

EMS Provider Manual

This walkthrough is designed to allow you to be able to, as a provider, get started using Licensure. It is designed as a step by step instructional guide to help you perform the basic steps necessary to complete the certification process for renewal. This guide will have pictures and step by step information to help you through this process.

First thing you will need to do is follow this link:

[Licensure Portal](#)

Once there you will see this screen

The screenshot shows the 'State of Nevada Emergency Medical Systems' (EMS SOAP) login page. At the top left is the Nevada EMS logo. The main heading is 'State of Nevada Emergency Medical Systems'. Below this is a navigation menu with 'Account Login', 'Training', and 'Lookup'. The central content area is titled 'Welcome to the Nevada EMS State Online Application Portal (EMS SOAP)'. It contains instructions for users to read carefully before continuing, followed by three options: 'CLAIMING YOUR ACCOUNT', 'CREATE AN ACCOUNT', and 'RETURNING USERS'. A 'Login' section is at the bottom, featuring input fields for a username (containing 'stradford') and a password (masked with dots), a 'Forgot Username or Forgot Password?' link, and 'Login' and 'Create Account' buttons. The footer includes the State of Nevada Office of EMS address and phone number.

At this point you will not have logged in to this system before.


If you have a certification then you probably have an account already setup in our system.

Please follow the instructions onscreen to claim your account. Click the Forgot Username link under the password field in the Login section.

Login

[Forgot Username or Forgot Password?](#)

Once you click that link you will come to this screen



State of Nevada Emergency Medical Systems

- Account Login
- Training
- Lookup

Forgot Username

Search for your username by entering the following information:

*Home Phone: - -

*Last Name:

*Social Security Number: - - Show

State of Nevada Office of EMS
4150 Technology Way, STE 101, Carson City, NV 89706
(775) 687-7590

This screen requires you to enter 3 pieces of information to log in.

Your Home Phone number, Last Name and SSN. **These fields are Required.**

If any of this information has changed please contact EMS Staff to change this information.

Once you fill out these fields and click lookup an email will be sent to the email address on file that will give you a link to allow you to see your username and set your password.

Once you set your new password, The system will log you in automatically but please memorize your username and password and then go to this [link](#) and login to the portal.

You will now be redirected to this My Account screen

Note: This screen will look differently for you based on the information on file and the level you hold

The screenshot shows the 'My Account' page for the State of Nevada Emergency Medical Systems. The page features a blue header with the state logo and the title 'State of Nevada Emergency Medical Systems'. A navigation menu on the left includes 'My Account', 'Applications', 'Training', 'Service', and 'Lookup'. The main content area displays the user's profile for 'Tester1 Testing', an EMT with license number 11000, issued on 12/27/2018, and expiring on 03/26/2020. A 'Generate Card' button is available. Summary statistics show 2 forms pending completion and 1 item waiting in checkout. A search section allows users to look for personnel by license number, name, or certification number.

State of Nevada Emergency Medical Systems

Welcome, Tester1 Testing | Logout

My Account

For more detail about any item, click the links on this page or in the left menu.

Tester1 Testing [Generate Card](#)

EMT
Number: 11000
Issued: 12/27/2018
Expiration: 03/26/2020

2 Forms pending completion
1 Item waiting in checkout

0 New training added
0 Upcoming training this week
0 Upcoming test this week

I am looking for...
Personnel

License Number Name Certification Number

Please click the applications link on the left and you will go to this screen



State of Nevada Emergency Medical Systems

Welcome, Tester1 Testing | Logout

My Account

- Applications**
 - Continue
 - Checkout 1
 - Transaction
- Training
- Service
- Lookup

Available Applications

Begin a new application, or click one of the links in the left menu to work with an application you have already begun.

My Applications

Testing, Tester1 t (11000)
 EMT
 Issue Date: 12/27/2018
 Expiration Date: 03/26/2020

Applications	Action
Emergency Medical Services Initial Application Complete this application for an initial EMS certification.	Apply Now
Emergency Medical Services Renewal Application Please complete this renewal application for the following: Certification Only Certification and License Certification and License, to include instructor endorsement renewal A \$50 late fee will apply to all applications submitted after March 31, 2019	Apply Now

Records: 1-2 of 2

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If you have already completed an initial application before you will need to start the Renewal Application link on this page.



State of Nevada Emergency Medical Systems

Welcome, Tester1 Testing | Logout

My Account

- Applications**
 - Continue
 - Checkout 1
 - Transaction
- Training
- Service
- Lookup

Available Applications

Begin a new application, or click one of the links in the left menu to work with an application you have already begun.

My Applications

Testing, Tester1 t (11000)
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 Issue Date: 12/27/2018
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Records: 1-2 of 2

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The Renewal Application link Looks like this

Emergency Medical Services Renewal Application

Please complete this renewal application for the following: Certification Only Certification and License Certification and License, to include instructor endorsement renewal A \$50 late fee will apply to all applications submitted after March 31, 2019

[Apply Now](#)

You will follow the instructions on the application to Renew.

All items marked with a red * are required any items that need to be uploaded should be uploaded while going through the application.

To upload a document such as your drivers license copy please click the upload file link

Note: Name is not required on this field as it automatically fills the field

*Upload a copy of your Divers License.

[Upload File](#)

*Name

Document Type

Drivers License

If you have the training set through a Nevada Agency, then you will NOT be required to upload documentation as it will be provided through the training module. If you are NOT getting the training through a Nevada Agency then you will be required to upload documentation as follows.

*Do you have the documentation needed to upload for the Supplemental Education?

Yes

No

Please add your CEU's and ACLS, PALS and ITLS Cards here.

Supplemental Training

Training History:

Trainings from 3/25/19 to 3/25/20 are valid towards the above requirements.

Course Name	Date	Location	Certificate	Topic Hours
No Records				

[+ Add Training](#)

Click the add training button and this window will popup

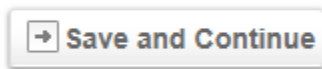
The screenshot shows a 'Training:' form with the following elements:

- *Name:** A text input field.
- *Date:** A date input field with a calendar icon and a 'Today' link.
- Certificate:** A file upload area with a 'Choose File' button, the text 'No file chosen', and a 'Max File Size: 30000KB' label.
- Topics:** A button labeled '+ Add Topic'.
- Buttons:** 'Save' and 'Cancel' buttons at the bottom left.

Below the form, a question is partially visible: '*Did you do your training through a Nevada Agency?'

Fill in the information about your training and add the topics, make sure you upload the file associated with this education.

Then click Save and Continue

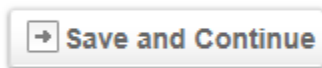


On the next screen make sure to upload any documentation required, Physician Statement etc.

Select your Service affiliation. You are able to add as many as you want just make sure your primary is selected.

Select if the primary service will be paying for this Certification/License.

Then Click Save and Continue




The waiver and Affidavits must be signed and dated, dates are today's date only.

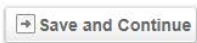
***Signature**

Username: TTesting

Password:

***Date**

 Today



After you sign and date please Click the Save and Continue button on each one
 The last page is the Certification of applicant and is the final page.

After Signing and dating Click the submit button.

EMS Renewal Application Form

Demographics | Certification level and supporting cards | Attendant License | Fingerprint Waiver | Child Abuse Affidavit | **Signature**

Certification Of An Applicant

This application must be signed and dated within the last 6 months


I hereby certify that all statements made in this application are true and I agree and understand that any misstatements or omission of material facts herein may cause forfeiture on my part of all rights to certification and/or licensure by the State of Nevada as an Emergency Medical Technician and/or Licensed Attendant.

***Applicant's eSignature**

Username: TTesting


Password:

***Date of Applicant's Submission (must be today's date)**

 Today

Select 'No' if you DO NOT wish to subscribe to our ListServ to receive information and updates from the Health Division's Office of Emergency Medical Services. If you do not, we will add you to our ListServe.

Yes
 No



This concludes the walkthrough for the EMS Renewal Form