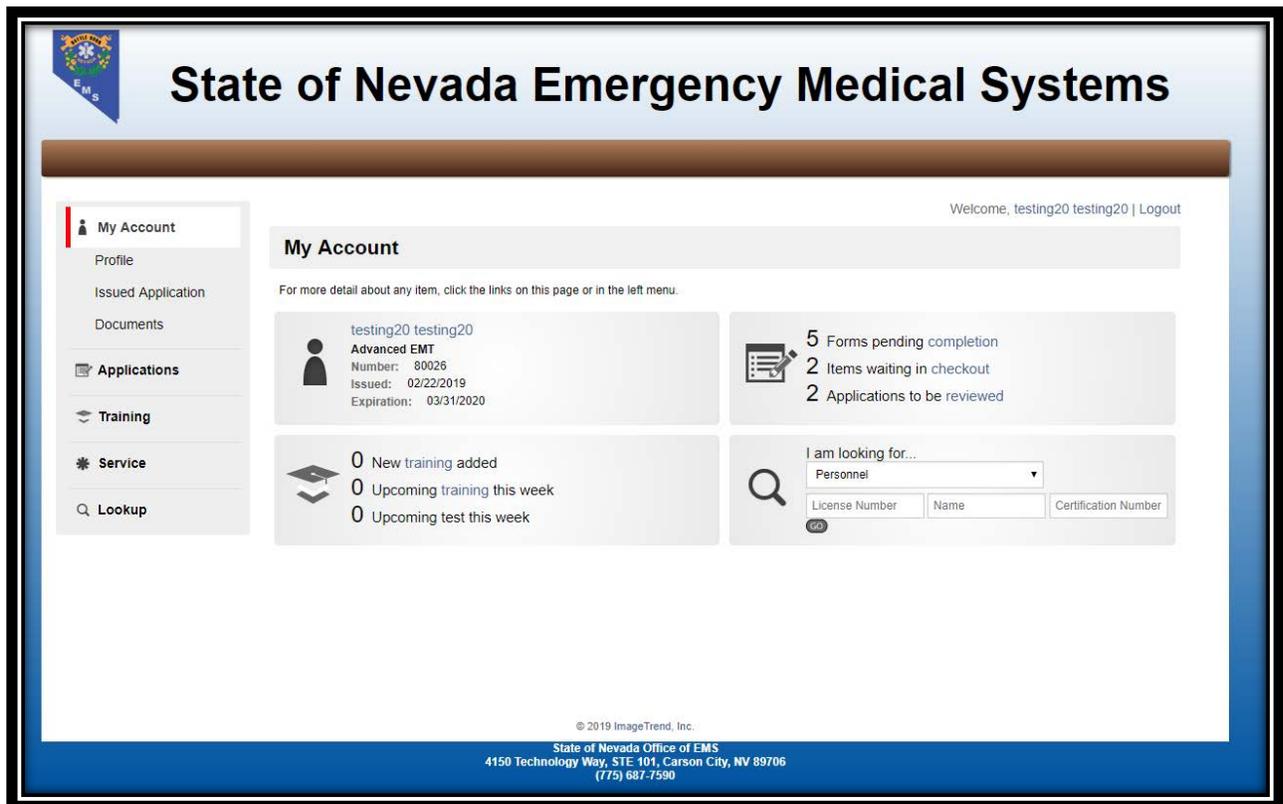


EMS Instructor Manual

This walkthrough is designed to allow you to request classes as an instructor. If you need to know how to login please visit the EMS Provider Manual which will walk you through the claiming of your account.

Once Logged into the system you be forwarded to your my account screen.



Once at this screen you will need to click the Training tab on the left to continue.



Once Clicked you will be able to see a list of courses that are already approved within the system.

You will then need to click the Manage Courses link on the left.



Once at the next screen you will need to click Apply for Course Approval button on the right top of this section.

State of Nevada Emergency Medical Systems

Welcome, testing20 testing20 | Logout

Manage Training Courses

To narrow down the training courses displayed on this page, use the filters and search box and click Go. To view all training courses again, click Clear. Click its name to view the details.

Apply For Course Approval

| Name | Number | Status | Training Date | Closing Date | Trainer | Location | Completed Attendees |
|---------------------|-------------|-----------|-------------------------|--------------|----------------------------|-------------------------------------|---------------------|
| AEMT Initial Course | 18-1611-004 | Completed | 08/21/2018 - 11/17/2018 | | CINDY GREEN | REMSA | 16 / 16 |
| AEMT Initial Course | 18-0812-083 | Completed | 10/10/2018 - 12/05/2018 | | DYLAN ANGUS | Humboldt General Hospital Ambulance | 8 / 8 |
| AEMT Initial Course | 18-0505-021 | Completed | 01/23/2018 - 05/11/2018 | | DAVID ELLIS | Great Basin College | 11 / 16 |
| AEMT Initial Course | 18-0505-023 | Completed | 01/23/2018 - 05/03/2018 | | DAVID ELLIS | Great Basin College | 0 / 15 |
| AEMT Initial Course | 18-1605-025 | Completed | 01/22/2018 - 05/11/2018 | | DARRYL CLEVELAND | Truckee Meadows Community College | 0 / 20 |
| AEMT Initial Course | 18-1605-026 | Completed | 01/22/2018 - 05/11/2018 | | DARRYL CLEVELAND | Truckee Meadows Community College | 0 / 21 |
| AEMT Initial Course | 18-1612-086 | Completed | 08/28/2018 - 12/15/2018 | | DARRYL CLEVELAND | Truckee Meadows Community College | 19 / 23 |
| AEMT Initial Course | 18-1612-089 | Approved | 08/28/2018 - 12/15/2018 | | DARRYL CLEVELAND | Truckee Meadows Community College | 14 / 14 |
| AEMT Initial Course | 18-1605-014 | Completed | 01/31/2018 - 05/31/2018 | | JOHNATHEN BIDLAKE-PRICHARD | PYRAMID LAKE FIRE RESCUE EMS | 0 / 15 |
| AEMT Initial Course | 18-0105-0 | Completed | 01/29/2018 - 05/19/2018 | | Tester1 Testing | Western Nevada College | 0 / 22 |

Once you click this button you will be taken to the page for course information which looks like this

State of Nevada Emergency Medical Systems

Welcome, testing20 testing20 | Logout

Request Training

[Details](#) | [Topical Hours](#) | [Documents](#) | [Tests](#) | [Confirmation](#)

Add/Edit Training Details

* Course Type:

* Course Name:

Select a Course Type

Training Number:

* Location:

* Trainer:

Co-Instructor:

Medical Director:

Description:

Dates

Multiple Dates: Yes No

Selecting "Yes" will add the Multiple Dates tab allowing you to replicate this training for multiple dates

* Start Date and Time: / /

At this point you will need to fill in all the required information including Course Type, Course Name the location and the trainer.

Please pay special attention to the Description box as this is where we would like you to put what days this class is offered. If this is an open or closed to the public class and any contact information such as address or phone number.

Note: Anything added to this field will be publicly visible

Once you add all this information as well as the start and end date please click the save and continue button at the bottom of the page.

Dates

Multiple Dates: Yes No
Selecting "Yes" will add the Multiple Dates tab allowing you to replicate this training for multiple dates

* Start Date and Time: / /

End Date and Time: / /

Test Date: / /

Allow Registration: Yes No
Selecting "Yes" will allow public users to register for this class.

Attendee Signup Start: / /

Attendee Signup End: / /

Attendee Max Count:

Public users can not register for the training once the max count has been reached.

Notes

Internal Note:

Training Coordinated By: testing20 testing20

* required

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 (775) 687-7590

At this point you will be taken to the Topical hours tab



State of Nevada Emergency Medical Systems

Welcome, testing20 testing20 | Logout

- My Account
- Applications
- Training
 - Manage Courses
 - Requests
 - Registrations
 - Report
- Service
- Lookup

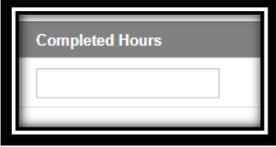
Request Training

Details | Topical Hours | Documents | Tests | Confirmation

| Topics | Completed Hours |
|--|---|
| <input type="text" value="--- Topic ---"/> | <input type="text"/> <input type="button" value="−"/> |

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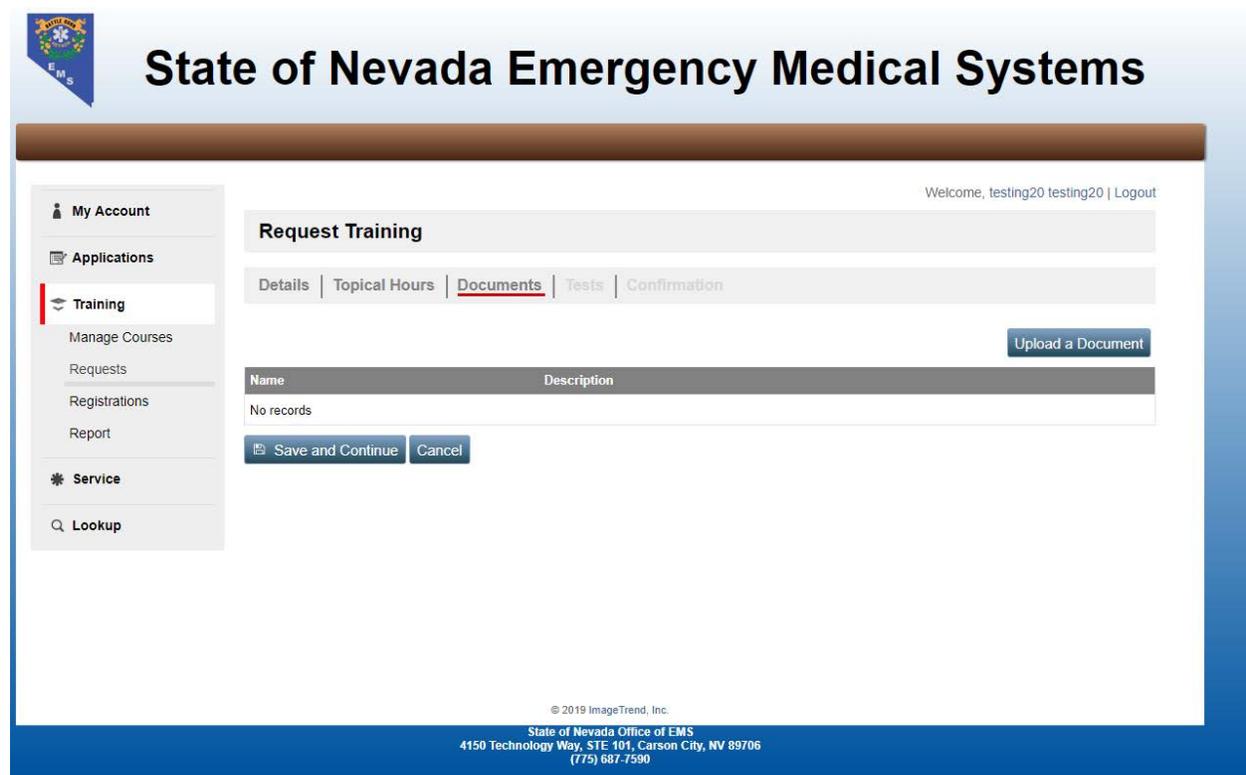
In this screen you use the drop down  to select your topics and the

Completed Hours box  to put in how many hours they will receive once they pass this course.

You use the add topic button  To add more topics and repeat the process as many times as required to complete the course topics

Once done please click the Save and Continue button 

You will come to the documents page



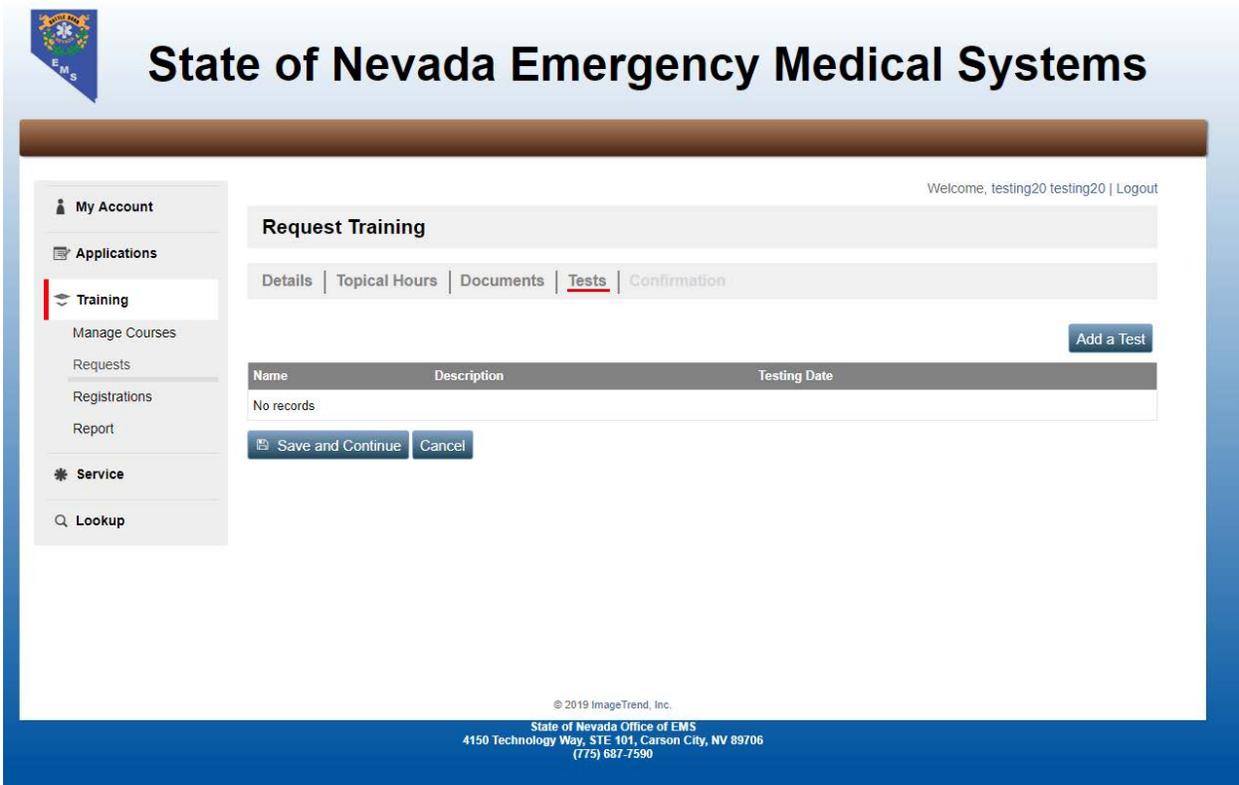
The screenshot shows the State of Nevada Emergency Medical Systems (EMS) web application. The header includes the EMS logo and the text "State of Nevada Emergency Medical Systems". The user is logged in as "testing20 testing20" and is on the "Request Training" page. The "Documents" tab is selected, showing a table with columns "Name" and "Description" and the message "No records". There are buttons for "Upload a Document", "Save and Continue", and "Cancel". The footer contains copyright information for ImageTrend, Inc. and contact details for the State of Nevada Office of EMS.

Please make sure to upload all of the documents that you would normally give to EMS for course approval. This process does not change the required documents it only automates the system. Course rosters as well as any other documentation is still **REQUIRED**.

Once you complete uploading all documents please click the save and continue button



Which will take you to the tests screen



We will not be covering the tests in this manual because these tests are not required to complete a Request for Training. They are simply here to allow you to keep track of any tests that you administer.

Once you add any tests that you want to add please click the save and continue button.



The next screen you will come to is the Confirmation page



State of Nevada Emergency Medical Systems

Welcome, testing20 testing20 | Logout

Request Training

Details | Topical Hours | Documents | Tests | Cancellation

Details

Name: AEMT Refresher Course
Description: Open to the public Mon Wed Fri Please Contact Testing20 @ 775-555-1200 123 Somewhere Rd Reno Nevada 89502
Location: Airmed Response
Trainer: testing20, testing20 (80026)

Documents

No Document Uploaded

Tests

No Tests Added

Topics

| Topic | Completed |
|------------|-----------|
| CPR Course | 4 |

Multiple Dates

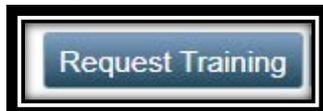
| Course | Number | Training Date | Attendee Signup | Test Date |
|----------|--------|---------------|-----------------|-----------|
| Course 1 | | 06/02/2019 to | | |

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Please note the information you have entered including the Details section, Documents and Topics. Please also note the date that this training is offered.

Note: We do NOT offer multiple training dates currently

Once you have verified the course information is correct please click the Request training button



If any of the information is not correct, please continue to the appropriate tab by clicking it and edit the information. Once everything is correct please click the Request training button

At this point EMS Staff will review this information and Approve/Deny the training

This Concludes the Instructor walkthrough