

FEMA to FCC Tutorial

In support of the Department of Homeland Security and FEMA goals, the FEMA Emergency Management Institute (EMI) offers self-paced online Independent Study (IS) courses free of charge to individuals with emergency management responsibilities.

As a proud FEMA partner, Frederick Community College (FCC) awards college credit to individuals upon successful completion of FEMA IS courses meeting college rigor. Course credits may be applied toward an academic credential including an Emergency Management degree, Certificate, or Letter of Recognition and often satisfy professional development requirements set by various employers, departments and agencies.

Converting FEMA IS Courses to College Credit

- 1. Review FCC semester date information below**
 - Students are responsible for confirming that college credit will be received within the desired academic semester
- 2. Complete FEMA-EMI-IS program courses at training.fema.gov/is/crslist.aspx**
 - Prior to enrollment, ensure that program requirements align with desired student outcomes
 - Select courses that are available for college credit
 - Questions? Contact FEMA at 301.447.1200 or email emstudy@jacobs.com
- 3. Convert coursework and order college credit at emstudy.com**
 - Credit conversion cost is \$88 per credit (effective 5/1/17)
 - Orders are submitted to FCC on the student's behalf
 - Questions? Contact FEMA at 301.447.1200 or email emstudy@jacobs.com
- 4. Receive FCC college credit**
 - A student record is created and/or updated with courses posted as one (1) college credit with a 'P' for Passing ('P' is equivalent to a grade of 'C' or better and does not factor into calculating a student's GPA).
 - Students receive an email from FCC when credits have posted.
 - Allow at least two weeks for processing – rush service is not available.
 - Questions? Contact FCC at 301.624.2854.
- 5. Order an FCC official transcript**
 - Students with outstanding credit conversion orders should not request a transcript until receiving an email from FCC stating that the order is complete. There are no refunds for transcript orders requested prior to credit being posted.
 - Log in to [Parchment](https:// Parchment). Students set up an account (new users) or log in to Parchment (returning users).
 - Transcripts are \$5.00 per transcript for electronic delivery and \$7.50 for a transcript sent through the mail.

Semester Dates and Ordering Information

- **Spring 2019 Semester (1/28/2019 - 5/29/2019)**
Step 3 must be completed between 1/28/2019 - 5/29/2019 to receive credits within the 2019 spring semester.
- **Fall 2018 Semester (8/27/2018 - 1/27/2019)**
Step 3 must have been completed between 8/27/2018 - 1/27/2019 to receive credits within the 2018 fall semester.