

New License Management System—EMT Training Record

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Recording Classes not in the E-Licensing Portal

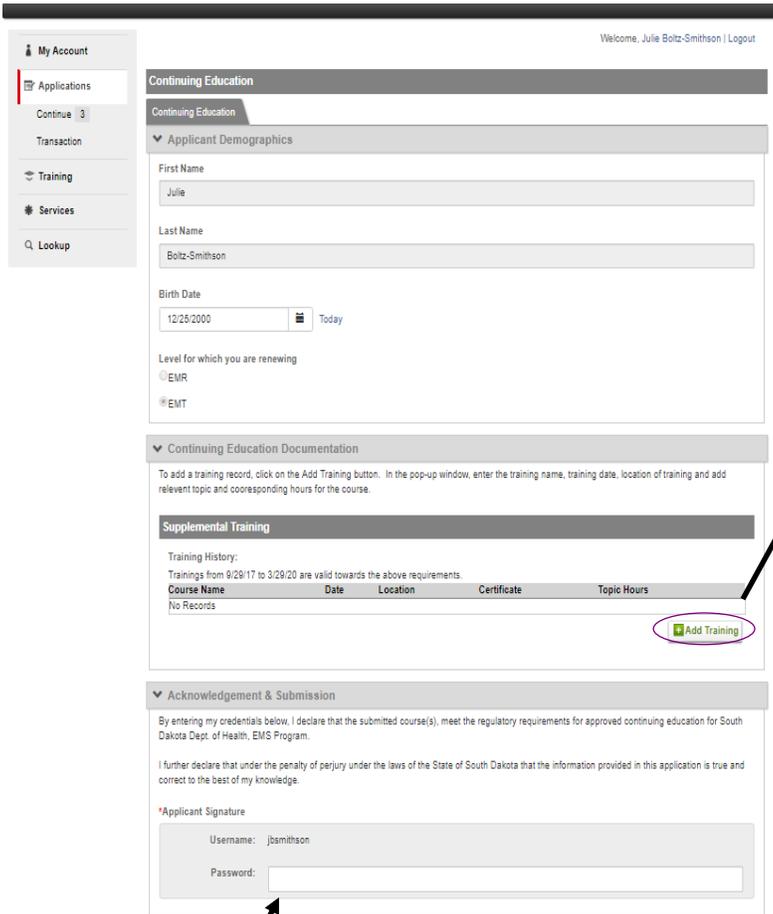
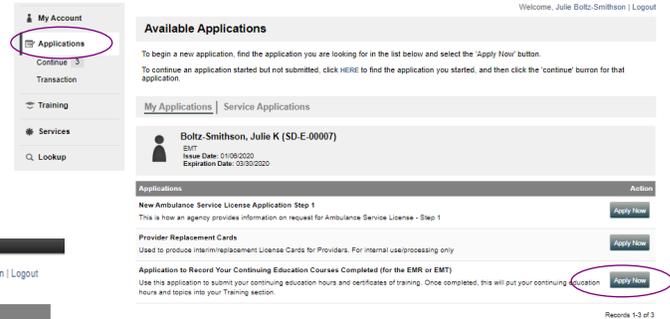
You can add classes to your training records which aren't already in the E-Licensing Portal.

Example: web courses.

Log into your account. Click on Applications.

Find “Application to Record Your Continuing Education Courses Completed (for the EMR or EMT)

Click Apply Now.



Under the “Continuing Education Documentation” tab, click “Add Training”.



Type in name of class.

Type in date of class.

Type in location of class.

Upload documentation of attendance. (optional)

Pick the topic of the class. (Airway, Cardiac, Medical, Trauma, Operations, & Flex) You can add more topics to a class by clicking on “Add Topics”.

Type in the number of hours.

Pick the options which the class covered.

Click Save after each class.

E-sign (password) and click “Submit” when finished.