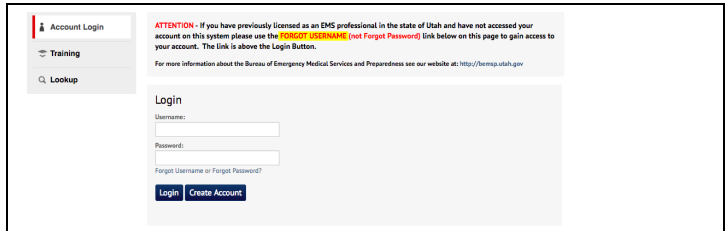
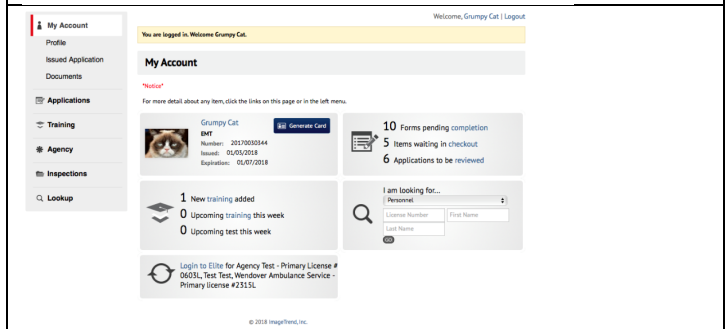
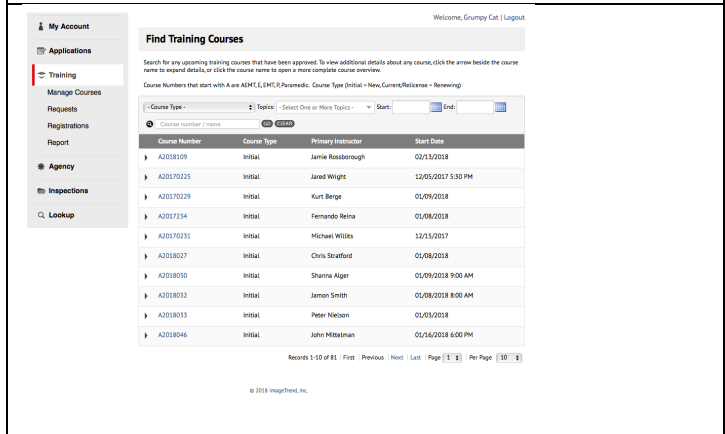
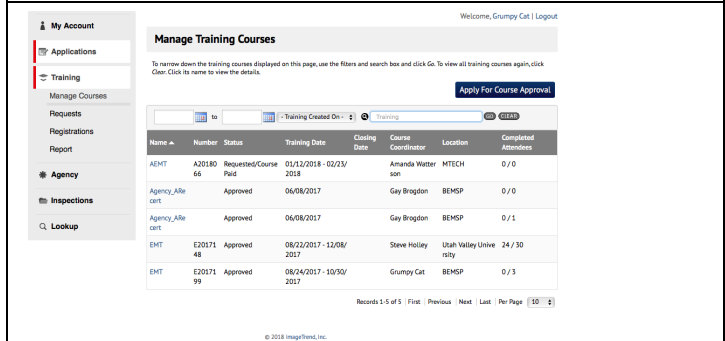


This Quick Reference Guide has been created to assist Course Coordinators with entering a new course request into the EMS License Management System. This step by step guide will also assist you with the information you will need to enter. A course approval is issued once all of the information is entered and the course fees have been paid.

To access the system enter:  
<http://emslcense.utah.gov>

|    | <p>To begin, enter the login information you use to access the EMS License system. You can do a password reset if you do not know it.</p> |                       |                         |               |                    |                        |                      |                      |           |          |                       |                         |           |                  |            |            |                 |         |                |            |           |             |                |            |                 |         |                 |            |          |             |              |                    |          |         |             |                         |          |              |                        |            |          |         |                |                         |  |            |       |     |   |
|---|---|-----------------------|-------------------------|---------------|--------------------|------------------------|----------------------|----------------------|-----------|----------|-----------------------|-------------------------|-----------|------------------|------------|------------|-----------------|---------|----------------|------------|-----------|-------------|----------------|------------|-----------------|---------|-----------------|------------|----------|-------------|--------------|--------------------|----------|---------|-------------|-------------------------|----------|--------------|------------------------|------------|----------|---------|----------------|-------------------------|--|------------|-------|-----|---|
|   | <p>From the left side navigation click “Training”</p>   |                       |                         |               |                    |                        |                      |                      |           |          |                       |                         |           |                  |            |            |                 |         |                |            |           |             |                |            |                 |         |                 |            |          |             |              |                    |          |         |             |                         |          |              |                        |            |          |         |                |                         |  |            |       |     |   |
|  <table border="1"> <thead> <tr> <th>Course Number</th> <th>Course Type</th> <th>Primary Instructor</th> <th>Start Date</th> </tr> </thead> <tbody> <tr><td>A2018109</td><td>Initial</td><td>Jamie Rossborough</td><td>02/15/2018</td></tr> <tr><td>A20170225</td><td>Initial</td><td>Jared Wright</td><td>12/05/2017 5:30 PM</td></tr> <tr><td>A20170229</td><td>Initial</td><td>Kurt Berge</td><td>01/09/2018</td></tr> <tr><td>A2017234</td><td>Initial</td><td>Fernando Reina</td><td>01/08/2018</td></tr> <tr><td>A20170231</td><td>Initial</td><td>Michael Willis</td><td>12/15/2017</td></tr> <tr><td>A2018027</td><td>Initial</td><td>Chris Strayford</td><td>01/08/2018</td></tr> <tr><td>A2018030</td><td>Initial</td><td>Shanna Alger</td><td>01/09/2018 9:00 AM</td></tr> <tr><td>A2018032</td><td>Initial</td><td>Jamon Smith</td><td>01/08/2018 8:00 AM</td></tr> <tr><td>A2018033</td><td>Initial</td><td>Peter Nielson</td><td>01/03/2018</td></tr> <tr><td>A2018046</td><td>Initial</td><td>John Mittelman</td><td>01/16/2018 6:00 PM</td></tr> </tbody> </table> | Course Number   | Course Type           | Primary Instructor      | Start Date    | A2018109           | Initial                | Jamie Rossborough    | 02/15/2018           | A20170225 | Initial  | Jared Wright          | 12/05/2017 5:30 PM      | A20170229 | Initial          | Kurt Berge | 01/09/2018 | A2017234        | Initial | Fernando Reina | 01/08/2018 | A20170231 | Initial     | Michael Willis | 12/15/2017 | A2018027        | Initial | Chris Strayford | 01/08/2018 | A2018030 | Initial     | Shanna Alger | 01/09/2018 9:00 AM | A2018032 | Initial | Jamon Smith | 01/08/2018 8:00 AM      | A2018033 | Initial      | Peter Nielson          | 01/03/2018 | A2018046 | Initial | John Mittelman | 01/16/2018 6:00 PM      | <p>Then click “Manage Courses” under the training header on the left.</p> <p>Note: You may also access this by clicking “Requests” below Manage Courses. Here you can also see the status of a course in the approval process.</p> |            |       |     |   |
| Course Number   | Course Type   | Primary Instructor    | Start Date              |               |                    |                        |                      |                      |           |          |                       |                         |           |                  |            |            |                 |         |                |            |           |             |                |            |                 |         |                 |            |          |             |              |                    |          |         |             |                         |          |              |                        |            |          |         |                |                         |  |            |       |     |   |
| A2018109  | Initial   | Jamie Rossborough     | 02/15/2018              |               |                    |                        |                      |                      |           |          |                       |                         |           |                  |            |            |                 |         |                |            |           |             |                |            |                 |         |                 |            |          |             |              |                    |          |         |             |                         |          |              |                        |            |          |         |                |                         |  |            |       |     |   |
| A20170225   | Initial   | Jared Wright          | 12/05/2017 5:30 PM      |               |                    |                        |                      |                      |           |          |                       |                         |           |                  |            |            |                 |         |                |            |           |             |                |            |                 |         |                 |            |          |             |              |                    |          |         |             |                         |          |              |                        |            |          |         |                |                         |  |            |       |     |   |
| A20170229   | Initial   | Kurt Berge            | 01/09/2018              |               |                    |                        |                      |                      |           |          |                       |                         |           |                  |            |            |                 |         |                |            |           |             |                |            |                 |         |                 |            |          |             |              |                    |          |         |             |                         |          |              |                        |            |          |         |                |                         |  |            |       |     |   |
| A2017234  | Initial   | Fernando Reina        | 01/08/2018              |               |                    |                        |                      |                      |           |          |                       |                         |           |                  |            |            |                 |         |                |            |           |             |                |            |                 |         |                 |            |          |             |              |                    |          |         |             |                         |          |              |                        |            |          |         |                |                         |  |            |       |     |   |
| A20170231   | Initial   | Michael Willis        | 12/15/2017              |               |                    |                        |                      |                      |           |          |                       |                         |           |                  |            |            |                 |         |                |            |           |             |                |            |                 |         |                 |            |          |             |              |                    |          |         |             |                         |          |              |                        |            |          |         |                |                         |  |            |       |     |   |
| A2018027  | Initial   | Chris Strayford       | 01/08/2018              |               |                    |                        |                      |                      |           |          |                       |                         |           |                  |            |            |                 |         |                |            |           |             |                |            |                 |         |                 |            |          |             |              |                    |          |         |             |                         |          |              |                        |            |          |         |                |                         |  |            |       |     |   |
| A2018030  | Initial   | Shanna Alger          | 01/09/2018 9:00 AM      |               |                    |                        |                      |                      |           |          |                       |                         |           |                  |            |            |                 |         |                |            |           |             |                |            |                 |         |                 |            |          |             |              |                    |          |         |             |                         |          |              |                        |            |          |         |                |                         |  |            |       |     |   |
| A2018032  | Initial   | Jamon Smith           | 01/08/2018 8:00 AM      |               |                    |                        |                      |                      |           |          |                       |                         |           |                  |            |            |                 |         |                |            |           |             |                |            |                 |         |                 |            |          |             |              |                    |          |         |             |                         |          |              |                        |            |          |         |                |                         |  |            |       |     |   |
| A2018033  | Initial   | Peter Nielson         | 01/03/2018              |               |                    |                        |                      |                      |           |          |                       |                         |           |                  |            |            |                 |         |                |            |           |             |                |            |                 |         |                 |            |          |             |              |                    |          |         |             |                         |          |              |                        |            |          |         |                |                         |  |            |       |     |   |
| A2018046  | Initial   | John Mittelman        | 01/16/2018 6:00 PM      |               |                    |                        |                      |                      |           |          |                       |                         |           |                  |            |            |                 |         |                |            |           |             |                |            |                 |         |                 |            |          |             |              |                    |          |         |             |                         |          |              |                        |            |          |         |                |                         |  |            |       |     |   |
|  <table border="1"> <thead> <tr> <th>Name</th> <th>Number</th> <th>Status</th> <th>Training Date</th> <th>Closing Date</th> <th>Course Coordinator</th> <th>Location</th> <th>Completed Admissions</th> </tr> </thead> <tbody> <tr><td>AMT</td><td>A2018066</td><td>Requested/Course Paid</td><td>01/12/2018 - 02/21/2018</td><td></td><td>Amanda Witterson</td><td>MTECH</td><td>0/0</td></tr> <tr><td>Agency_Are cert</td><td></td><td>Approved</td><td>06/08/2017</td><td></td><td>Gay Brogdon</td><td>BEMSP</td><td>0/0</td></tr> <tr><td>Agency_Are cert</td><td></td><td>Approved</td><td>06/08/2017</td><td></td><td>Gay Brogdon</td><td>BEMSP</td><td>0/1</td></tr> <tr><td>EHT</td><td>E201748</td><td>Approved</td><td>08/22/2017 - 12/08/2017</td><td></td><td>Steve Holley</td><td>Utah Valley University</td><td>24/30</td></tr> <tr><td>EHT</td><td>E201799</td><td>Approved</td><td>08/24/2017 - 10/30/2017</td><td></td><td>Grumpy Cat</td><td>BEMSP</td><td>0/3</td></tr> </tbody> </table>   | Name  | Number                | Status                  | Training Date | Closing Date       | Course Coordinator     | Location             | Completed Admissions | AMT       | A2018066 | Requested/Course Paid | 01/12/2018 - 02/21/2018 |           | Amanda Witterson | MTECH      | 0/0        | Agency_Are cert |         | Approved       | 06/08/2017 |           | Gay Brogdon | BEMSP          | 0/0        | Agency_Are cert |         | Approved        | 06/08/2017 |          | Gay Brogdon | BEMSP        | 0/1                | EHT      | E201748 | Approved    | 08/22/2017 - 12/08/2017 |          | Steve Holley | Utah Valley University | 24/30      | EHT      | E201799 | Approved       | 08/24/2017 - 10/30/2017 |  | Grumpy Cat | BEMSP | 0/3 | <p>From this screen you can see all the courses you have access to manage. In the upper right-hand corner, you will click the “Apply For Course Approval” icon.</p> |
| Name  | Number  | Status                | Training Date           | Closing Date  | Course Coordinator | Location               | Completed Admissions |                      |           |          |                       |                         |           |                  |            |            |                 |         |                |            |           |             |                |            |                 |         |                 |            |          |             |              |                    |          |         |             |                         |          |              |                        |            |          |         |                |                         |  |            |       |     |   |
| AMT   | A2018066  | Requested/Course Paid | 01/12/2018 - 02/21/2018 |               | Amanda Witterson   | MTECH                  | 0/0                  |                      |           |          |                       |                         |           |                  |            |            |                 |         |                |            |           |             |                |            |                 |         |                 |            |          |             |              |                    |          |         |             |                         |          |              |                        |            |          |         |                |                         |  |            |       |     |   |
| Agency_Are cert   |   | Approved              | 06/08/2017              |               | Gay Brogdon        | BEMSP                  | 0/0                  |                      |           |          |                       |                         |           |                  |            |            |                 |         |                |            |           |             |                |            |                 |         |                 |            |          |             |              |                    |          |         |             |                         |          |              |                        |            |          |         |                |                         |  |            |       |     |   |
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| EHT   | E201748   | Approved              | 08/22/2017 - 12/08/2017 |               | Steve Holley       | Utah Valley University | 24/30                |                      |           |          |                       |                         |           |                  |            |            |                 |         |                |            |           |             |                |            |                 |         |                 |            |          |             |              |                    |          |         |             |                         |          |              |                        |            |          |         |                |                         |  |            |       |     |   |
| EHT   | E201799   | Approved              | 08/24/2017 - 10/30/2017 |               | Grumpy Cat         | BEMSP                  | 0/3                  |                      |           |          |                       |                         |           |                  |            |            |                 |         |                |            |           |             |                |            |                 |         |                 |            |          |             |              |                    |          |         |             |                         |          |              |                        |            |          |         |                |                         |  |            |       |     |   |



# New Course Request Quick Reference Guide

**Add/Edit Training Details**

• Course Type: Initial  
The fee for this course type is \$300.00

• Course Name: EMT  
Please select from the course names

Training Number: Training number will be automatically generated

• Location: BEMSP

• Trainer: Cross, Brett Alan

Co-Course Coordinator:

Medical Director: Taillac M.D., Peter

Description: Emergency Medical Technicians provide out of hospital emergency medical care and transportation for critical and emergent patients who access the emergency medical services (EMS) system. EMTs have the basic knowledge and skills necessary to stabilize and safely transport patients ranging from non-emergency and routine medical transports to life threatening emergencies. Emergency Medical Technicians function as part of a comprehensive EMS response system, under medical oversight. This course will teach students how to gain the necessary knowledge and skills to become an EMT!

For Registration information visit our website: [bemsp.utah.gov](http://bemsp.utah.gov) or contact us at [ems@utah.gov](mailto:ems@utah.gov)

**Add/Edit Training Details**

**Course Type:** Initial (typical answer)

**Course Name:** The level of course you are going to instruct.

**Training Number:** System Generated

**Location:** The location field is the name of the program hosting the course. Select from drop down. If you do not see your program in the list contact the bureau to request your program be added.

**Trainer:** This field is to identify the course coordinator.

**Co-Course Coordinator:** You add anyone who is going to co-coordinate the course.

**Medical Director:** Select medical director from the drop down. If your medical director is not listed add their name to the internal notes at the bottom.

**Description:** This is your chance to sell your course! Make a good description of the course and list how to contact you for registration.

**Sample Description:** *Emergency Medical Technicians provide out of hospital emergency medical care and transportation for critical and emergent patients who access the emergency medical services (EMS) system. EMTs have the basic knowledge and skills necessary to stabilize and safely transport patients ranging from non-emergency and routine medical transports to life threatening emergencies. Emergency Medical Technicians function as part of a comprehensive EMS response system, under medical oversight. This course will teach students how to gain the necessary knowledge and skills to become an EMT!*

For Registration information visit our website: [bemsp.utah.gov](http://bemsp.utah.gov) or contact us at [ems@utah.gov](mailto:ems@utah.gov)



# New Course Request Quick Reference Guide

**Dates**

Multiple Dates: Yes  No   
Selecting "Yes" will add the Multiple Dates tab allowing you to replicate this training for multiple dates

\* Start Date and Time: 05 / 12 / 2018 Today 08:00 AM

End Date and Time: 05 / 04 / 2018 Today 05:00 PM

Test Date: 05 / 05 / 2018 Today

Allow Registration:  Yes  No  
Selecting "Yes" will allow public users to register for this class.

Attendee Signup Start: 02 / 06 / 2018 Today 10:00 AM

Attendee Signup End: 03 / 05 / 2018 Today 05:00 PM

Attendee Max Count: 12  
Public users can not register for the training once the max count has been reached.

**Dates**

**Start Date and Time:** Enter the course start date and first day start time.

**End Date and Time:** Enter the last day of class and time the course will end.

**Test Date:** Enter the date of the psychomotor test date.

**Allow Registration:** "Yes" indicates students can find the course in the public search and register for it. "No" indicates you as the coordinator will go in and add each student as an attendee once they have created an EMS License Management System account and initiated an application.

**Attendee Signup Start:** When you open registration.

**Attendee Signup End:** When registration will close.

**Attendee Max Count:** Please note that max count cannot exceed the ratio of 1:6 for skills. With a max of 36 students.

**Additional Information**

Training Location Address: 3760 S Highland Dr.

Training Location City: Salt Lake City

Training Location State: UT

Zip Code: 84106

\* Phone: 801 - 273 - 6666

Fax Number: - -

\* Email: ems@utah.gov

Notes:

Days and Times of Course: The course is Mon/Wed from 8 AM - 5 PM.

Course Fee: \$895 Course fee includes book, and shirt. Additional Fee paid to BEMSP \$127 for application and \$80 to National Registry for cognitive testing.

**Additional Information**

**Training Location Address, City, State, Zip:** The physical address where the actual training will be conducted.

**Phone:** Phone used for public contact.

**Email:** email address for training program or course coordinator.

**Days and Times of Course:** List the dates and times of the course. You can put in holidays or other date information as well.

**Course Fee:** Include the course fee what it covers, and any additional fees the students will be responsible for.

**Notes**

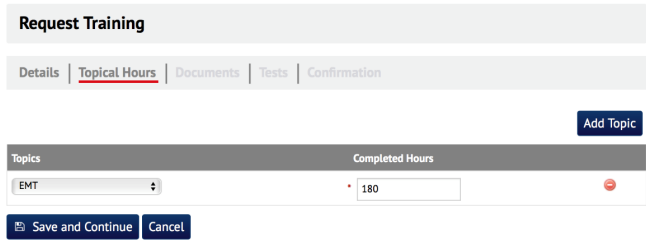
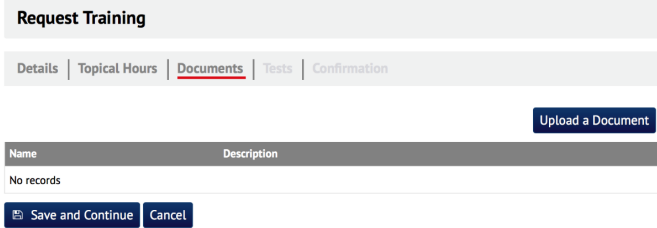
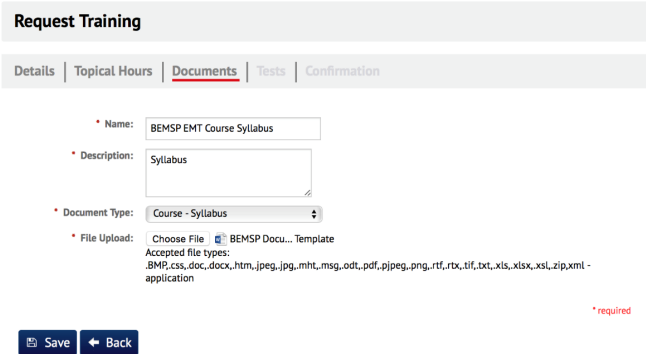
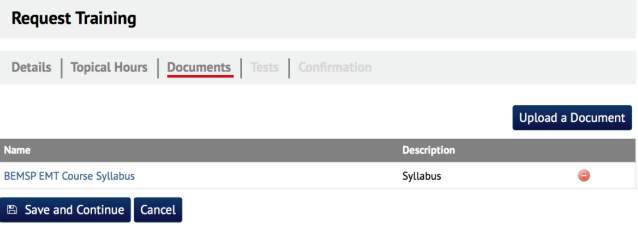
Internal Note: Medical Director: Book: Other notes not for public view.

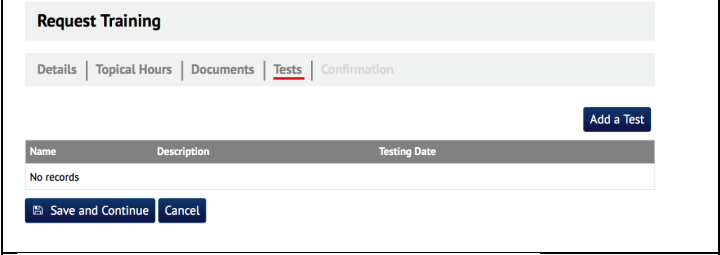
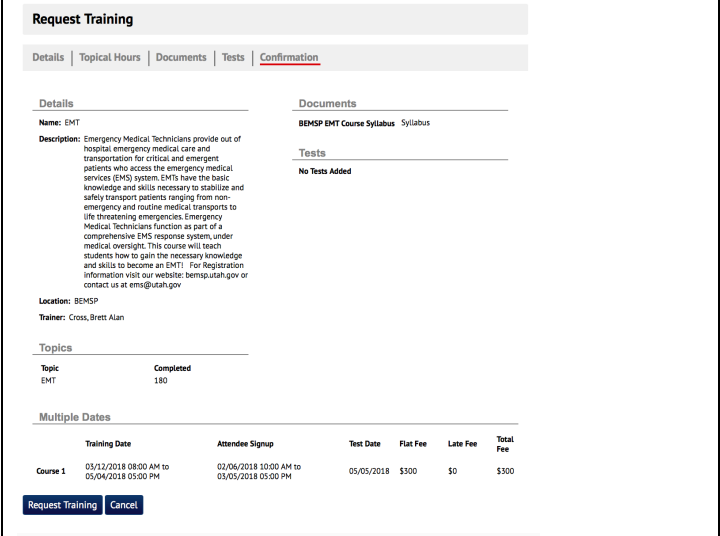
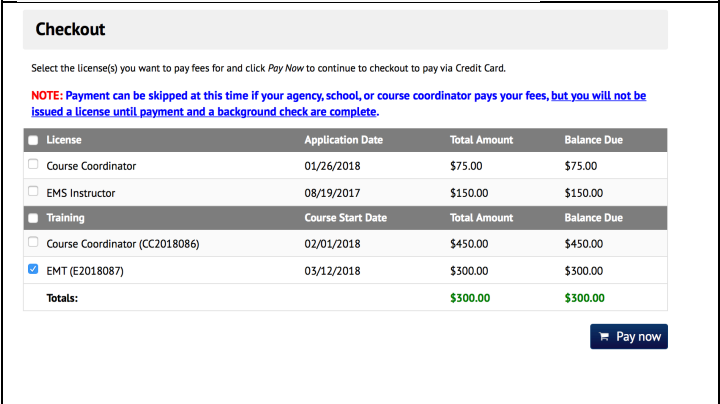
**Notes**

The internal notes are where you list the medical director if they do not appear in the background. The book you are



# New Course Request Quick Reference Guide

|   |  |
|---|--|
|   | <p>using should also be listed here, and any other notes you would like the bureau to know, but not the public. Press “Save and Continue”</p>  |
|    | <p><b>Topic Hours</b><br/>Under topics select the correct provider level from the drop down and enter the total number of hours for the course. Minimum hours listed below.<br/>EMR – 40 Hours<br/>EMT – 120 hours + 10 clinical/field<br/>AEMT - 120<br/>Paramedic – 610 class 596 clinical/field</p>   |
|    | <p><b>Documents</b><br/>Click the “upload a Document” icon.<br/><br/>Note: The document section will be available for you to upload the remain documents as the course is completed.</p>   |
|   | <p><b>Name:</b> Enter the name of the document.<br/><b>Description:</b> This is a required field but no specific information is needed.<br/><b>Document Type:</b> Course – Syllabus<br/><b>File Upload:</b> Click “Choose File” and attach the course syllabus.<br/><br/>Click “Save”<br/><br/>Note: The syllabus should include the schedule for the course, list all instructors, and the approved textbook.</p> |
|  | <p>If the information on the next screen looks correct, then press “Save and Continue”</p>   |

|  |   |
|--|---|
|   | <p>At this time there is no requirement to enter any testing information.</p>   |
|   | <p>Review all the information and if it is correct then press “Request Training”</p>  |
|  | <p>You will then be prompted to pay for the course. The course will not move forward to approval until all fees have been paid.</p> <p><b>Payment:</b><br/>You can pay with a credit card directly into the system.<br/>For purchase order payment contact <a href="mailto:ems@utah.gov">ems@utah.gov</a></p> |

A few reminders for you to consider when entering a course.

1. The course fee must be paid 30 days prior to the start of the class or a late fee will be applied. The fee is based on the current fee schedule and can be found on the website.
2. Once you save a course you cannot modify the information. You can however still upload documents and manage the roster.
3. Please make every effort to have the entire application complete including the course syllabus when applying to make the approval process happen more quickly. The courses will not be approved until all of the required documentation is submitted and fees are paid.

(Rev 2/12/18)