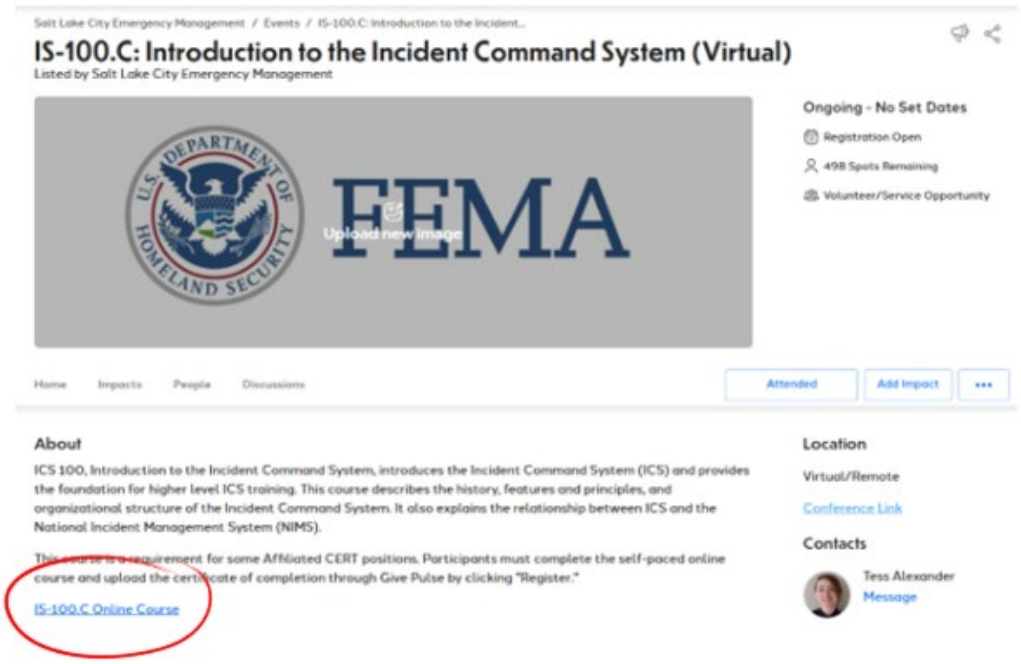
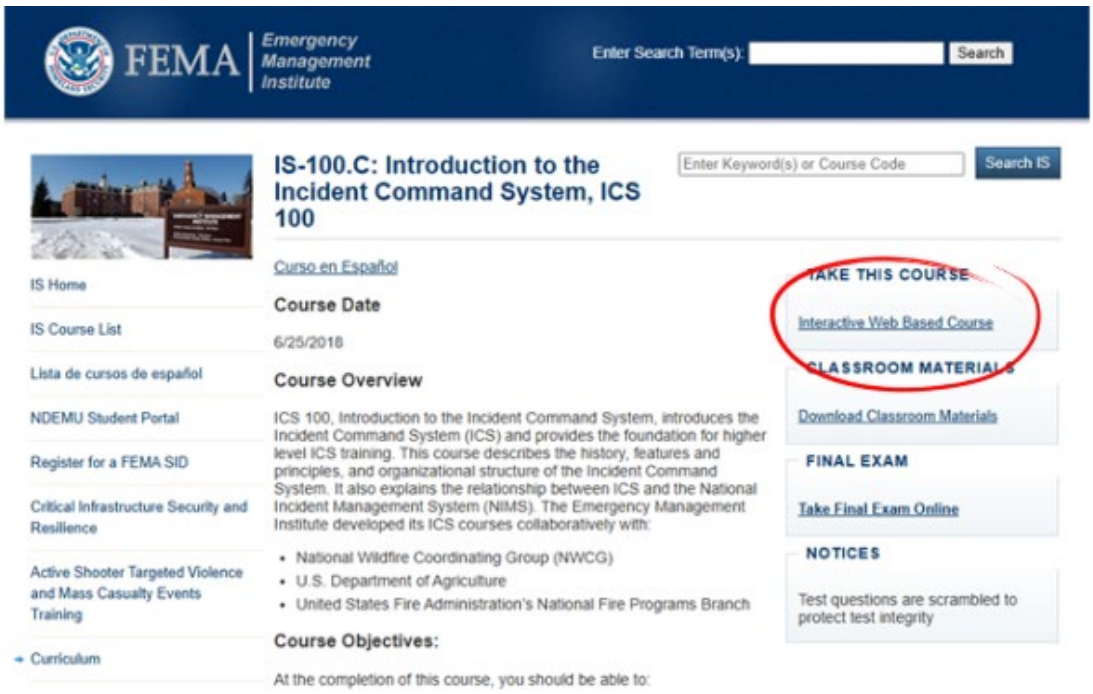
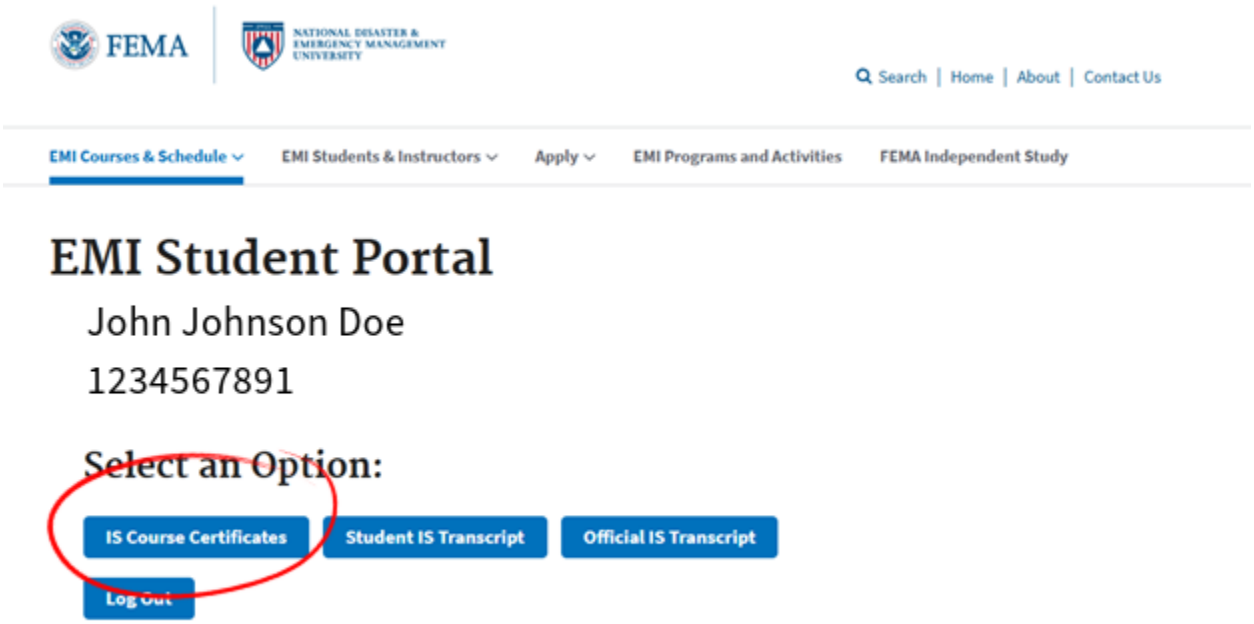
1. Click the link in the description to be redirected to the online course offered through FEMA.



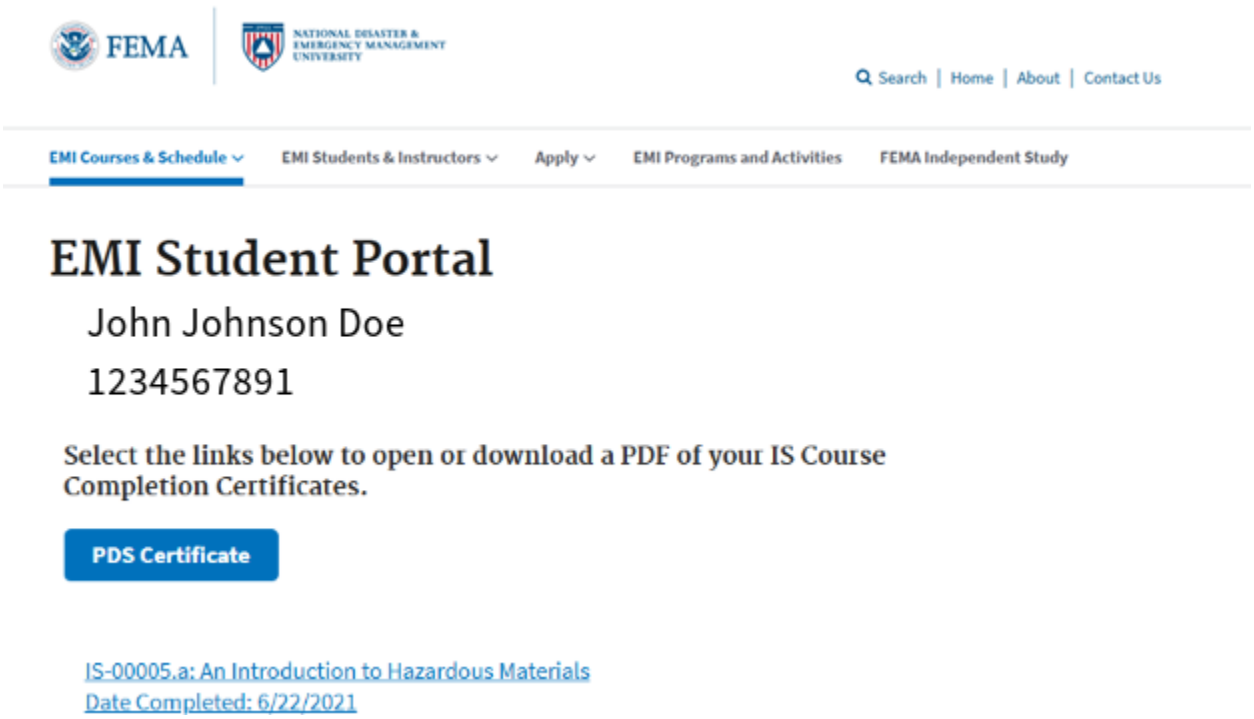
2. Complete the interactive web-based course and the final exam. You will need to make a Login.gov account and register for a FEMA Student Identification (SID) account. **Remember the FEMA SID because you will need it to receive your certification.**



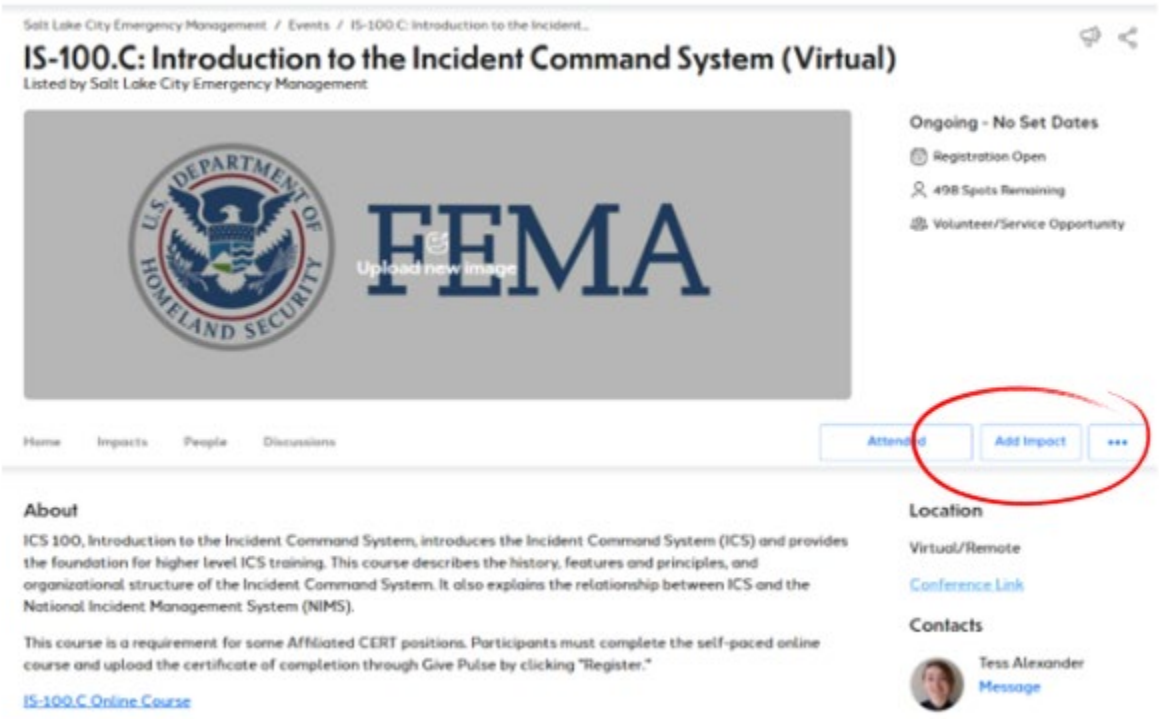
3. Once you have passed the exam, log into the EMI Student Portal and select “IS Course Certificates.”



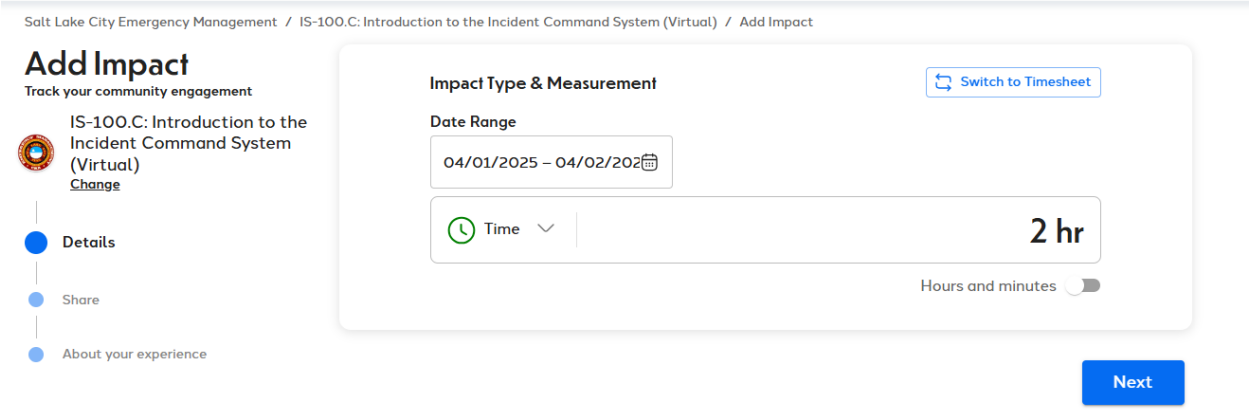
4. Select the link of the course you completed, and it will automatically download a PDF of the certificate. **Ensure that your name is correct on this certificate.**



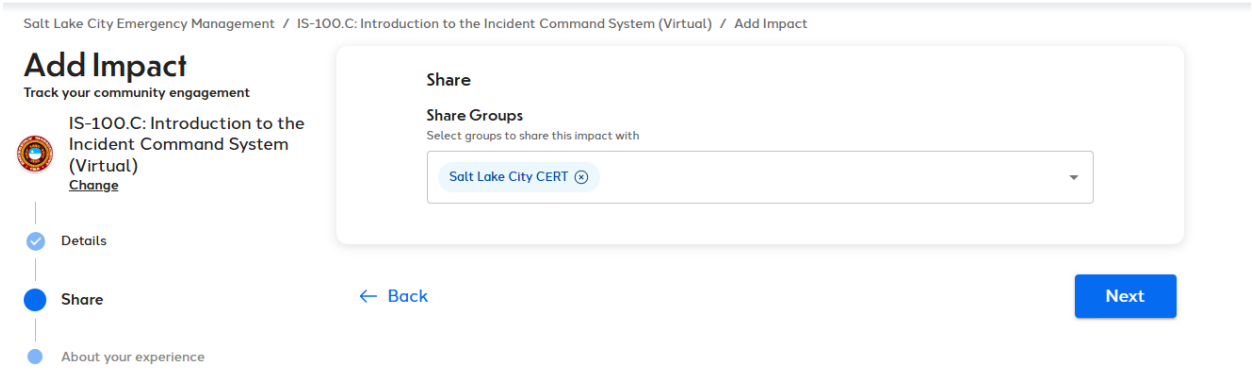
5. Return to the course page on Give Pulse. Select “Add Impact.”



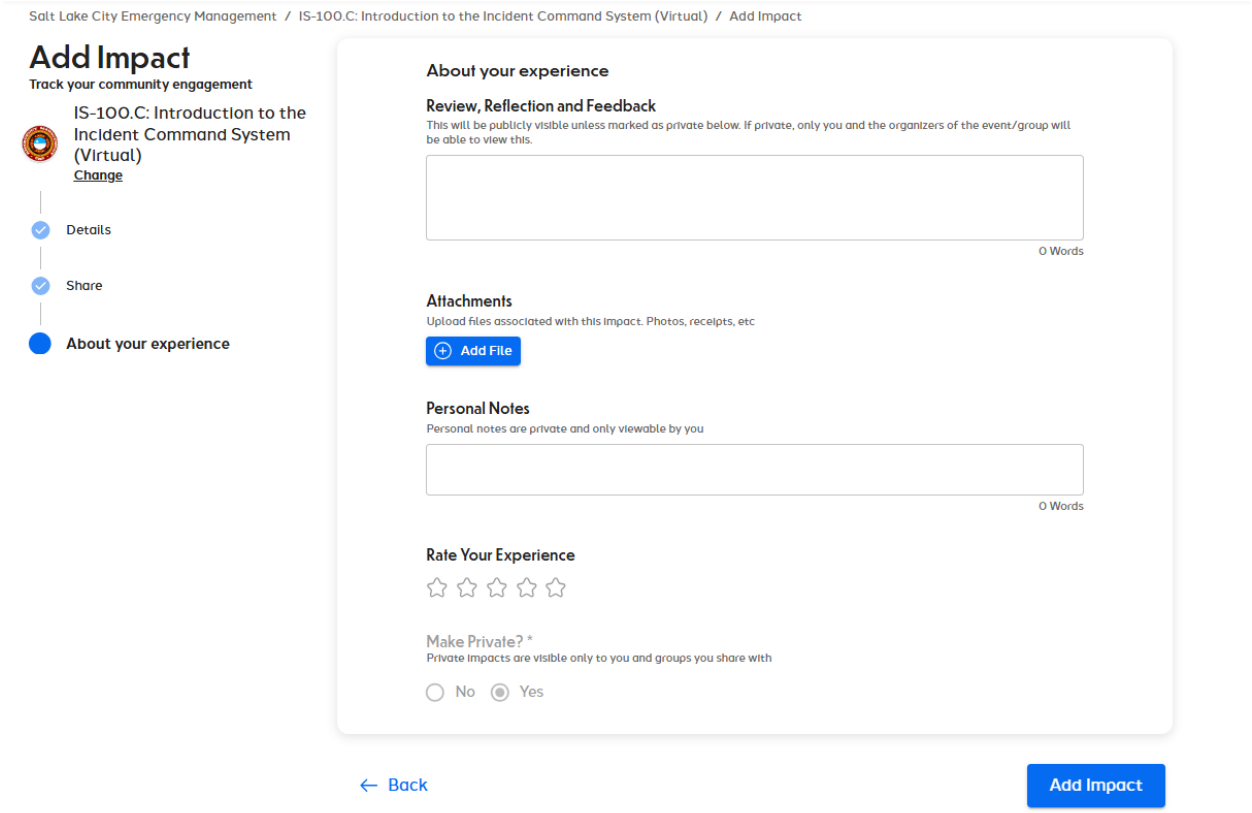
6. Add the date you completed the course and the course length (found at bottom of course description on FEMA online course webpage). Click next.



7. Select “Salt Lake City CERT” as the group to share the Impact with. Click next.



8. Upload your certificate in the “Add File” section. You may complete the Review or Personal Notes sections, but they are not required. Once the certification is uploaded, click “Add Impact” to complete the submission.



9. Once submitted, the CERT Coordinator will review and verify your submission. When the submission is verified your account will be updated to reflect your training.