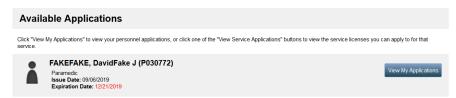
NOTES on adding training:

- 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



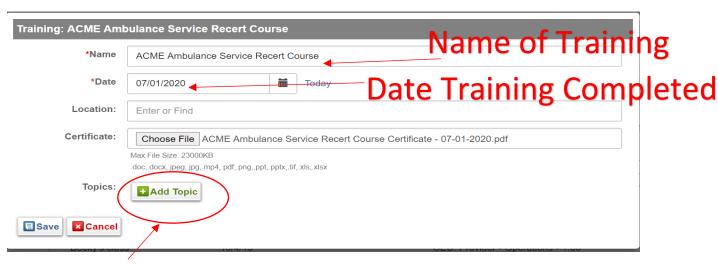
3. Locate the Supplemental Training (Continuing Education) Documentation Application and click on Apply Now. Note: If you do not see it in the list, then click on *Applications* > *Continue* and find it there



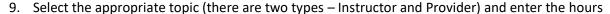
- 4. On the first page, READ the instructions carefully, and then click Save and Continue.
- 5. You are now on Supplemental Training Page
- 6. To add a course, Click on the Add Training button

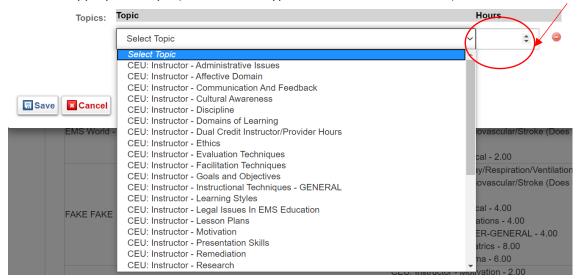


7. Enter the Name of the Training, the date of the course (listed on your certificate), you do not need the location. Click on Choose File to upload your certificate (required).

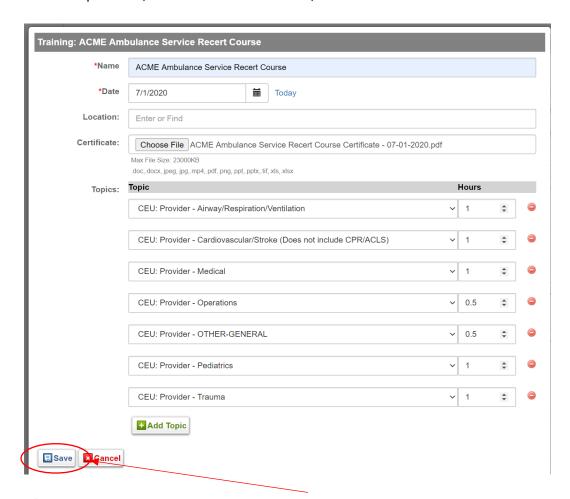


8. Then click **Add Topic** to list what topics were covered in your training – if you don't add topics, the system does not know what topics to give you credit for





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:



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 your 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
		Ð		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.