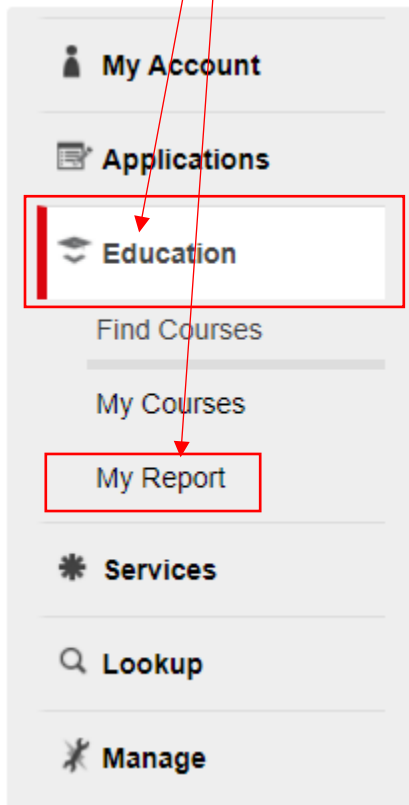


Manually Entering your Continuing Education Hours Completed into your E-Licensing Account
(If **not done by your Course Instructor)**

- 1) Log into your E-Licensing Account:
<https://southdakota.imagetrendlicense.com/lms/public/portal#/login>
- 2) Click the “Education” button in your menu list on the left side of the page.
- 3) Click the “My Report” button.



This will open your training report so you can see what hours are required for each topic for your level, how many hours you have completed for each topic, and how many hours still needed. When there is a green check box in front of each topic, that means you have the required number of hours for that topic.

Example on next page:

- Education**
- Find Courses
- My Courses
- My Report
- Services**
- Lookup
- Manage

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.

My Report

Please select below criteria to view your education progress Print Report

Level: EMR Recertification Hours | Course Completed From: 09/30/2021 | To: 09/30/2023

0 topics remaining to meet all of your education requirements within filtered date range
Click 'Find My Courses' to show you all of the courses that would satisfy your remaining requirements Find My Courses

EMR Recertification Hours: Pass
Level Total: 8.00

Required		State & NR Approved Training				
8.00 Completed	0.00 Remaining	Topic	Required	Completed	Remaining	
8.00 Total Requirements		> Airway/Respiration/Ventilation	1.00	3.00	0.00	
		> Cardiovascular	2.50	8.00	0.00	
		> Medical	3.00	7.00	0.00	
		> Operations	1.00	5.50	0.00	
		> Trauma	0.50	2.50	0.00	

To add EMS education you have completed and not entered by the Course Instructor, you will click the green circle(s) with white plus sign by the Topic (right side of page). This will then open a box where you can enter your course information (the example above is for the EMR level).

Example on next page:

Add Course

* Course Name

Start Date

* Completed Date

Location

File Upload No file chosen
Accepted File Types: BMP,css,.doc,.docx,.htm,.jpeg,.jpg,.mht,.mp4,.msg,.odt,.pdf,.jpeg,.ppt,.pptx,.rtf,.rbx,.txt,.xls,.xlsx,.xml - application
No files larger than 23000 KB

Topics Hours

Options

AED 12 Lead EKG Chest Pain Aspirin Assist Nitroglycerin Assist

Post-Resuscitation Care Ventricular Assist Devices Stroke/CVA Cardiac Arrest

Pediatric Cardiac Arrest

You will fill out the form with the Course Name, Start and Completed Dates, Location, select the Topic and enter the hour(s) and any sub-topics. If you have more than one Topic for this training course, you can click the "+ Add Topic" button at the bottom of the page. **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. For example, if you did an online course you can type in online then select "Virtual (Online)". When done, you will click the blue "Add" button at the bottom of the page.

To see the education you have in each of the Topics, you can click the > symbol and that will open that section and you can see the course information. Example:

Topic	Required	Completed	Remaining
<input checked="" type="checkbox"/> <input type="button" value=">"/> Airway/Respiration/Ventilation	1.50	3.00	0.00
<input checked="" type="checkbox"/> <input type="button" value="v"/> Airway/Respiration/Ventilation	1.50	3.00	0.00

Course Completed	Credits	Completed On	Document	Remove
Test (123)	3.00	9/15/2021		<input type="button" value="🗑"/>

To generate a pdf of your entire education report for your recertification cycle, you will click the small pdf icon in the light gray bar:

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.

My Report

Please select below criteria to view your education progress

Level: EMR Recertification Hours | Course Completed From: 09/30/2021 | To: 09/30/2023

Print Report

0 topics remaining to meet all of your education requirements within filtered date range
Click 'Find My Courses' to show you all of the courses that would satisfy your remaining requirements

EMR Recertification Hours: Pass
Level Total: 8.00

Required		State & NR Approved Training			
8.00 Completed	0.00 Remaining	Topic	Required	Completed	Remaining
8.00 Total Requirements		✓ > Airway/Respiration/Ventilation	1.00	3.00	0.00
		✓ > Cardiovascular	2.50	8.00	0.00
		✓ > Medical	3.00	7.00	0.00
		✓ > Operations	1.00	5.50	0.00
		✓ > Trauma	0.50	2.50	0.00



Requirements to recertify your SD EMR or EMT Certification

Emergency Medical Responders (EMR) will need a total of eight (8) hours of EMS education every two years to renew their SD EMR Certification plus current CPR Certification:

Airway/Respiratory/Ventilation – 1 Hour
Cardiovascular – 2.5 Hours
Medical – 3 Hours
Trauma – 0.5 Hour
Operations – 1 Hour
Plus current CPR Certification

Emergency Medical Technicians (EMT) will need a total of twenty (20) hours of EMS education every two years to renew their SD EMT Certification plus current CPR Certification:

Airway/Respiratory/Ventilation – 1.5 Hours
Cardiovascular – 6 Hours
Medical – 6 Hours
Trauma – 1.5 Hours
Operations – 5 Hours
Plus current CPR Certification

Note: Renewing your National Registry Certification **does not** automatically renew your SD Certification. Everyone will need to complete their SD Renewal Application prior to their expiration date. Also, if you plan to renew your National Registry Certification your education hours in your E-Licensing account do not auto-import into your National Registry account.

If you have questions on how to complete your renewal application or other areas of the E-Licensing System, please see the EMR/EMT Renewal Application Instruction Sheet, and others, located on the EMS Program's website, [EMS.sd.gov](https://ems.sd.gov).