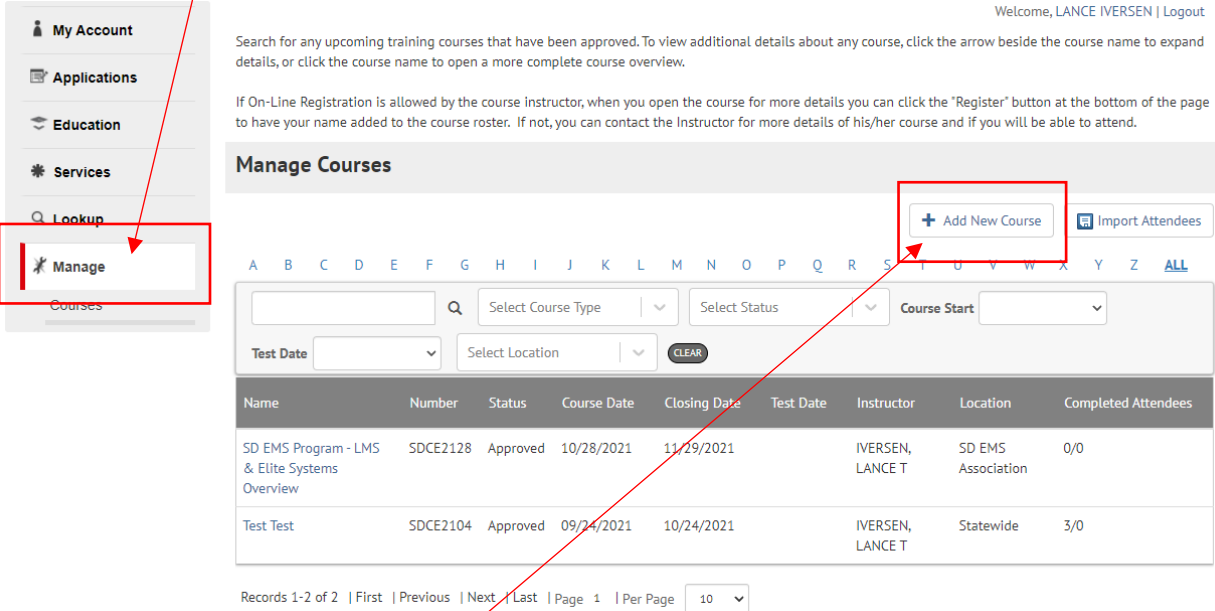


Instructor Instructions for E-Licensing Education Module

Please Note: All applications for EMS Continuing Education Courses (for BLS and ALS) are now done via your E-Licensing account. You will no longer need to do two applications (one for BLS with the Office of EMS & Trauma, and a separate one for ALS with the SDBMOE). It is now all combined into one application.

Creating a course Application

- 1) Log into your E-Licensing Account:
<https://southdakota.imagetrendlicense.com/lms/public/portal#/login>
- 2) Click the “Manage” button in your menu list on the left side of the page. This will open a page where all your approved or pending courses are located which you can open, update information, add/sign off your course attendees, etc.



Welcome, LANCE IVERSEN | Logout

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.

If On-Line Registration is allowed by the course instructor, when you open the course for more details you can click the “Register” button at the bottom of the page to have your name added to the course roster. If not, you can contact the Instructor for more details of his/her course and if you will be able to attend.

Manage Courses

[+ Add New Course](#) [Import Attendees](#)

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z ALL

Select Course Type Select Status Course Start

Test Date Select Location CLEAR

Name	Number	Status	Course Date	Closing Date	Test Date	Instructor	Location	Completed Attendees
SD EMS Program - LMS & Elite Systems Overview	SDCE2128	Approved	10/28/2021	11/29/2021		IVERSEN, LANCE T	SD EMS Association	0/0
Test Test	SDCE2104	Approved	09/24/2021	10/24/2021		IVERSEN, LANCE T	Statewide	3/0

Records 1-2 of 2 | First | Previous | Next | Last | Page 1 | Per Page 10

- 3) To apply for a new education course (Continuing Education, Refresher, Specialty, Initial EMR or EMT Course), click the “+ Add New Course” button on the upper right side of the page.

The form will open where you can enter the information on the first page as described below:

- 4) **Course Type:** Select the type of course you will be doing from the drop-down box. For this example I will select “Continuing Education”.



- a) **Course Name:** Type in the name or title of your course. This should describe the training event you are doing.

- b) **District Held:** Select the SDEMSA's District your training will be held or select Statewide or Other. When people search for education events from the Public Portal Lookup, they can use the filter to narrow their search for training in their area (District).

- c) **SD Ambulance Service Sponsor:** If you are providing training for a SD Ambulance Service, select the service from the drop-down box or begin typing the name of the service and then select it when found. If you're not teaching for an ambulance service you can leave this box blank. **Note,** if you use the drop-down box to look for an ambulance service, not all of them will show up as ImageTrend has a limit on the number that populates in the list. I would recommend typing the name of the service in the box to find the service.

- d) **Location:** Select the location name from the drop-down box where you will be doing the training at the location that you are authorized to teach at. **Note,** if you use the drop-down box to look for a location, not all of them will show up as ImageTrend has a limit on the number that populates in the list. I would recommend typing the name of the location in the box to find the one you want. If you will be teaching at a location that is not in the list and tied to your name, you can contact the Office of EMS & Trauma to have that location added to your approved list of locations you can teach at.

- e) **Coordinator:** You can leave this blank as we do not have Coordinator positions at this time. (I am working on having this box removed from the form so may not be viewable in the future).

- f) **Instructor:** Select your name from the list. **Note:** If you selected a location in the Location box above that your name is not tied to in your permissions, your name will not appear in the Instructor box to select.

- g) **Co-Instructors:** You can search for others who have Instructor permissions and add them to your course or leave blank. **Note:** If you use the drop-down box to look for an instructor, not all of them will show up as ImageTrend has a limit on the number that populates in the list. I would recommend typing the person's name in the box to find the one you want to add. Also, if Co-Instructors are listed, they will also be able to manage this course in their E-Licensing account.

- h) **Medical Director:** This will turn on if you select Initial EMR or EMT Course. For EMT Courses it is required to list your Medical Director. Optional for EMR Courses.



- i) **Description:** Type in more information on your course in this box. What you type in this box will display on the Public Portal Education Lookup for your course so don't put anything in there that you don't want the general public to see.
- j) **Start Date and Time:** Enter the start date of your course. You can also enter the start time of your course.
- k) **End Date and Time:** Enter the date your course will end. You can also enter the end time of your course. **Note:** Your course will automatically lock you out 60 days after the Course End Date so please go back in and add your attendees to the Attendee List and sign them off with the Completion Date and Status of Pass before it locks you out.
- l) **Test Date:** (For EMR and EMT Courses) Please enter the psychomotor testing date for your EMR or EMT Courses. Leave this blank for all other continuing education courses.
- m) **Allow Registration:** If you will allow EMRs or EMTs to register for your course (continuing education, refresher, or specialty course) via their E-Licensing account, click the box in front of "Public Portal Course Lookup". Do not click the other box that says "Application Form" (this will only be used for Initial EMR or EMT Courses). If you do not allow a person to register for your course you can add then yourself to your course Attendee list (for EMR and EMTs). If this application is for an Initial EMR or EMT Course, you will also click the "Application Form" box and "Apply the selected License when registering through course lookup" box, then select "Student: EMR Student Registration Application" if your application is for an Initial EMR Course, or you will select "Student: EMT Student Registration Application" if your application is for an Initial EMT Course.
- n) **Allow Deregister:** If you allow registration to your course as shown above, you can select Yes if you will allow a person to remove their name from your course Attendee list. Most Instructors will leave this set to No so they can manage their course attendee list.
- o) **Registration Start:** If you allow registration to your course, you will enter the Registration Start Date and time.
- p) **Registration End:** If you allow registration to your course, you will enter the Registration End date and time.
- q) **Capacity:** If you allow registration and you have a limit of how many people can attend your course, you can enter the maximum number of students allowed in this box.
- r) **Additional Information:** If your course will have ALS content or ALS Attendees, click Yes. If your course will only have BLS (EMR and EMT) attendees, click the No button. If your course is also for ALS providers and you click Yes, the SDBMOE will review your application and approve or

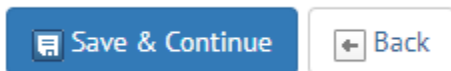


request additional course information. When the SDBMO approves your application, they will email you the ALS Course Certificate to hand out to your ALS attendees. If your course will also have BLS attendees, you will add the EMR and EMTs to your course Attendee list and sign them off with the Course Completion Date and change their Status to Pass. When you do this, it will generate a training certificate for the BLS provider and place a copy of their training certificate in their E-Licensing Education My Report section and will also add the training hours into their account for recertification.

Enter your Contact Phone Number

Enter your Email Address

When you are done with this first page of the application form click the blue "Save & Continue" button at the bottom of the page.



This will then refresh the page and you can then click the next tabs at the top of the form to add your course topics/hours (Credit Hours), and Attendees (EMR and/or EMTs), to your course.

This course is not yet created. Please finish entering info and click "Finalize Course Creation" button to finish adding the course.

View and update the number of hours that are applicable to each topic for this training.

Course Details **Credit Hours** Attendees

Click the "Credit Hours" tab then select the topic from the drop-down box. For this example, I will select Trauma and it is 1 hour and will select sub-topics:

Course Details **Credit Hours** Attendees Documents (viewable to Public)

The topic options and credit hours are restricted based on the selected course type in Public Portal

Trauma

Options

Trauma Triage Multi-System Trauma Pediatric Trauma Burns

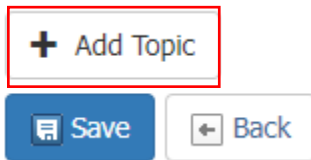
Central Nervous System Injury Hemorrhage Control Farm/Industry Injuries

Freshman Impact Active Shooter



When you enter the hours of this Topic, I recommend that you type in the number instead of using the up/down arrow keys. For whole number of hours, type in 1, 2, 3, etc. For partial hours type in .5, .25 etc. (.5 = half an hour, .25 = 15 minutes), or if more than one hour, for example 1 and half hour, you will type in 1.5).

If this course will have more than one topic, click the “+ Add Topic” button:



This will then allow you to select another Topic to add to your course. Example:

Course Details | **Credit Hours** | Attendees | Documents (viewable to Public)

The topic options and credit hours are restricted based on the selected course type in Public Portal

Trauma

Options

- Trauma Triage
- Multi-System Trauma
- Pediatric Trauma
- Burns
- Central Nervous System Injury
- Hemorrhage Control
- Farm/Industry Injuries
- Freshman Impact
- Active Shooter

Operations

Options

- At-Risk Populations
- Ambulance Safety
- Scene Safety/Crowd Control
- Field Triage-Disasters-MCI
- EMS Provider Hygiene-Safety-Vaccinations
- EMS Culture of Safety
- Pediatric Transport
- Crew Resource Management
- EMS Research
- Evidence Based Guidelines
- HIPAA
- Documentation
- EVOG
- Patient Movement
- Patient Assessment
- HAZMAT
- Radio/Communications
- Equipment Review
- Helicopter LZ Safety
- Scope of Practice/Patient Care Guidelines Review

When you are done with the “Credit Hours” section, click the blue Save button at the bottom of the page.

Next, you can click the “Attendees” tab at the top of the page to add your Attendees, or you can skip it and add Attendees later, such as after your course has ended. How to add Attendees and sign them off will be shown a little later in this document.

Once you are done with the above and ready to submit your application, click the “Finalize Course Creation” button at the bottom of the page:



Your application will come to us (the Office of EMS & Trauma and the SD Board of Medical & Osteopathic Examiners) to review and approve. You can see the status of your application within your “Manage” tab page. Example:

- My Account
- Applications
- Education
- Services
- Lookup
- Manage
- Courses

Welcome, LANCE IVERSEN | Logout

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.

If On-Line Registration is allowed by the course instructor, when you open the course for more details you can click the "Register" button at the bottom of the page to have your name added to the course roster. If not, you can contact the Instructor for more details of his/her course and if you will be able to attend.

Manage Courses

+ Add New Course Import Attendees

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z ALL

Q Select Course Type Select Status Course Start

Test Date Select Location CLEAR

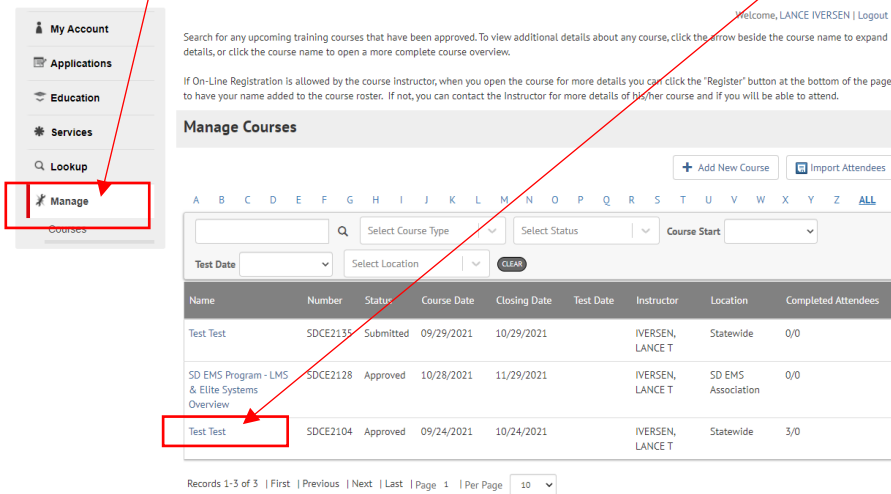
Name	Number	Status	Course Date	Closing Date	Test Date	Instructor	Location	Completed Attendees
Test Test	SDCE2135	Submitted	09/29/2021	10/29/2021		IVERSEN, LANCE T	Statewide	0/0
SD EMS Program - LMS & Elite Systems Overview	SDCE2128	Approved	10/28/2021	11/29/2021		IVERSEN, LANCE T	SD EMS Association	0/0
Test Test	SDCE2104	Approved	09/24/2021	10/24/2021		IVERSEN, LANCE T	Statewide	3/0

Records 1-3 of 3 | First | Previous | Next | Last | Page 1 | Per Page 10

To go back into your course, click the Name of the course. **Note:** Once you submit your application you will not be able to edit the course details or credit hour section. If changes are needed, you will need to contact the Office of EMS or the SDBMOE to make those corrections/edits.

Add Attendees to your course Attendee page and sign them off.

Click the “Manage” button in your menu list on the left side of your page. This will open a page where all your training courses you have applied for are located. Click the Name of the course you want to open to add students to your “Attendees” tab for the course. Example:



Welcome, LANCE IVERSEN | Logout

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.

If On-Line Registration is allowed by the course instructor, when you open the course for more details you can click the "Register" button at the bottom of the page to have your name added to the course roster. If not, you can contact the Instructor for more details of the course and if you will be able to attend.

Manage Courses

+ Add New Course | Import Attendees

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z ALL

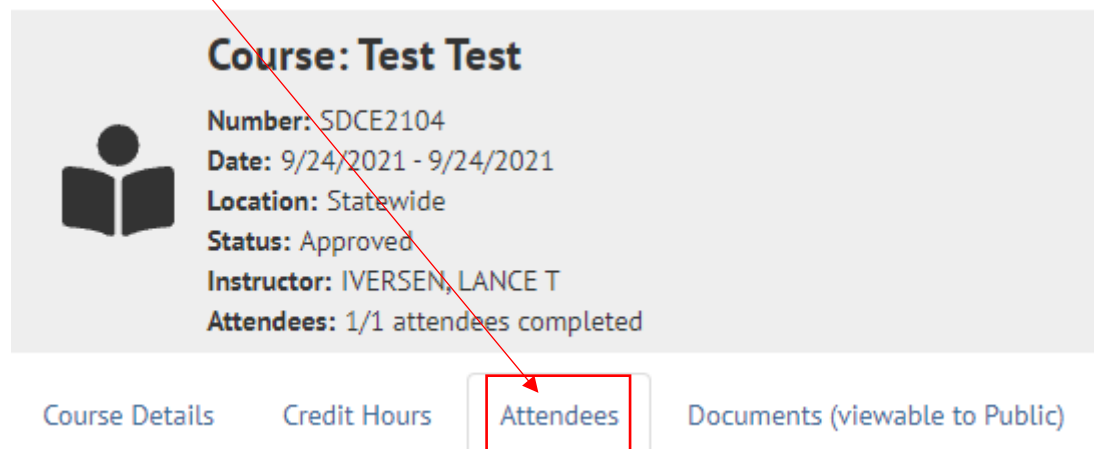
Select Course Type | Select Status | Course Start

Test Date | Select Location | CLEAR

Name	Number	Status	Course Date	Closing Date	Test Date	Instructor	Location	Completed Attendees
Test Test	SDCE2135	Submitted	09/29/2021	10/29/2021		IVERSEN, LANCE T	Statewide	0/0
SD EMS Program - LMS & Elite Systems Overview	SDCE2128	Approved	10/28/2021	11/29/2021		IVERSEN, LANCE T	SD EMS Association	0/0
Test Test	SDCE2104	Approved	09/24/2021	10/24/2021		IVERSEN, LANCE T	Statewide	3/0

Records 1-3 of 3 | First | Previous | Next | Last | Page 1 | Per Page 10

Click the “Attendees” tab located in the top horizontal bar. Example:

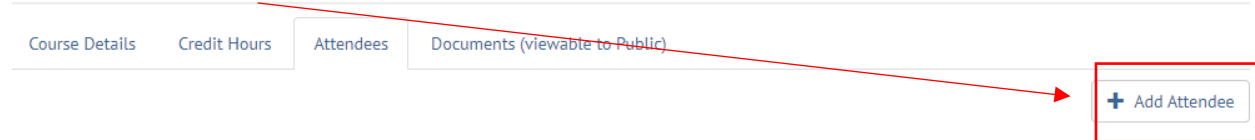


Course: Test Test

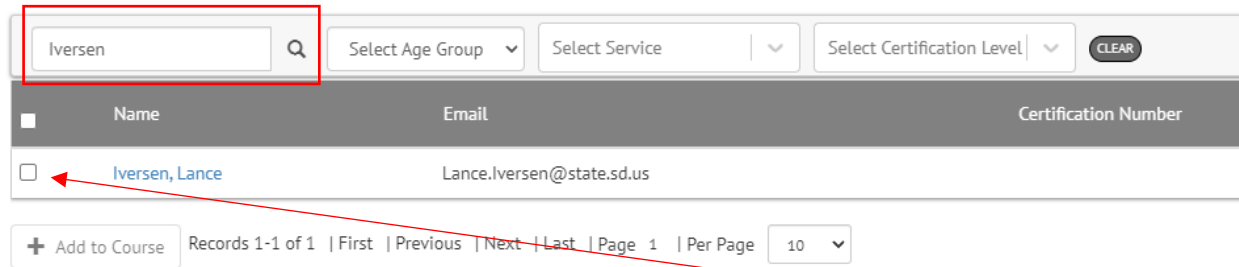
Number: SDCE2104
Date: 9/24/2021 - 9/24/2021
Location: Statewide
Status: Approved
Instructor: IVERSEN, LANCE T
Attendees: 1/1 attendees completed

Course Details | Credit Hours | **Attendees** | Documents (viewable to Public)

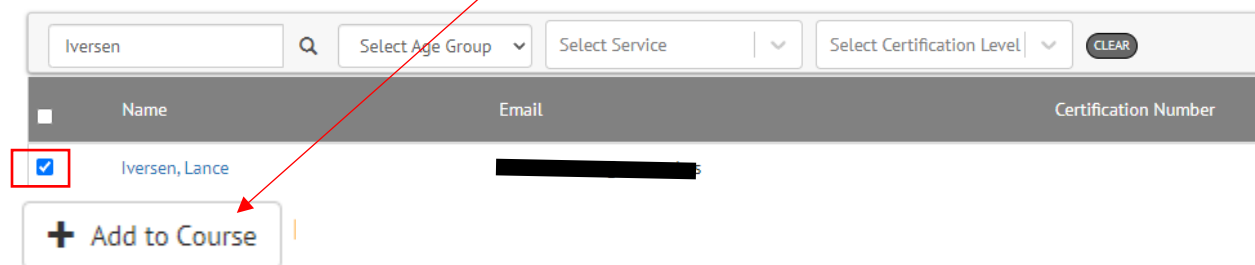
Click the “+ Add Attendee” button on the right side of the page. Example:



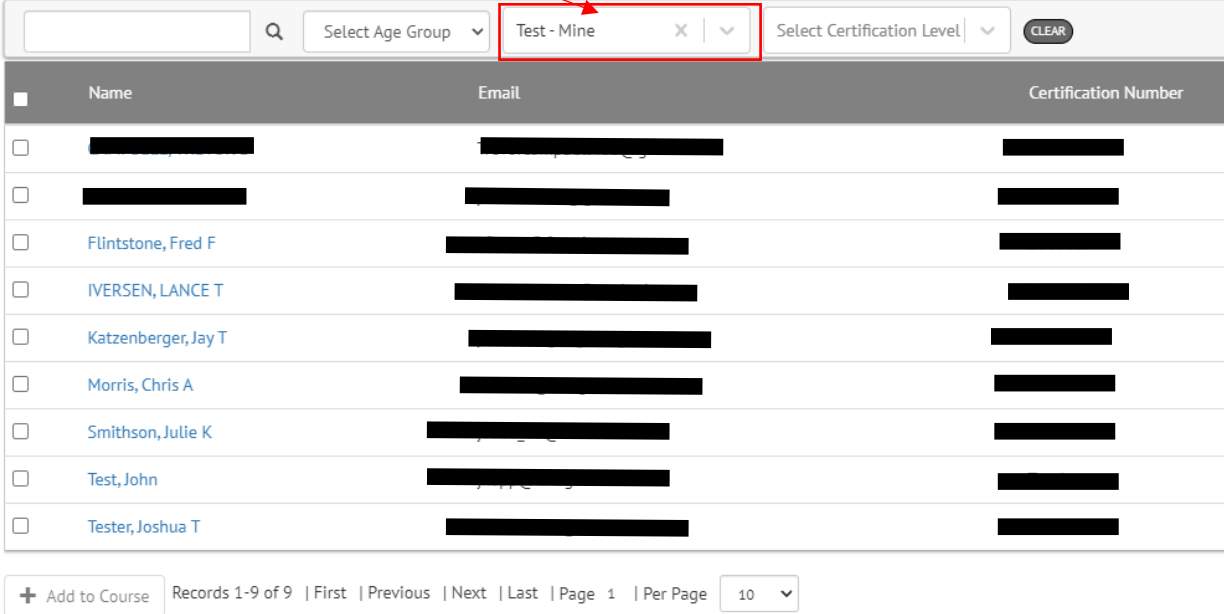
A box will open where you can search for a person by typing in their first or last name in the first search box or putting in their SD EMR or EMT Certification number. Example:



When you find the person you want to add to your course Attendee list, click the blank box in front of the person’s name then click the “+ Add to Course” button at the bottom of the page. Example:



Another feature which most of you will use when teaching for an ambulance service is to use the “Select Service” box to find EMR or EMTs who are affiliated with an ambulance service, select all or select the ones individually to add them to the course Attendee list. **Note:** If you use the drop-down box to look for an ambulance service, not all of them will show up as ImageTrend has a limit on the number that populates in the list. I would recommend typing the name of the ambulance service in the box to find the one you want to open. Example:

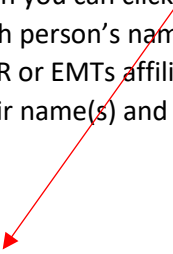


The screenshot shows a search interface with a filter box containing "Test - Mine". Below the filter is a table of attendees with columns for Name, Email, and Certification Number. A red arrow points from the text above to the filter box. At the bottom of the table, there is a row of checkboxes and a "Add to Course" button.

<input type="checkbox"/>	Name	Email	Certification Number
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]
<input type="checkbox"/>	Flintstone, Fred F	[REDACTED]	[REDACTED]
<input type="checkbox"/>	IVERSEN, LANCE T	[REDACTED]	[REDACTED]
<input type="checkbox"/>	Katzenberger, Jay T	[REDACTED]	[REDACTED]
<input type="checkbox"/>	Morris, Chris A	[REDACTED]	[REDACTED]
<input type="checkbox"/>	Smithson, Julie K	[REDACTED]	[REDACTED]
<input type="checkbox"/>	Test, John	[REDACTED]	[REDACTED]
<input type="checkbox"/>	Tester, Joshua T	[REDACTED]	[REDACTED]

+ Add to Course | Records 1-9 of 9 | First | Previous | Next | Last | Page 1 | Per Page 10

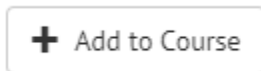
Then you can click the blank box on the left side of the gray menu bar which will put a check mark by each person’s name, or you can click the box by each person’s name to select people individually (not all EMR or EMTs affiliated with an ambulance service may be at your training so you don’t want to select their name(s) and giving them credit for attending your course. Example:



<input checked="" type="checkbox"/>	Name	Email	Certification Number
<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]
<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]
<input checked="" type="checkbox"/>	Flintstone, Fred F	[REDACTED]	[REDACTED]
<input checked="" type="checkbox"/>	IVERSEN, LANCE T	[REDACTED]	[REDACTED]
<input checked="" type="checkbox"/>	Katzenberger, Jay T	[REDACTED]	[REDACTED]
<input checked="" type="checkbox"/>	Morris, Chris A	[REDACTED]	[REDACTED]
<input checked="" type="checkbox"/>	Smithson, Julie K	[REDACTED]	[REDACTED]
<input checked="" type="checkbox"/>	Test, John	[REDACTED]	[REDACTED]
<input checked="" type="checkbox"/>	Tester, Joshua T	[REDACTED]	[REDACTED]

+ Add to Course
Records 1-9 of 9 | First | Previous | Next | Last | Page 1 | Per Page 10

Once you have all the service member selected, click the “+ Add to Course” button at the bottom of the page:



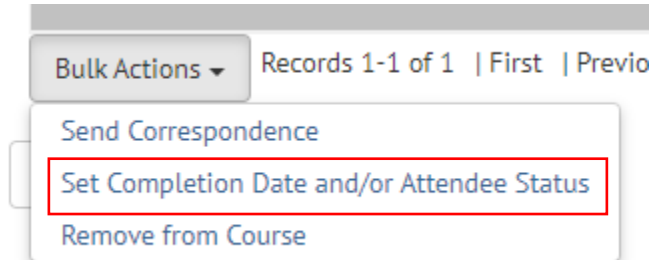
All the EMR and EMTs you selected from the steps above will now be in your Course Attendee List. To give them credit for attending your course, you will next need to put in their completion date of your training and then change their status to “Pass”. If a person did not show up for your training, you will not put in a completion date or give them a status of “Pass”. You can select other statuses in the list when you get to that step.

If all the people you have in your course Attendee list completed the training at the same time and all where there, you can select all the people in the list by clicking the blank box in the gray description bar, or you can click the blank box by each person’s name. In the below example I will click the blank box in the gray description bar which will then put a check in the box by each person’s name:

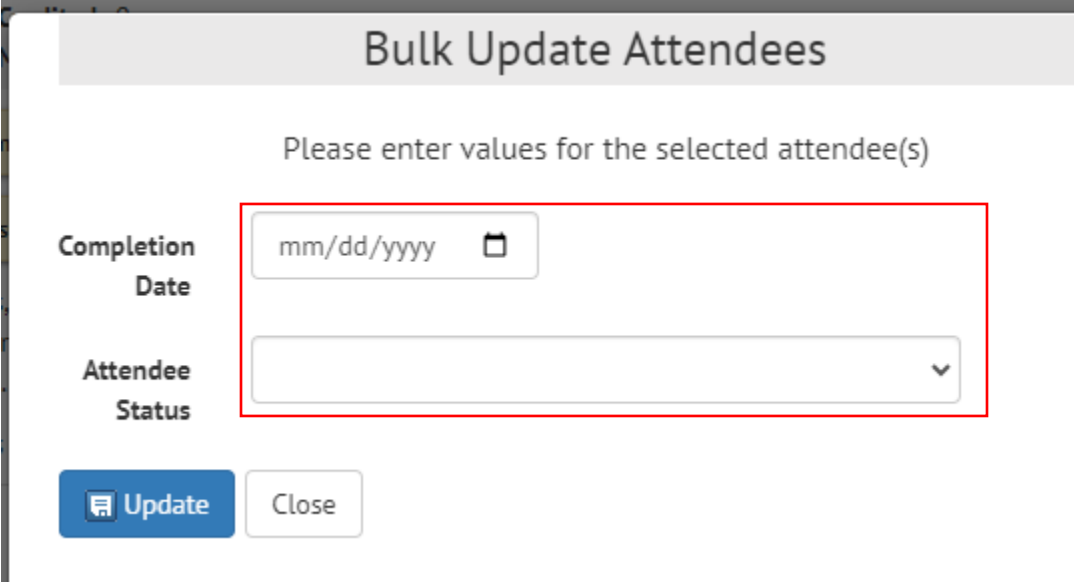
A B C D E F G H I J K L M N O P Q R

<input checked="" type="checkbox"/>	Name	Registered	Attendee Number	Status	Completed Date	PDF
<input checked="" type="checkbox"/>	▶ Flintstone, Fred F (E00035)	9/29/2021 2:41 PM	49360			
<input checked="" type="checkbox"/>	▶ Iversen, Lance	9/29/2021 2:31 PM	49357			
<input checked="" type="checkbox"/>	▶ Katzenberger, Jay T (R0018)	9/29/2021 2:41 PM	49362			
<input checked="" type="checkbox"/>	▶ Morris, Chris A (R0020)	9/29/2021 2:41 PM	49363			
<input checked="" type="checkbox"/>	▶ Smithson, Julie K (E00018)	9/29/2021 2:41 PM	49364			
<input checked="" type="checkbox"/>	▶ Test, John (Test1)	9/29/2021 2:41 PM	49365			
<input checked="" type="checkbox"/>	▶ Tester, Joshua T (E00043)	9/29/2021 2:41 PM	49366			

Next you will click the “Bulk Actions” button at the bottom of the page then select “Set Completion Date and/or Attendee Status”:




Enter the date they completed your course and select Pass in the Attendee Status drop-down box, then click the “Update” button:



A screenshot of a web form titled "Bulk Update Attendees". The form has a header bar with the title. Below the header, the text "Please enter values for the selected attendee(s)" is displayed. The form contains two input fields: "Completion Date" with a date picker icon and "Attendee Status" with a dropdown arrow. A red box highlights both input fields. At the bottom of the form, there are two buttons: "Update" (blue) and "Close" (white).

You are done. You will notice that the Status and Completed date is now in each person’s line and there is a pdf icon, which is a link to their training certificate:

<input type="checkbox"/>	Name	Registered	Status	Completed Date	PDF
<input type="checkbox"/>	▶ IVERSEN, LANCE T (233588)	8/3/2023 11:13 AM	Pass	08/03/2023	

FYI – When you select the Status of Pass, this will then record your course topics, sub-topics, and hours directly into the EMR or EMTs Education Report.

If you want to remove someone from your Attendee list, you select the person then click the “Bulk Actions” button then select “Remove from Course”:

