

## Request a new course



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Click on Trainings, then Requests, then Apply for Course Approval

The screenshot displays the 'Applications' section of the system. In the left-hand navigation menu, the 'Training' and 'Requests' items are highlighted with red circles. The main interface includes a search bar containing the text 'Training', a 'GO' button, and a 'CLEAR' button. Below the search bar is a table with the following columns: Name, Number, Status, Training Date, Trainer Name, Location, Submitted Date, and Closing Date. In the top right corner of the main interface, a blue button labeled 'Apply For Course Approval' is circled in red.

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# Course Types and Course Names

- Initial Course – EMR
  - Initial EMR Course
- Initial Course – EMT
  - Initial EMT Course
- Initial Course – AEMT
  - Initial AEMT Course
- Initial Course - AEMT/Paramedic Combined
  - Initial AEMT Course
  - Initial Paramedic Course
- Initial Course – Paramedic
  - Initial Paramedic Course

**Add/Edit Training Details**

\* Course Type:

\* Course Name:   
Select a Course Type

Training Number:

Region Held:

Approving Region:

Training Sponsor:  Find your program

\* Location:

\* Trainer:

Co-Instructor:

Medical Director:

Description:

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**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:

End Date and Time:

Test Date:

Allow Registration: Yes  No

Selecting "Yes" will allow public users to register for this class.

Attendee Signup Start:

Attendee Signup End:

Attendee Max Count:

Public users can not register for the training once the max count has been reached.

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**Additional Information**

\* How will this course be delivered? (select all that apply):  
 Instructor-Led (In-Person Lecture)  Instructor-Led (Virtual)  Instructor-Led (In-Person Lab/Skill)  Instructor-Led (In-Person Simulation)  Online/Distributive (Self-Paced)

Is this Course Open to other agencies or Closed to only your agency?:  Open  Closed

Conference Name:

Physical Address of Course:

Course Fee (If Free - Indicate Free):

If this is an initial education course, which certifications will your students be obtaining during this initial education program:

ABLS  ACLS  ADLS  AMLS  APLS  ASLS  ATLS  BDLs  BLS  BLS Instructor  CEVO  EMPACT  EMS Safety  ENLS  EPC  EVOC  GEMS  Hazmat  ICLS  NRP  PALS  PEARS  PEPP  PHTLS  TCCC  TECC  Other

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## Do NOT enter any topics here

Details | Topical Hours | Documents | Tests | Confirmation

If you are applying for an Initial Course, **DO NOT** enter any Topic Hours as the Course Name will pre-populate the topics and hours in the request (they just don't show here).

Hours for initial education courses will be defaulted in the system, but not shown on this page.

If you are applying for an NCCR course, **DO NOT** enter any Topic Hours - we have already pre-populated those. You will see the hours once the course is approved - if you add to the Topic Hours here for an NCCR course, it will not be approved. If you are planning to offer more hours than are specified in NCCR, then you will need to submit an additional course approval. As an FYI, **EMT** NCCR includes 1.5 Airway, 4 Cardiac, 6 Medical, 4.5 Operations, 2.5 Pediatrics, 1.5 Trauma (total of 20 for EMT). **AEMT** includes 2.5 Airway, 5 Cardiac, 7.5 Medical, 4.5 Operations, 2.5 Pediatrics, 3 Trauma (total of 25 for AEMT). **Paramedic** includes 3.5 Airway, 6 Cardiac, 8.5 Medical, 6 Operations, 3 Pediatrics, 3 Trauma (total of 30 hrs for Paramedic).

[Add Topic](#)

Topics	Completed Hours
<div style="border: 1px solid #ccc; padding: 2px;">           --- Topic ---         </div>	<input style="width: 100%; height: 20px;" type="text"/>
<div style="display: flex; justify-content: space-between; align-items: center;"> <span> Save and Continue</span> <span>Cancel</span> </div>	

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## Don't add **Documents** right now

Details | Topical Hours | Documents | Tests | Confirmation

You must upload your course information (preferably as a PDF), which should clearly show topics/instructors/content covered.  
Documents that must be uploaded:

1. Course Schedule/Agenda
- and
2. Course Curriculum/Outline

If you are submitting training for Post-Licensure Skills for Paramedics, you must also upload a letter of approval for this training from your medical director.

[Upload a Document](#)

Name	Description
No records	
<div style="display: flex; justify-content: space-between; align-items: center;"> <span> Save and Continue</span> <span>Cancel</span> </div>	

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## Don't add Tests right now

Details | Topical Hours | Documents | **Tests** | Confirmation

[Add a Test](#)

Name	Description	Testing Date
No records		

[Save and Continue](#) [Cancel](#)

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## Click Request Training

Details | Topical Hours | Documents | Tests | **Confirmation**

<b>Details</b> Name: Initial Paramedic Course Description: Location: Imagetrend Test 2 Trainer: FAKEFAKE, DavidFake J (P031081)		<b>Documents</b> No Document Uploaded		
<b>Topics</b> No Topics Added		<b>Tests</b> No Tests Added		
<b>Multiple Dates</b>				
	Number	Training Date	Attendee Signup	Test Date
Course 1		11/15/2020 to 11/15/2020		

[Request Training](#) [Cancel](#)

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# Click on the Course You just Requested

**My Training Requests**

[Apply For Course Approval](#)

mm/dd/yyyy to mm/dd/yyyy Select Training Created On Select Status

Training GO CLEAR

Name ▲	Number	Status	Training Date	Trainer Name	Location	Submitted Date	Closing Date
Initial Paramedic Course	GA-PMDC-2020-INIT-0011	Requested	10/23/2020	DavidFake FAKEFAKE	Imagetrend Test 2	10/23/2020	11/22/2020

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# Click on Topics

[Details](#) | [Topics](#) | [Documents](#) | [Tests](#)

**General Information**

Course Type: Initial Course - Paramedic  
 Course Name: Initial Paramedic Course  
 Course Number: GA-PMDC-2020-INIT-0011  
 Level: Driver Minimum Requirements  
 Status: Requested  
 Training Dates: 10/23/2020  
 Closing Date: 11/22/2020  
 Attendee Signup Date:  
 Region Held: Statewide (not region specific)  
 Approving Region: Statewide (not Region Specific)  
 Training Sponsor:  
 Location: Imagetrend Test 2  
 Description:  
 Created On: Friday, October 23, 2020 at 9:20 AM by DavidFake FAKEFAKE  
 Last Modified: Friday, October 23, 2020 at 9:20 AM by DavidFake FAKEFAKE

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## Enter Hours

- Use Spreadsheet on website

Topics	Completed Hours	Delete
IE: Summative Review - Airway, Respiration, Ventilation (Didactic In Person)	<input type="text" value="0.00"/>	<input type="checkbox"/>
IE: Summative Review - Airway, Respiration, Ventilation (Distance Education)	<input type="text" value="0.00"/>	<input type="checkbox"/>
IE: Summative Review - Airway, Respiration, Ventilation (Lab)	<input type="text" value="0.00"/>	<input type="checkbox"/>
IE: Summative Review - Assessment (Didactic In Person)	<input type="text" value="0.00"/>	<input type="checkbox"/>
IE: Summative Review - Assessment (Distance Education)	<input type="text" value="0.00"/>	<input type="checkbox"/>
IE: Summative Review - Assessment (Lab)	<input type="text" value="0.00"/>	<input type="checkbox"/>
IE: Summative Review - EMS Operations (Didactic In Person)	<input type="text" value="0.00"/>	<input type="checkbox"/>
IE: Summative Review - EMS Operations (Distance Education)	<input type="text" value="0.00"/>	<input type="checkbox"/>
IE: Summative Review - EMS Operations (Lab)	<input type="text" value="0.00"/>	<input type="checkbox"/>
IE: Summative Review - Medicine (Didactic In Person)	<input type="text" value="0.00"/>	<input type="checkbox"/>
IE: Summative Review - Medicine (Distance Education)	<input type="text" value="0.00"/>	<input type="checkbox"/>
IE: Summative Review - Medicine (Lab)	<input type="text" value="0.00"/>	<input type="checkbox"/>
IE: Summative Review - Pathophysiology (Didactic In Person)	<input type="text" value="0.00"/>	<input type="checkbox"/>
IE: Summative Review - Pathophysiology (Distance Education)	<input type="text" value="0.00"/>	<input type="checkbox"/>
IE: Summative Review - Pathophysiology (Lab)	<input type="text" value="0.00"/>	<input type="checkbox"/>
IE: Summative Review - Pharmacology (Didactic In Person)	<input type="text" value="0.00"/>	<input type="checkbox"/>
IE: Summative Review - Pharmacology (Distance Education)	<input type="text" value="0.00"/>	<input type="checkbox"/>
IE: Summative Review - Pharmacology (Lab)	<input type="text" value="0.00"/>	<input type="checkbox"/>
IE: Summative Review - Preparatory (Didactic In Person)	<input type="text" value="0.00"/>	<input type="checkbox"/>

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# EMS Initial Education

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This page will provide relevant information for EMS Initial Education Programs.

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**License Management System Instructions for Initial Education Processes**



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**Forms and Documents for EMS Initial Education**

 [EMS Initial Education Medical Director Agreement Form](#)

 [Spreadsheet for EMS Initial Education Hours](#)



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TOPIC	Hours
IE: Summative Review - Airway, Respiration, Ventilation (Didactic In Person)	
IE: Summative Review - Airway, Respiration, Ventilation (Distance Education)	
IE: Summative Review - Airway, Respiration, Ventilation (Lab)	
IE: Summative Review - Assessment (Didactic In Person)	
IE: Summative Review - Assessment (Distance Education)	
IE: Summative Review - Assessment (Lab)	
IE: Summative Review - EMS Operations (Didactic In Person)	
IE: Summative Review - EMS Operations (Distance Education)	
IE: Summative Review - EMS Operations (Lab)	
IE: Summative Review - Medicine (Didactic In Person)	
IE: Summative Review - Medicine (Distance Education)	
IE: Summative Review - Medicine (Lab)	
IE: Summative Review - Pathophysiology (Didactic In Person)	
IE: Summative Review - Pathophysiology (Distance Education)	
IE: Summative Review - Pathophysiology (Lab)	
IE: Summative Review - Pharmacology (Didactic In Person)	
IE: Summative Review - Pharmacology (Distance Education)	
IE: Summative Review - Pharmacology (Lab)	
IE: Summative Review - Preparatory (Didactic In Person)	
IE: Summative Review - Preparatory (Distance Education)	
IE: Summative Review - Preparatory (Lab)	
IE: Summative Review - Shock and Resuscitation (Didactic In Person)	
IE: Summative Review - Shock and Resuscitation (Distance Education)	
IE: Summative Review - Shock and Resuscitation (Lab)	
IE: Summative Review - Special Patient Populations (Didactic In Person)	
IE: Summative Review - Special Patient Populations (Distance Education)	
IE: Summative Review - Special Patient Populations (Lab)	
IE: Summative Review - Trauma (Didactic In Person)	
IE: Summative Review - Trauma (Distance Education)	
IE: Summative Review - Trauma (Lab)	
Initial Education: Airway/Respiration/Ventilation: Airway Management (Didactic In Person)	
Initial Education: Airway/Respiration/Ventilation: Airway Management (Distance Education)	
Initial Education: Airway/Respiration/Ventilation: Airway Management (Lab)	
Initial Education: Airway/Respiration/Ventilation: Artificial Ventilation (Didactic In Person)	
Initial Education: Airway/Respiration/Ventilation: Artificial Ventilation (Distance Education)	

EMR EMT AEMT **PMDC**

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# Click Save

Select Topic



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Click on Documents, Upload Agenda, Syllabi, Student Handbooks, etc.

The screenshot shows a web interface with a navigation menu at the top containing 'Details', 'Topics', 'Documents', and 'Tests'. The 'Documents' tab is highlighted. Below the menu is a table with columns: Name, Type, File, Size, Modified, and User. The table currently displays 'No Records'. A blue button labeled 'Upload a Document' is circled in red in the top right corner of the interface.

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Select **Initial Education Supporting Document**

The screenshot shows the 'Document Upload' form. It includes fields for 'Name', 'Description', and 'Document Type'. The 'Document Type' dropdown menu is open, showing a list of options. The option 'Initial Education Supporting Document' is highlighted with a yellow box. Below the dropdown, there is a 'File Upload' section with a file type restriction: '4 .pdf, .png, .ppt, .pptx, .tif, .xls, .xlsx'. There are 'Save' and 'Back' buttons on the left. A red asterisk and the text '\* required' are visible on the right side of the form.

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