: I'm interested in converting FEMA courses into credits at Frederick Community College, but I'd like to receive letter grades rather than Pass/Fail what do I need to do?

A: When FEMA courses are converted the grade listed is a "P" for passing. It is a verification that you did in fact take the FEMA IS course and passed it. A letter grade of A, B, C, etc. is not assigned until a student takes modules through Frederick Community College which includes additional course work and a comprehensive exam. The cost to enroll in a module is \$25. You must apply at www.frederick.edu/fema first, take IS courses and convert them to college credit through em-study.com, then sign up for the modules at FCC online through your PeopleSoft account. The link below shows A.A. S degree requirements so that you can see the module requirements. <http://www.frederick.edu/download/programs/EMAAS.pdf>.

Q: Does FCC accept previously earned college general education credits from another institution?

A: The Registration office will evaluate and determine if/which credits are transferable.

Please mail a sealed copy of your official transcripts to:

Frederick Community College

Attn: Registrar

7932 Opossumtown Pike

Frederick, MD 21702

They will be evaluated by the registration office. This process can take up to 4 calendar weeks. You will see the results of the evaluation on your PeopleSoft account.

Q: How will I know which courses from previous institutions/ coursework have been accepted at FCC?

A: Once your official transcripts have been evaluated you may view the results(your transcript credit report) in PeopleSoft. Please see instructions below.

- Self Service > Student Center
- Under Academics heading, click on **My Academics**
- Click **View my transfer credit report**

Q: Will FCC accept coursework from places other than another college?

A: You may send sealed official transcripts that include military, EMS, Fire or Police experience. An official transcript or training letter must be sent directly from the institution or training facility to FCC for evaluation.

Q: Are Ceu's the same as college credit?

A: No. You should not compare college credit amounts to CEU (Continuing Education Unit) amounts.

Q: Where do I send my transcript for evaluation?

A: Please mail a sealed copy of your official transcripts to:

Frederick Community College
Welcome and Registration Center
7932 Opossumtown Pike
Frederick, MD 21702

Q: How do I know if my transcript from another institution has been evaluated by Frederick Community College?

A: You will see the results of the evaluation on your PeopleSoft account. You will need to log-in and view your unofficial transcripts.

Q: I live out of state, do I have to take placement tests at Frederick Community College or can I take them somewhere else?

A: Frederick Community College utilizes the Accuplacer placement testing package. You may take the Accuplacer at a college local to you and have the scores sent to Frederick Community College. If you have previous English or Math classes you most likely will not have to take placement testing.

Q: If I am taking a course at another college will it transfer to FCC?

A: The Registrar's office will review and determine pre-approval of courses taken elsewhere by simply filling out and submitting the form Permission to Enroll: Verification of Transferability. Please allow 3 business days for the answer.

Q: How can I request an official transcript from FCC?

A: Click here and fill out and sign the attached form completely. You may mail or fax your transcript request. Your request will be processed and mailed within 3-5 days upon receipt of request.

Q: What are my options after I have taken FEMA classes?

A: You can have your FEMA credits converted which will provide you with a transcript of approved college courses from a fully accredited college. You can use these credits towards a certificate or degree in emergency management, to boost your resume or to enhance your career. Click on www.em-study.com to begin converting your credits

Q: I received my transcript with FEMA converted IS courses, what does "P" mean, is this a grade?

A: When FEMA courses are converted the grade listed is a "P" for passing. It is a verification that you did in fact take the FEMA IS course and passed it. A letter grade of A, B, C, etc. will not be assigned until a student enrolls in modules through Frederick Community College which includes additional course work and a comprehensive exam. The cost to enroll in a module is \$25. You must apply at www.frederick.edu/fema first, take IS courses and convert them to college credit through em-study.com, then sign up for the modules. Below is a link for the A.A. S degree requirements so that you can see the module requirements.
<http://www.frederick.edu/download/programs/EMAAS.pdf>.

Q: I have submitted my courses and paid for the conversion process through em-study.com, when will I receive my transcripts?

A: The conversion process takes 20 business days or 4 calendar weeks. NO RUSH SERVICE IS AVAILABLE. FEMA credits will be converted which will provide you with a transcript. You will receive this in 20 business days or 4 calendar weeks. Please plan accordingly.

Q: What are the requirements to earn a Letter of Recognition?

A: FCC offers specialized Letters of Recognition in the following areas:

Disaster Construction Issues, Radiologic/Hazardous Response, Animals in Disasters, State and Local Emergency Management, Mitigation, Incident Management for Schools, and Emergency Management Professional Development.

Click [here](#) to see the requirements.

Q: What are the requirements to earn a certificate?

A: Click [here](#) for a detailed list of required courses to complete a certificate in Emergency Management.

Q: What are the requirements to earn an A.A.S in Emergency Management?

A: Click [here](#) for a detailed list of required courses to complete the A.A.S. Degree.

Q: Can I get financial aid for FEMA classes?

A: Financial aid or VA benefits for FEMA classes are not available through Frederick Community College, because the classes are not taught by the college. Additional funds may be available through The International Association of Emergency Managers Scholarship Program at www.iaem.com/resources/scholarships/intro.htm.

Q: Can I get financial aid to convert my FEMA independent study courses?

A: No. Financial Aid is not available for the conversion of credits. Financial aid or VA benefits for FEMA classes are not available through Frederick Community College because the classes are not taught by the college.

Q: Can I get financial aid for an A.A.S in Emergency Management, for the Certificate, or the Letters of Recognition?

A: General education courses required for the associate degree, if taken through FCC, are available for regular financial aid and VA benefits.

Q: How do I enroll in a class at FCC?

1. If you have not already you will need to apply to FCC. Fill out the [online application form](#). Make sure you select:
My goal now is to earn an associate of applied science (AAS) degree so that I can prepare for a career. You will then see a drop down menu and select: Emergency Management A.A.S degree
2. You will receive your acceptance letter within 7-10 business days of enrollment
* You must Request official transcripts from previous coursework sent to:
3. FCC Welcome & Registration Center
7932 Opossumtown Pike,

Frederick, MD 21702

(Note: Previous course work also includes college, military, EMS, Fire, Police experience. You must have a sealed official transcript or letter sent directly from the institution or training facility to FCC for evaluation)

Q: How do I sign up to take a Module at FCC (enroll in a class)?

To enroll in class when you need to search for a class:

- Self Service > Student Center
- Under Academics heading, click on **Enroll**
- Select semester if option appears; click **Continue**
If the FEMA semester does not appear-click the search tab-click the magnifying glass icon next to 'term' and select the FEMA term you wish to enroll in.
- Find Classes using **Class Search** (default option), and click **Search**
- Enter or look up **Course Subject** and **Course Number**, and click **Search**
- Review class sections available, click **Select** for the section you want
- Review course info, if correct, click **Next**
- Repeat search steps above to add more courses, or click **Proceed to Step 2 of 3**
- Review schedule then click **Finish Enrolling** to complete registration process

Q: How do I change my address, major or other information?

A: Change of address-click here. <http://www.frederick.edu/download/Registration/ChangeofAddressForm3-12.pdf>

A: Change of major-click here. <http://www.frederick.edu/download/Registration/ChangeofCurrDeg.pdf>

Q: Can I complete the internship requirement for the A.A.S. degree locally if I reside outside of Frederick/MD?

A: Yes, you can complete it locally. After you have completed 3 of the 4 modules you are eligible to begin your internship during an 8-week or 15 week session. You must first set up a teleconference with Kathy Forrest to discuss all of the details. You are responsible to arrange your internship site at an emergency management office (local to you) found in a business, city, county, state, or federal level office.

Q: I already have experience in the field. Am I still required to complete an internship?

A: Yes, you have to complete an internship as part of your requirements to earn an A.A.S in Emergency Management from Frederick Community College. No prior or current Emergency Management work will be suitable to replace the internship portion of the degree program. The internship is facilitated remotely, and completed in this manner with our current students all over the world. This capstone course must be completed through FCC. You will need to complete three of the four modules to be eligible for the internship interview. You will then determine a solid EM project, four core learning goals, and a local work-site supervisor. Work must be completed under the direction of the college.

Q: When I receive my grade for the FEMA modules I have taken? How do I view my grades?

A: To view grades: Log-in to your PeopleSoft student account

- Self Service > Student Center >
- Under Academics heading, click on drop down menu labeled **other academics**
- Select **Grades** from menu and click round >> **Go** button
- Current semester will appear, for a different semester click **change term**, then select term and click **Continue**
- Click **printer friendly page** at the bottom of the screen to print copy
- Please note - the College does not mail your grades - you must access them online.

Q: How soon after I take my module exam will grades be posted?

A: Modules are offered within traditional academic semesters and we need to adhere to the posted schedule to submit grades. Therefore, it is not automatic as soon as you take the exam. When the session closes, we have been given specific grade due dates for all our students, like all other college instructors.

Q: Will my credits transfer into programs at other institutions?

A: You will need to contact the receiving institution for verification. For example, the admissions office at the college you plan to attend will be able determine the acceptability/transferability of the courses for academic credit.

Q: What types of facilities serve as an authorized testing site?

A: Testing is overseen by an authorized, neutral, proctor, who ensures the identity of the test taker and the integrity of the test taking environment. In short, a proctor is a proxy for the instructor, who oversees a test. The final decision on who qualifies as an authorized proctor is up to your instructor.

You must submit a **proctor site information form** through Blackboard-for instructions see below **Q: “How do I know if the facility where I want to take my module exams is an approved test site?”**

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A: In general, testing centers within most colleges and universities will be approved. Additional testing centers may be approved. Submit the [Proctor Site Information Form](#) through Blackboard and your instructor will it. You must contact the testing center and work with them directly. Some testing centers may require that you make an appointment to test and there may be a proctoring fee. Again, please coordinate with the proctoring site directly.

Blackboard instructions to submit the Proctor site information form

- Log into Blackboard
- My course > select course you are enrolled in by clicking on it
- On left-hand side-click **Exam**
- Click on proctor site contact form document (Fill the form out thoroughly, save it, and submit-see below)
- To submit > click on **Proctor Site information and form submission** under the **Exam tab** in Blackboard, attach file by '**browsing my computer**'-choose completed form and click **submit** to attach it. **Please keep in mind that Proctor Site Manager Information Forms and/or Proctor Site Requests for exam passwords must be received at least 3 business days prior to the exam date.**

Once the test site has been approved by your instructor you will see a  in your grade center under 'proctor site.' Your instructor will email your testing site the proctoring instructions and the password for your module exam. Good luck!

Q: Who can proctor my module exams?

A: Testing is overseen by an authorized, neutral, proctor, who ensures the identity of the test taker and the integrity of the test taking environment. In short, a proctor is a proxy for the instructor, who oversees a test. The final decision on who qualifies as an authorized proctor is up to your instructor.

Q: Can an employer proctor my module exam?

A: No. Your exam must be overseen by an authorized, neutral, proctor, who ensures the identity of the test taker and the integrity of the test taking environment. In short, a proctor is a proxy for the instructor, who oversees a test.

Q: Can my supervisor/employer proctor my module exam?

A: No. Your exam must be overseen by an authorized, neutral, proctor, who ensures the identity of the test taker and the integrity of the test taking environment. In short, a proctor is a proxy for the instructor, who oversees a test.

Q: Are the exams taken at the end of FEMA Independent Study courses the same as a FEMA modules?

No, the final exams for the modules are not the same as the quizzes for the FEMA IS-courses. However, since the courses cover the same content the questions can be similar.

Q: What computer equipment specifications are required for taking the FEMA modules and/or online BlackBoard courses at FCC?

We will work with you to make sure that technology is not an issue in your ability to take our courses. If you have a dial-up internet connection it may be difficult/more time consuming to complete the online coursework than if a high speed internet connection is utilized. An option would be to go to your local library to use their computers as they usually will have a faster connection.

Q: How do I apply for graduation?

A: Click [here](#) and fill out form completely. Please mail or fax your request.