

NOTES on adding training:


- ACLS and CPR courses may NOT be used for CEUs – do not list them.
- On the supplemental training form, be sure to READ the instructions.
- You MUST click Save and Continue on the form where you are adding training, or it will NOT save your work

To add a class that you have taken (list each date and each class of training separately) – PLEASE FOLLOW THESE DIRECTIONS CAREFULLY:

1. Login to LMS (www.mygemsis.org/lms)
2. Click on **Applications** then **View my Applications**

Available Applications

Click "View My Applications" to view your personnel applications, or click one of the "View Service Applications" buttons to view the service licenses you can apply to for that service.

**FAKEFAKE, DavidFake J (P030772)**
Paramedic
Issue Date: 09/08/2019
Expiration Date: 12/21/2019

View My Applications

3. Locate the **Supplemental Training (Continuing Education) Documentation Application** and click on **Apply Now**.
Note: If you do not see it in the list, then click on **Applications > Continue** and find it there

Supplemental Training (Continuing Education) Documentation
This is the form where you will document the Continuing Education that you have received. You can document this at any time. This application should only be used to document training that has not already been added by the instructor/course coordinator of a Georgia approved EMS education program.

Apply Now

4. On the first page, READ the instructions carefully, and then click **Save and Continue**.
5. You are now on Supplemental Training Page
6. To add a course, Click on the **Add Training** button

Supplemental Training

Training History:
Trainings from 3/30/17 to 3/30/19 are valid towards the above requirements.

Course Name	Date	Location	Certificate	Topic Hours
No Records				

+ Add Training

7. Enter the Name of the Training, the date of the course (listed on your certificate), you do not need the location. Click on Choose File to upload your certificate (**required**).

Training: ACME Ambulance Service Recert Course

*Name

ACME Ambulance Service Recert Course

*Date

07/01/2020

Today

Location:

Enter or Find

Certificate:

Choose File

ACME Ambulance Service Recert Course Certificate - 07-01-2020.pdf

Max File Size: 23000KB
.doc, .docx, .jpeg, .jpg, .mp4, .pdf, .png, .ppt, .ppbx, .tif, .xls, .xlsx

Topics:

+ Add Topic

Save

Cancel

Name of Training

Date Training Completed

8. Then click **Add Topic** to list what topics were covered in your training – if you don't add topics, the system does not know what topics to give you credit for
9. Select the appropriate topic (there are two types – Instructor and Provider) and enter the hours

The screenshot shows the 'Topic' dropdown menu in the 'Hours' section. The dropdown is open, displaying a list of topics. A red circle highlights the dropdown arrow and the 'x' button. A red arrow points to the 'x' button.

Topics: **Topic** **Hours**

Select Topic

Select Topic

- CEU: Instructor - Administrative Issues
- CEU: Instructor - Affective Domain
- CEU: Instructor - Communication And Feedback
- CEU: Instructor - Cultural Awareness
- CEU: Instructor - Discipline
- CEU: Instructor - Domains of Learning
- CEU: Instructor - Dual Credit Instructor/Provider Hours
- CEU: Instructor - Ethics
- CEU: Instructor - Evaluation Techniques
- CEU: Instructor - Facilitation Techniques
- CEU: Instructor - Goals and Objectives
- CEU: Instructor - Instructional Techniques - GENERAL
- CEU: Instructor - Learning Styles
- CEU: Instructor - Legal Issues In EMS Education
- CEU: Instructor - Lesson Plans
- CEU: Instructor - Motivation
- CEU: Instructor - Presentation Skills
- CEU: Instructor - Remediation
- CEU: Instructor - Research

Save Cancel

EMS World -

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Be sure you enter ALL of the Topics on your certificate (click Add Topic to add additional topics). In this example below, the course was a 6 hour class that covered 1 hours of Airway, 1 hour of Cardiac, 1 hour of Medical, 0.5 hours of Operations, 0.5 hours of Other-General, 1 hour of Pediatrics and 1 hour of Trauma:

Training: ACME Ambulance Service Recert Course

*NameACME Ambulance Service Recert Course

*Date7/1/2020Today

Location:Enter or Find

Certificate:

Choose FileACME Ambulance Service Recert Course Certificate - 07-01-2020.pdf

Max File Size: 23000KB
.doc, docx, jpeg, jpg, mp4, pdf, png, ppt, pptx, tif, xls, xlsx

Topics:

Topic	Hours
CEU: Provider - Airway/Respiration/Ventilation	1
CEU: Provider - Cardiovascular/Stroke (Does not include CPR/ACLS)	1
CEU: Provider - Medical	1
CEU: Provider - Operations	0.5
CEU: Provider - OTHER-GENERAL	0.5
CEU: Provider - Pediatrics	1
CEU: Provider - Trauma	1



+ Add Topic

Save

Cancel

10. After entering the topics and the hours, click **Save**.

11. You will then see your course in the list – BE SURE THAT IT IS CORRECT AND THE HOURS ARE LISTED CORRECTLY – if you mis-typed something, click on the course name to edit it.

Course Name	Date	Location	Certificate	Topic Hours
ACME Ambulance Service Recert Course	7/1/20 		ACME Ambulance Service Recert Course Certificate - 07-01-2020.pdf	CEU: Provider - Airway/Respiration/Ventilation - 1.00 CEU: Provider - Cardiovascular/Stroke (Does not include CPR/ACLS) - 1.00 CEU: Provider - Medical - 1.00 CEU: Provider - Operations - 0.50 CEU: Provider - OTHER-GENERAL - 0.50 CEU: Provider - Pediatrics - 1.00 CEU: Provider - Trauma - 1.00 

12. To add another training, click **Add Training** and complete steps 7-11 again. If you are done adding training for now, click Save and Continue, sign the attestation on the next tab, and then click Submit.