Housekeeping items

Please mute your lines

Please enter your full name and provider number into the chat box

You will only receive credit if we have your complete information

Type questions into the chat box—we will address them at the end if they are not covered in the presentation
Agenda

- Transition to NEW LMS EDUCATION Module
- Adding New Courses
- Managing Courses
- Adding Attendees
- Attendee Import Submission
- Using remote testing for NREMT
- CoAEMSP/NREMT portfolio
- Medic and Instructor Renewal

Education Module

Brandin Gillman-Clark
Education Module

Find Courses

Brandin Gillman-Clark
Find Courses

Register for Course
My Courses

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Course Number</th>
<th>Start Date</th>
<th>End Date</th>
<th>Instructor</th>
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</table>
My Courses

My Report (enter CE hours/view report)

Brandin Gillman-Clark
Your Home Page

My Account
For more detail about any item, click the links on this page or in the left menu.

Paramedic
Number: 0000000000
Issued: 03/13/2021
Expiration: 03/13/2023

6 New courses requested
37 Upcoming courses this month
0 Upcoming tests this month
0 Courses need to be signed off

I am looking for...
Personnel
Application Level Address City Address County

40 Total Required Hours
24% complete

Applying Level:
Paramedic Renewal Requirements
Search Courses

My Report

How to Submit Continuing Education Hours During the Renewal Cycle

Please note: If you register for a course with this system, your email address will be visible to the course instructor(s) or course coordinator.

1. Log in to www.georgia.gov and log in (click "My Account" for instructions on how to obtain access).
2. Click on "Education" on the left.
3. Click on "My Report" under the Education link.
4. On this tab, you will see any courses that you have already added (or have been added by you attending an EMS approved course).
5. If you need to add a course, click on the "Add" button.
6. Select the course you want to add.
7. Click on the "Add" button.
8. Enter the course name, category, number, and expiration date.
9. Click on the "Add" button again.
10. Repeat steps 5-9 until all courses are added.

11. Once all courses are added, click on the "Submit" button.

12. Submit the completed form online.

13. Submit the completed form to your agency.
My Report – Shows hours completed/remaining

Adding Courses to Education Report
Managing Courses

Before submitting a course for approval, please read these instructions.

Date(s) of course: How will this course be offered?

- **One time** - A single session/date. 
  - Below, choose NO for Multiple Dates, and then enter the Start Date AND Time and the End Date AND Time. 
  - Roster will be due 30 days after the session/date.

- **Continuous** - will be offered multiple times throughout the year as needed or will be offered as Online/Distributive education.
  - Below, choose YES for Multiple Dates, and the Start Date should be listed as when the training will start being offered, and the end date should be one year from today’s date.
  - The roster should be kept up-to-date so that機構’s have the hours listed on their profiles. Final rosters are due 30 days from 1 year from now.

Multiple times - Some session on different dates that you have ALREADY prescheduled.

- Only use this option if you would like for each training session to have separate approval numbers that you will have to manage individually. 
- For one course being offered multiple times, see Continuous instructions above.
- Below, choose YES for Multiple Dates, this will bring up a new tab for Multiple Dates - on that tab, enter each of the Start and End Dates and Times.
- You will have 30 days after each session to enter a roster for each date.

- **Online/Distributive Education:** a method of delivering E-learning education where the educator and student are not able to interact in real time. Examples include: 
  - online courses that are not instructor-led, journal article reviews, and videos.

Do you want to allow medics to register for this course on this LMS system?

- **NOTE:** If this is a continuous class, they will not be permitted to register on this system.

- YES - click allow registration YES, and then be sure to enter a signup start date and end date. You should also consider limiting the number of people who can register (attendee max count)
All Courses You Have Created

Adding New Course – Select course type
Adding New Course - Complete Details

Location – Coordinator - Instructor
Course Details

Additional Course Details

Public users cannot register for the course once the attendee count has reached this capacity setting.
Course Request Credit Hours

Course Request Prerequisite
Course Request Attendees

Course Request Documents
Course Documents

Initial Education
- Syllabi and or handbook
- Course Schedule

Continuing Education
- Course schedule/agenda outline
Tests

Skill Exams
Finalize and Submit Course for Approval

Manage (Manage existing courses)

Brandin Gillman-Clark
Manage

Attendees
Search by provider number

Updating Attendee Status/Completion Date
Update Attendee Status

Ending Course Documents
Ending Course Documents

Beginning Course
- Beginning roster
- FERPA Forms (one PDF upload of all forms in alphabetical order)

Ending Course Education
- Initial Education Courses
  - Ending Roster
  - Student Portfolio (for each student to include)
    - File Review Forms
    - Terminal Competency
    - Psychomotor Exam Report (EMR/EMT)
- Psychomotor Exam Request (EMR/EMT)
  - Student Portfolio (for each student to include)
    - All Skills Sheets
    - Psychomotor Exam Report
Attendee Import Submission

Brandin Gillman-Clark

Importing Attendees

For one course being offered multiple times, see Continuous instructions above. Below, choose YES for Multiple Dates, this will bring up a new tab for Multiple Dates - on that tab, enter each of the Start and End Dates and Times. You will have 30 days after EACH session to enter the roster for each date.

Online/Distributed Education: a method of delivering EMR education where the educator and student are not able to interact in real time. Examples include online courses that are not instructor-led, journal article reviews, and videos.

Do you want to allow medics to register for this course on this LMS system? NOTE: if this is a continuous class, they will not be permitted to register on the system.

Is there a charge for the course? If you are planning on charging a fee for the course, be sure to indicate that in the description.

Is this course part of a conference? If so, list the name of the conference in the "Conference Name" field.

<table>
<thead>
<tr>
<th>Test Date</th>
<th>Select Course Type</th>
<th>Select Status</th>
<th>Course Start</th>
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</thead>
<tbody>
<tr>
<td></td>
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</table>

Instructor: Richard T
Instructor: Image.png
Completed Attendees: 0/0

NCCR: 03693
Refresher Course

Psychomotor Exam: EMR
QA: Requested 10/11/2023 10/15/2023
Rhodes 10/11/2023 10/15/2023

Initial EMR: QA-EMR-2021- Requested 10/11/2023 10/15/2023
Rhodes 10/11/2023 10/15/2023
Attendee Import

The import template allows for the import of the following data:
- Course Number (required): The number of the course you're importing to. You must be assigned as coordinator or instructor for that course, or the attendee will not be imported.
- Provider License Number (required): The primary license number of the attendee.
- Registered Date: The date the attendee registered for the course (MM/DD/YYYY).
- Completed Date: The date the attendee completed the course (MM/DD/YYYY).
- Attendee Status: The name of the attendee's status (e.g., "Pass", or "Withdraw"). The name must exactly match the name of the attendee status, or it will not be found.

Note that the import is not affected by maximum registration counts nor whether a course is open for registration, and does not fire triggers.

If the import fails, please double-check the formatting of the file. Make sure the column names match the sample, statuses are spelled correctly, and dates are formatted nicely. If using Excel to build your file, make sure it's not truncating long license numbers, as it sometimes will do.

Attendee import
EMR/EMT Combined Course Request

Create Course

- Course Details

  * Course Type
  * Course Name
  * Coordinator
  Description

Welcome, Richard Rhodes | Login
Search for any upcoming training courses that have been approved. To view additional details about any course, click the arrow beside the course name to expand details, or click the course name to open a more complete course overview. To search for CEUs, courses, click on the box to select topics, and search for "CEUs." Then select the type of CEUs you are looking for.

Please NOTE: If you register for a course with this system, your email address will be visible to the course instructor(s) or course coordinator.
EMR/EMT Combined

- This is for a continuous EMR/EMT course that starts and does not stop
- If allowing students to test out at EMR you will need two requests
- The EMR/EMT combined course must meet the National Education Standards, however the course does not need to be the length of both courses combined
- The average is 200 hours for an EMT course

NREMT Remote Testing

Richard Rhodes
Remote Testing

- NREMT will be putting out more information about remote testing
- 1 remote attempt for AEMT
- 2 remote attempts for EMT
- Not currently doing it for EMR or Paramedic

How to schedule

- Students can schedule remote testing once they have an ATT letter from NREMT, they can do this on the PearsonVue website
- Some programs have set up testing stations for students
CoAEMSP SMC (formerly appendix G)

<table>
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<th>NAME</th>
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**Program Minimum Numbers**

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**Archived Webinars & Related Links**

- **WEBINAR** Program Directors and Written Exam Item Analysis
- **PDF** Student Minimum Competency (SMC) Matrix Recommendations by CoAEMSP effective January 1, 2023 – FAQs
- **PDF** Student Minimum Competency (SMC) Matrix Recommendations by CoAEMSP effective January 1, 2023 – Background
NREMT Statement

- “The SMC Framework will replace the National Registry current portfolio requirements for our paramedic certification as a prerequisite.”

- “The new SMC framework will be used for all students enrolling in a Paramedic program on or after January 1, 2023. Programs may choose to use the new framework earlier.”

- Programs can begin using this as soon as they want. It will replace the NREMT portfolio for those programs that implement the new SMC.

Webinar Recording

- The recording from the webinar is available on the CoAEMSP website

- There will be a follow up Q&A session on Oct 15th that individuals can register for

- Recording: https://coaemsp.org/paramedic-education-accreditation-webinars
Medic and Instructor Renewal

Kelly Joiner

Cards now have expiration date

- Use the following applications to generate new cards:
  - Generate Medic License Card and Email
  - Generate Instructor Card and Email
- Click Apply Now on one/both of those apps...let it process
- Once it completes, you will find your new card in your email and under My Account→Documents
EMT–Responder Licensing

- Rules finalized by DPH Commissioner and will become effective 10/27/2021

- EMT-Responder application will be available starting 10/13/2021
  - BLS certification
  - Completed & notarized US residency form
  - Copy of ID used for notarized residency form
  - Criminal background check

- EMT–Responder License applications will not be issued until 10/27/2021

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Cards

<table>
<thead>
<tr>
<th>Key to Provider Levels</th>
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<tbody>
<tr>
<td>EMT-R</td>
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<td>AEMT</td>
</tr>
<tr>
<td>CT</td>
</tr>
<tr>
<td>PMDC</td>
</tr>
</tbody>
</table>
Medic Renewal Period has opened

- Medics expiring 3/31/2022 can now renew their license
  - Renewal period: 10/1/21 – 3/31/2022
  - Minimum required continuing education documentation/hours must be documented in Education Report before Renewal application can be submitted

Instructor Licensing

- Instructor License with an expiration date: 12/31/2022
  - Those licensed prior to 2019: 1/01/2019 – 12/31/2022
    - Due to new Instructor levels transition
  - Instructor licensing period is 2 years
    - Those that were licensed prior to December 2020 were given an extra year

- Will now have Instructors expiring every year.
  - Expiration date determined by license issue date.

- Instructor license renewal will begin 6 months prior to the expiration date.
  - Reminder- Instructor license fees (initial and renewal)
  - $25 application fee
Questions

Contact Information:

**Georgia Office of EMS and Trauma**
770-996-3133
dph-phemsinfo@dph.ga.gov
www.ems.ga.gov