New Course Request Quick Reference Guide

This Quick Reference Guide has been created to assist Course Coordinators with entering a new course request into the EMS License Management System. This step by step guide will also assist you with the information you will need to enter. A course approval is issued once all of the information is entered and the course fees have been paid.

To access the system enter:
http://emslicense.utah.gov

	To begin, enter the login information you use to access the EMS License system. You can do a password reset if you do not know it.
	From the left side navigation click "Manage"
	From this screen you can see all the courses you have access to manage. In the upper right-hand corner. Then click "+Add New Course"

Create Course

Course Details

* Course Type	Initial
	The fee for this course type is $300
* Course Name	EMT
Location	BEMSP
Coordinator	Cross, Brett Alan (2011967001)
Instructor	Cat, Grumpy iMeow (1234Grumpy)
Co-Instructors	Herrera, Mark Martin x
Medical Director	Taillac M.D., Peter
Description	Emergency Medical Technicians provide out of hospital emergency medical care and transportation for critical and emergent patients who access the emergency medical services (EMS) system. EMTs have the basic knowledge and skills necessary to stabilize and safely transport patients ranging from nonemergency and routine medical transports to life threatening emergencies. Emergency Medical Technicians function as part of a comprehensive EMS response system, under medical oversight. This course will teach students how to gain the necessary knowledge and skills to become an EMT|

Create Course/ Course Details

Course Type: Initial (typical answer)

Course Name: The level of course you are going to instruct.

Location: The location field is the name of the program hosting the course. Select from drop down. If you do not see your program in the list contact the bureau to request your program be added and/or give you permissions for that location.

Coordinator: This field is to identify the course coordinator.

Instructor: The EMS Instructor teaching the course. This can be the same as the Coordinator.

Co-Instructor: You add anyone who is going to co-coordinate or co-instruct the course.

Medical Director: Search for the medical director in the search field. If your medical director is not listed add their name to the internal notes at the bottom.

Description: This is your chance to sell your course! Make a good description of the course and list how to contact you for registration.

Sample Description: *Emergency Medical Technicians provide out of hospital emergency medical care and transportation for critical and emergent patients who access the emergency medical services (EMS) system. EMTs have the basic knowledge and skills necessary to stabilize and safely transport patients ranging from non-emergency and routine medical transports to life threatening emergencies. Emergency Medical Technicians function as part of a comprehensive EMS response system, under medical oversight. This course will teach students how to gain the necessary knowledge and skills to become an EMT!*

Dates

Start Date and Time:
Enter the course start date and first day start time.

End Date and Time: Enter the last day of class and time the course will end.

Test Date: Enter the date of the psychomotor test date.

Allow Registration:
"Public Portal Course Lookup" indicates students can find the course in the public search and register for it. "Application Form" indicates your students can add the course while filling out their application. You can select the "Apply the selected license when registering through course" after both radio boxes are selected.

Registration Start:
When you open registration.

Registration End:
When registration will close.

Capacity:
Please note that max count cannot exceed the ratio of 1:6 for skills. With a max of 36 students.

Save & Continue/ Additional Information

Click the "Save & Continue button. This will allow more fields to fill out.
Scroll to the bottom and find the "Additional Information"section.

Training Location Address, City, State, Zip: The physical address where the actual training will be conducted.

Phone: Phone used for public contact.
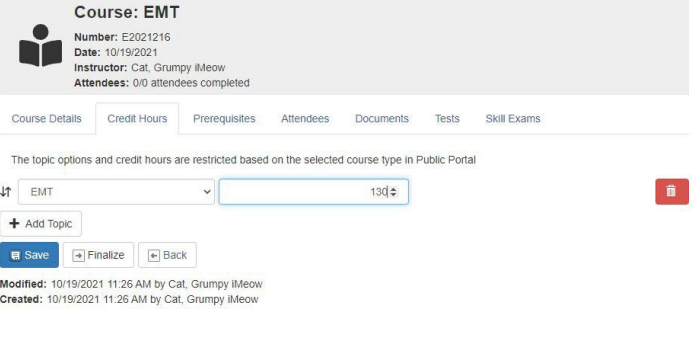
Email: email address for training program or course coordinator.

Notes: The internal notes are where you list the medical director if they do not appear in the background. The book you are using should also be listed here, and any other notes you would like the bureau to know, but not the public.

Days and Times of Course: List the dates and times of the course. You can put in holidays or other date information as well.

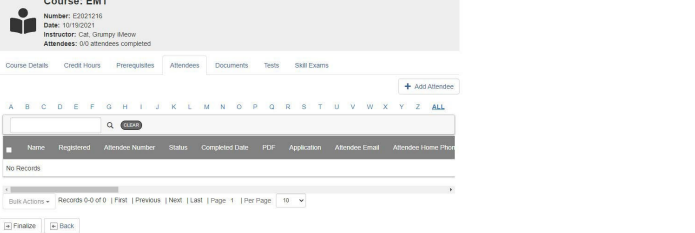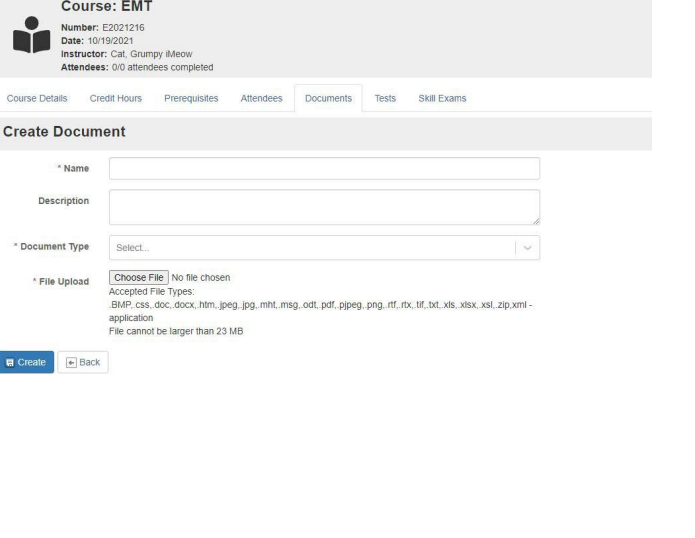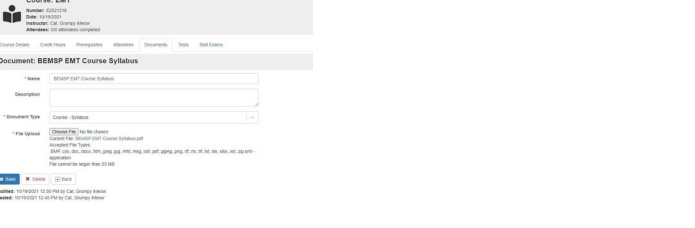|	
	Course Fee: Include the course fee what it covers, and any additional fees the students will be responsible for.
Course: EMT **Number:** E2021216 **Date:** 10/19/2021 **Instructor:** Cat, Grumpy iMeow **Attendees:** 0/0 attendees completed Course Details Credit Hours Prerequisites Attendees Documents Tests Skill Exams The topic options and credit hours are restricted based on the selected course type in Public Portal EMT ⌄ 130 **+ Add Topic** 🖫 Save → Finalize ← Back **Modified:** 10/19/2021 11:26 AM by Cat, Grumpy iMeow **Created:** 10/19/2021 11:26 AM by Cat, Grumpy iMeow	**Credit Hours** Under Credit Hours select the correct provider level from the drop down and enter the total number of hours for the course. Minimum hours listed below. **EMR** – 40-60 Hours **EMT** – 120-190 Hours **AEMT** - 120-180 Hours **Paramedic** – 610 class 596 clinical/field Click "Save"
Course: EMT **Number:** E2021216 **Date:** 10/19/2021 **Instructor:** Cat, Grumpy iMeow **Attendees:** 0/0 attendees completed Course Details Credit Hours Prerequisites Attendees Documents Tests Skill Exams + Add Attendee 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 🔍 CLEAR ☐ Name Registered Attendee Number Status Completed Date PDF Application Attendee Email Attendee Home Phon No Records Bulk Actions ⌄ Records 0-0 of 0	First	Previous	Next	Last	Page 1	Per Page 10 ⌄ → Finalize ← Back	**Prerequisites/ Attendees** Do NOT fill out the Prerequisites page. Move on to Attendees. If you have a list of your students, you can add them. However, they need to have an account in the system in order to find them. You may need to wait until after the course has started.
Course: EMT **Number:** E2021216 **Date:** 10/19/2021 **Instructor:** Cat, Grumpy iMeow **Attendees:** 0/0 attendees completed Course Details Credit Hours Prerequisites Attendees Documents Tests Skill Exams **Create Document** * Name Description * Document Type Select... * File Upload Choose File No file chosen Accepted File Types: .BMP,.css,.doc,.docx,.htm,.jpeg,.jpg,.mht,.msg,.odt,.pdf,.pjpeg,.png,.rtf,.rtx,.tif,.txt,.xls,.xlsx,.xsl,.zip,xml - application File cannot be larger than 23 MB 🖫 Create ← Back	**Documents** Click the "+Add New Document" button. Note: The document section will be available for you to upload the remain documents as the course is completed. **Name:** Enter the name of the document. **Description:** This is a required field but no specific information is needed. **Document Type:** Course – Syllabus **File Upload**: Click "Choose File" and attach the course syllabus. Click "Create" Note: The syllabus should include the schedule for the course, list all instructors, and the approved textbook.
Course: EMT **Number:** E2021216 **Date:** 10/19/2021 **Instructor:** Cat, Grumpy iMeow **Attendees:** 0/0 attendees completed Course Details Credit Hours Prerequisites Attendees Documents Tests Skill Exams **Document: BEMSP EMT Course Syllabus**	If the information on the next screen looks correct, then press "Save"

Course: EMT Number: E2021216 Date: 10/19/2021 Instructor: Cat, Grumpy iMeow Attendees: 0/0 attendees completed Course Details · Credit Hours · Prerequisites · Attendees · Documents · Tests · Skill Exams + Add New Test 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 CLEAR Name · Date · Grading Method · Max Test Score · Last Modified On · Last Modified By No Records Records 0-0 of 0 | First | Previous | Next | Last | Page 1 | Per Page 10	At this time there is no requirement to enter any testing information.
→ Finalize ← Back	Review all information entered and if it is correct then press "Finalize" at the bottom of the page
My Account **Applications** Continue Checkout 2 Transaction Review 3 **Education** **Agency** **Inspections** **Lookup** **Manage** Welcome, Grumpy Cat | Logout **Checkout** Select the license(s) you want to pay fees for and click Pay Now to continue to checkout to pay via Credit Card. All fees are non-refundable, and non-transferable. NOTE: Payment can be skipped at this time if your agency, school, training officer or course coordinator pays your fees, but you will not be issued a license (or blood alcohol permit) until payment and, if required, a background check are complete. ✓ License · Agency · Application Date · Total Amount · Balance Due No Records ✓ Training · Course Start Date · Total Amount · Balance Due ✓ EMT (E2021216) · 10/19/2021 · $300.00 · $300.00 Totals: · $300.00 · $300.00 ⟳ Pay now	You will need to pay for the course. Click on "Applications" and then "Checkout". The course will not move forward to approval until all fees have been paid. **Payment:** You can pay with a credit card directly into the system. For purchase order payment contact ems@utah.gov

A few reminders for you to consider when entering a course.
1. The course fee must be paid 30 days prior to the start of the class or a late fee will be applied. The fee is based on the current fee schedule and can be found on the website.
2. Once you save a course you cannot modify the information. You can however still upload documents and manage the roster.
3. Please make every effort to have the entire application complete including the course syllabus when applying to make the approval process happen more quickly. The courses will not be approved until all of the required documentation is submitted and fees are paid.

(Rev 07/18/24)