To: Authorized Officials and Program Directors  
Ohio Division of EMS Accredited Training Programs  

From: Ohio Department of Public Safety  
Division of EMS  

RE: New EMS Education software  

In order to better assist you, the Division of EMS will be implementing the EMS Education Course Tracking software on Monday, December 19, 2016. We believe this user friendly software will allow you to better coordinate your student records and expedite the student’s initial certification process. This first release is designed to allow you to create EMS courses, add students, record student performance and validate student eligibility for Ohio EMS certification.

Division of EMS has prepared this EMS Education User Guide to assist you in navigating the new software. The EMS Education User Guide is available on the EMS Website and will be updated as the software is refined. Should questions arise, do not hesitate to contact the Division of EMS for assistance.

The CE (COURSE) TRACKING SYSTEM will be decommissioned on Monday, December 19, 2016 at 7AM. Please make sure that you obtain all data for EMS or Fire CE courses that you may need. Data retrieval assistance can be found on the Division of EMS website at http://www.ems.ohio.gov/links/ems_Chief-DirectorRetrieveCE.pdf.
Roles and Responsibilities

Authorizing Official:

The authorizing official is any person who owns or maintains responsibility on behalf of an individual, corporation, trust, partnership, or an association for the facilities, equipment, instructors, managers, and other employees of the chartered fire training program or EMS accredited training program. The authorizing official shall ensure the integrity and security of all written examinations including, but not limited to:

- Testing facility, examination room and access to the examination room;
- Examination administrator login, student rosters and examination passwords;
- Student’s login and personal confidential information;
- Examination items, computerized examination and paper/pencil examinations.

Program Director:

The authorizing official serves as program director or designates another person to serve as the system administrator. The program director assumes the responsibility for the following:

- Administers EMS Provider and instructor courses;
- Complies with all rules and laws applicable to EMS Provider and instructor courses;
- Performs ongoing review and maintains written evaluations of the courses including content of each course;
- Performs ongoing review and maintains written evaluations of the instructors’ and students’ performance for each course;
- Assigns faculty responsibilities and schedules program courses;
- Prepares or approves all documents required to be submitted for accreditation; and
- Assures the adequacy of the curriculum and all program training materials.
System Requirements:

- This program is designed to work with IE 10 or higher and Chrome browsers. Mozilla Firefox, Safari and other browsers should work but have not been fully tested at the time of this release. The system may not function well on a mobile device.

Getting Started - Register with Identity Manager

Log into:  https://services.dps.ohio.gov/emsschools/
Each EMS Program Director and Authorizing Official must register with Identity Manager in order to access the EMS Education Course System.

If you already have an Identity Manager account, please log in using that email address. You will be directed to the appropriate page.
If you do not have an Identity Manager account, please click on “register.” You will be directed to the appropriate page.

Complete the Identity Manager registration form and select “Register.” A screen will appear that indicates an email has been sent with instructions to complete the registration.
Identity Manager Registration Email

Once you receive the Identity Manager email, select the hyperlink to verify registration request and return to complete the registration process. The hyperlink will expire in 72 hours.

If you do not get your email, please check your spam/junk folder.
Complete Identity Manager Registration

Complete the registration form and select “Register.” Your user ID is the same as your email Address.
This screen represents our validation process. Once completed, your information will be validated with the Ohio BMV. If you do not have an Ohio Drivers License, click the Non-Ohio option.
For Individuals With Ohio Drivers License

Complete the registration form and select “Validate My Identity.”
For Individuals Without an Ohio Drivers License

You will be asked to upload your Non-Ohio drivers license or ID. You also have an option of sending it separately. Either way, a manual validation of your identity will be done prior to authorizing your access. This is a one time function.
You will be directed to the EMS Education Course Management Login. This will now be your login page.
Now that you have created an identity manager account, you must request access to EMS Education. Select the “Request Access” button.
To request access to an Accredited Institution please select the EMS school using the drop down menu. Next, select the role for which you are seeking access. Select “Submit.” The Division of EMS will take action on your access request within 72 hours of receipt.
Request Access Confirmation Screen

Access request submitted. Please allow 72 hours to process.

1 Pending Request(s).
Additional access cannot be requested until the current request is processed.

<table>
<thead>
<tr>
<th>School Name</th>
<th>Role</th>
<th>Status</th>
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<tbody>
<tr>
<td></td>
<td>Program Director</td>
<td>Pending</td>
</tr>
</tbody>
</table>
**Request Access Emails**

|To:
CC:
BCC:

Dear **,**,

We have received your request to access the EMS Education system for EMS123 Test as the program director.

Sincerely,
EMS Education Staff
Ohio Department of Public Safety
Division of Emergency Medical Services
Office 800.233.0785
Fax 614.466.9461

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This is to confirm that your request to access the EMS Education system for EMS123 Test has been granted.

Sincerely,
EMS Education Staff
Ohio Department of Public Safety
Division of Emergency Medical Services
Office 800.233.0785
Fax 614.466.9461

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Request New EMS Course

After logging into the EMS Education System, select the tab for “Request New EMS Course.” On this screen, you may create an EMS course by providing the course level, start and end dates, total course hours, course location, lead instructor, course handbook, syllabus and schedule.

Note: Course start date must be 14 calendar days in the future. For the initial rollout, all courses between 12/19/2016 and 1/16/17 should be created with a date 14 days in the future of the request date, even if the course is to start sooner. After you have completed the course registration, if the actual start date is less than the 14 days in the future, the Division of EMS should be contacted to correct start date. Course start dates from 1/16/17 forward must adhere to the 14 day requirement.
Create a Course

1. Utilizing the drop down menus, select the course level, start date, and end date. *Note: Course start date must be 14 calendar days in the future.
2. Complete the remaining fields (course notes are optional). Information for offsite locations must be entered manually.
3. Enter the Lead Instructor utilizing the individual’s certification number.
4. Attach and upload the three required documents – course handbook, syllabus, and schedule. (Up to 4MB per document)
5. Once all fields are completed, select “Submit EMS Course Request.”
1. Enter the Lead Instructor utilizing the individual’s certification number and select “Search.”
2. Review the search results to ensure the instructor has the appropriate certifications.
3. If acceptable, select “Add Instructor.”
Adding Syllabus, Handbook, and Schedule as Attachments
Adding a Course Document Sample

You will be unable to proceed until you have uploaded, at a minimum, one syllabus, one handbook, and one schedule. Each document must be uploaded individually.
Completing EMS Course Request

When this page is completed, select “Submit EMS Course Request.” You will receive a confirmation email.
Confirmation Email

Once course request has been submitted, a confirmation with the Course ID will be emailed to the Program Director.

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Dear ****,

We have received your request to add an EMT course to be offered at EMS 123 Test. Your course ID number is 12345.

Sincerely,
EMS Education Staff
Ohio Department of Public Safety
Division of Emergency Medical Services
Office 800.233.0785
Fax 614.466.9461

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Dear ****,

Your request for EMT course 12345 has been approved.

Sincerely,
EMS Education Staff
Ohio Department of Public Safety
Division of Emergency Medical Services
Office 800.233.0785
Fax 614.466.9461

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Logging In to Edit a Course

![ODPS Identity Manager Login Page](image)

You are accessing the Test system. For Production, click here.

Sign in to continue to EMS Schools Course Management

- Email
- Password

Log in

Having trouble logging in? Get Help!
Don't have an account yet? Register!
Course Search

Once created, an EMS course may be accessed utilizing the EMS Education screen. Select “Course Search.”
This screen provides a snapshot of each of the courses associated with a particular school. Select the “Details” button associated with Course ID to review course information added to the course dashboard.
To add or replace a Lead instructor, select “Add” or “Replace” respectively and follow the procedure used to initially add the Lead Instructors. More instructors can be added later, but there can only be one Lead Instructor per course.
To Add Additional Instructors

1. Enter the Instructor utilizing the individual's certification number and select “Search.”
2. Review the search results to determine accuracy and acceptability.
3. If accurate, select “Add Instructor.”
Adding Students to a Course by Certification Number

Search Student
Search student using one of the following options. If student is not found, you will still have an option to add manually. You would need student personal detail in order to add student to class.

Search By
- Certification Number OR Last Name and Date of Birth

Certification Number

Search
Clear
To add students by utilizing the Search by Certification Number, enter the student's certification number in the “Certification Number” field and select “Search”.
Students must be added within 14 days of the course start date.

**Adding Students to a Course by Certification Number**
Adding Students to a Course by Last Name and Date of Birth
If the student is not found in the system, you will need to add them manually.
Adding Students to a Course Manually

If the student is not in the database, the program director will be prompted to enter all student information manually. Complete all the fields with the appropriate student information. Select “Add Student”.

![Image of the form to add a new student to a course](image-url)
Verify and Attest Student Identity

When a student is added utilizing their certification number or last name and DOB, the student’s information on file with the Division of EMS will be revealed. The program director must verify and attest to the validity of the information prior to adding a student to the course.

* Note: When search results indicate the student holds a certification number, but the information is incorrect, the student must contact the Division of EMS Certification Section to correct the information. The course roster will auto-correct when the information is corrected in the certification database. When a search result indicates the student is in the Division of EMS’s certification database, but does not have a certification number, the program director may correct the information as necessary.
Course Dashboard

During the first 14 days of a class, two buttons (not shown) will be available. A “Cancel” button in blue under the End Date will allow the program Director to completely remove the class and all records. A “Remove Student” button under each “Update Results” button will allow the program director to remove the student from the course. After 14 days, neither of these action buttons will be accessible.

The student’s file must be updated as they complete each course component. Select the “Update Result” button to the right of the student’s name. The Course-Update Student Results screen will be displayed for that individual student.
All course components and completion dates must be completed before a student will be eligible to complete an application for an Ohio certificate to practice.

Note: Courses that started prior to 12/19/16 will not be required to record the IS 100 and IS 700 completion. However, the accredited institution is required to maintain evidence that the student completed IS 100 and IS 700 prior to validating eligibility for an Ohio certificate to practice.
The program director may change student status to Withdrawn-Personal or Dismissed if these situations occur.
**Update Student Results**

Once all of the student’s results are complete and updated, the program director must attest to the truth and accuracy of the results by clicking the box to the left of the attestation statement. A “Submit” button will be displayed to allow the program director to submit the student information to the Division of EMS Certification Section.

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**Update Student Result**

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Passed Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Status</td>
<td>Passed Course</td>
</tr>
</tbody>
</table>

If you have want to change course completion date or result for this student, then contact the Division of EMS.

**Course Practical**

<table>
<thead>
<tr>
<th>Course Practical</th>
<th>Pass</th>
</tr>
</thead>
</table>

**Course Written**

<table>
<thead>
<tr>
<th>Course Written</th>
<th>Pass</th>
</tr>
</thead>
</table>

**Course Completion Date**

<table>
<thead>
<tr>
<th>Course Completion Date</th>
<th>10/10/2016</th>
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</thead>
</table>

Student have 2 years from their course completion date to apply for an Ohio EMS Certification.

<table>
<thead>
<tr>
<th>NRE Practical</th>
<th>Pass</th>
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<table>
<thead>
<tr>
<th>NRE Written</th>
<th>Pass</th>
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<table>
<thead>
<tr>
<th>IS 100 Completed</th>
<th>Yes</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>IS 700 Completed</th>
<th>Yes</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>NRE Practical Date</th>
<th>10/01/2015</th>
</tr>
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</table>

<table>
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<tr>
<th>NRE Written Date</th>
<th>10/01/2015</th>
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<table>
<thead>
<tr>
<th>IS 100 Completion Date</th>
<th>10/01/2015</th>
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</table>

<table>
<thead>
<tr>
<th>IS 700 Completion Date</th>
<th>10/01/2015</th>
</tr>
</thead>
</table>

<table>
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<tr>
<th>Attestation</th>
<th>Previous Attestation by <a href="mailto:nshah@dps.ohio.gov">nshah@dps.ohio.gov</a> on 11/2/2016 2:33:00 PM</th>
</tr>
</thead>
</table>

Please check the box below after you have read the attestation.

☐ I attest that above results are true and accurate to the best of my knowledge. Any false statement may also be grounds for denial, suspension, revocation, or other disciplinary action taken against my certificate, as determined by the Executive Director. I understand that I must maintain records relating to the above results and such records are subject to audit by the Division of Emergency Medical Services (EMS). I hereby give permission to the Ohio Department of Public Safety, Division of EMS, to verify any of the above information.
Student Initial Application Screen Shots

1. Course Number & Password.

2. Program Director has attested to student having completed all EMS EMT requirements.
3. **EMAIL SAMPLE: Sent to Jim Doe informing that they are ready to take NREMT exams.**

From: ems-firecertifications@dps.ohio.gov
Sent: Saturday, July 30, 2016 12:05:04 AM (UTC-05:00) Eastern Time (US & Canada)
To: Doe, Jim
Subject: [Redirected from QA] Ohio EMS Certification Application Instructions

Date: 07/30/2016
Accredited Program:
Course Number: 63826
Course Level: Emergency Medical Technician
Student Name: Jim Doe
Course Completion Date: 06/10/2016

Your EMS training program has indicated that you have met all training and testing requirements to be eligible to submit an application for Ohio certification. Even if you are NREMT certified, you must apply for Ohio certification in order to perform EMS services in this state. **The deadline for you to submit your application is 06/09/2018, which is two years from your course completion date. No extensions to this deadline will be awarded.**

You will need the following information to complete your application:

1) Your primary email address
2) Course I.D.# 63826
3) Course password: UjkxDhig
4) If you have any criminal history to report, you will need to provide:
   - name of court where conviction occurred;
   - conviction date;
   - level of conviction (misdemeanor or felony); and
   - name of arresting law enforcement agency.
5) If you have pending charges, you will need to provide:
   - description of charge;
   - date of arrest;
   - arresting agency; and
   - court (if known)
6) If you have had a previous EMS certification that has been suspended or revoked, in Ohio or any other state, you will need to provide:
   - an explanation for the suspension or revocation of your certificate to practice or teach; and
   - the date the action was taken.

Please click on this link to complete and submit your application for Ohio certification: https://services.dps.ohio.gov/EMSStudent/EMSInitial/Login.aspx

Congratulations on meeting all the requirements to apply for Ohio certification. If you have any questions regarding the application process, please call us at 1-800-233-0785 during normal business hours.

Division of Emergency Medical Services
Ohio Department of Public Safety
1970 West Broad Street
P. O. Box 182073
Columbus, OH 43218-2073
ems-firecertifications@dps.ohio.gov
1-800-233-0785
4. **Student selects link (in email) to EMS Initial Application:**

Course number and password *(contained in student email)* is entered at EMS Certification log in screen.
5. **Student selects link (in email) and is taken to the EMS Initial Application site:**
   Student must enter SSN and date of birth, then select “Verify Identity” button.
6. Student’s identity is confirmed against the EMS Certifications Database - confirmation screen displayed.

![EMS Certifications Database](image)

<table>
<thead>
<tr>
<th>Course</th>
<th>Start Date</th>
<th>Certification Level</th>
<th>Instructor Name</th>
<th>Final date for application submission</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2/8/2016</td>
<td>Emergency Medical Technician</td>
<td></td>
<td>6/10/2018</td>
</tr>
</tbody>
</table>

**Identity Confirmed**

Click 'Start an Application Process' button below to start an application process for Jim Doe.

[Start an Application Process]
7. **Information popup screen is displayed. Student selects “Continue”**
8. **Information popup screen is displayed.**

Student updates any fields where changes are allowed, then selects “Next”
9. **Student fills out armed forces section, then selects “Next”.**

Armed Forces Information

- **Armed forces** means the armed forces of the United States, including the army, navy, air force, marine corps, coast guard, or any reserve components of those forces; the national guard of any state; the commissioned corps of the United States public health service; the merchant marine service during wartime; such other services as may be designated by congress; or the Ohio organized militia when engaged in full-time national guard duty for a period of more than thirty days. [R.C. Section 5003.01]

- I am a veteran of the armed forces, discharged / released under honorable conditions.
- I am a current member of the armed forces.
- I am a spouse of a current member of the armed forces or a veteran, discharged / released under honorable conditions.
- I am a surviving spouse of a service member or veteran, discharged / released under honorable conditions.
- None of the above.

[Page Dimensions: 792.0x612.0]
10. **Student fills in affiliations section (if Yes, add affiliations), then selects “Next”**.
11. Student responds to application questions, then selects “Next”.

Application Questions

1. Do you, as the person accepting responsibility by signing this form, have charges pending or have a conviction for a felony or a misdemeanor, other than a minor traffic violation, or a judicial finding of eligibility for treatment in lieu of conviction? *
   - Yes  
   - No

2. Has your Emergency Medical Responder and/or Emergency Medical Technician and/or Advanced Emergency Medical Technician and/or Paramedic certificate, in this or any other state, ever been suspended, revoked or placed under disciplinary sanction(s)? *
   - Yes  
   - No
12. Student checks the attestation statement and selects the “Submit Application” button.
13. **System provides a confirmation screen with further instructions.**

The student will receive an email from the Division of EMS indicating the procedure on how to complete an application for Ohio certification. Upon receipt of a completed application, it will be compared with the program records on file to make sure there have been no changes in the student’s status. If all information correlates, the student will receive notification regarding their submission of application.

![Application submitted successfully for the level indicated above. It is in Pending status - see below for explanation. You will receive an email confirming your application and providing further instructions regarding your certification.](image)

**Pending** means the certification will become active on midnight of the effective date. The new certification card will be mailed within 7-10 days after the effective date.

**Needs Approval** means that the Division of EMS staff needs to review the application before it can be processed. For questions, please call the Division of EMS at 1-800-233-0785 or email **ems.firecertifications@dps.ohio.gov**.
# Examples of Available Reports

## Emergency Medical Responder (10/9/2015 - 12/4/2015)

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Certification Number</th>
<th>Status</th>
<th>NREMT Practical</th>
<th>NREMT Written</th>
<th>IS 100</th>
<th>IS 700</th>
<th>Application Submitted Date</th>
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## Emergency Medical Technician (1/1/2015 - 1/21/2016)

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Certification Number</th>
<th>Status</th>
<th>NREMT Practical</th>
<th>NREMT Written</th>
<th>IS 100</th>
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## Paramedic (1/10/2015 - 2/24/2016)

<table>
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<th>First Name</th>
<th>Last Name</th>
<th>Certification Number</th>
<th>Status</th>
<th>NREMT Practical</th>
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## Emergency Medical Technician (9/11/2015 - 5/24/2016)

<table>
<thead>
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<th>First Name</th>
<th>Last Name</th>
<th>Certification Number</th>
<th>Status</th>
<th>NREMT Practical</th>
<th>NREMT Written</th>
<th>IS 100</th>
<th>IS 700</th>
<th>Application Submitted Date</th>
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</tbody>
</table>
## Ohio Department of Public Safety
### Division of Emergency Medical Services
#### Students Needing Review for

Courses with End Date between 12/1/2015 - 12/1/2016

<table>
<thead>
<tr>
<th>Name</th>
<th>Course ID</th>
<th>Course Level</th>
<th>Start Date</th>
<th>End Date</th>
<th>Student Status</th>
<th>NREMT Practical</th>
<th>NREMT Written</th>
<th>Application Submitted Date</th>
</tr>
</thead>
</table>


If this screen pops up, please select “EMS Schools Course Management”