EMS EDUCATION SYSTEM INFORMATION

PROGRAM DIRECTORS – CRITICAL ACTIONS

1. The Division of EMS will be transitioning from the CE (COURSE) TRACKING SYSTEM on December 19, 2016. No course data should be entered on that date.

2. Effective December 20, 2016 all EMR, EMT, AEMT, and paramedic courses shall be entered into the new EMS Education System (See “PROCESS CHANGES” below).

NOTE: For EMS courses underway prior to December 19, 2016, course information previously entered into the CE (COURSE) TRACKING SYSTEM has been migrated into the new EMS Education System. Please do not re-enter previously-entered data.

PROCESS CHANGES

1. Starting December 20, 2016 all EMR, EMT, AEMT, and paramedic courses shall be entered into the new EMS Education System, with course requests received by the Division of EMS a minimum of 14 days prior to the first day of class.

   EXCEPTION: If you have a class starting between 1/2/17 and 1/16/17 and you cannot place the request prior to the minimum 14 day requirement, select a course start date 14 days from the your submission date. Once the course is submitted, contact the Division of EMS for assistance in correcting the course to the appropriate start date. This option will be available only for classes starting during the 1/2/17 through 1/16/17 time period.

2. The program director will be required to upload/attach the Course Syllabus, Course Schedule and Course Handbook when submitting course requests.

3. The program director will be required to add the students to the course within 14 days of the start of the course.

4. Students in any class that will not be completed prior to 12/19/16 should NOT fill out an application until they complete the National Registry exam (written and practical) along with any required NIMS courses.

NEW EMS EDUCATION SYSTEM BENEFITS

The new system will improve data security and confidentiality.

The program director will be able to see all courses past and present (as long as they have previously been entered).
The program director will be able to sort class data and records based on course date, course ID, course level and course status. The program director will also be able to search for specific students.

The data will be linked so that an update by the students regarding their certification will result in an update to the student records. This will provide updated alumni records to the program director.

Going forward, once the program director updates a student record to include successful completion of the course, the National Registry (written and practical), the required NIMS courses, and attests to the accuracy of the record, an email will be generated to the student. The email will provide the student with the information necessary to complete an application for State certification.

Starting 90 days after the student’s course completion date, program directors will receive monthly notifications that one or more students have not yet filed the State application, allowing the program director to assist the student as needed.