

# STATE ONLINE APPLICATION PORTAL (SOAP) EMS RENEWAL APPLICATION INSTRUCTIONS

Read these instructions carefully before completing your renewal application.

1. **Log into your SOAP account using the following URL:**  
<https://nevada.imagetrendlicense.com/portal#/login>
  - a. If you currently hold a State of Nevada EMS credential, but you have not yet claimed your account in our new on-line system, select Forgot Username and follow the instructions.
  - b. If you experience issues accessing your SOAP account, email the Nevada EMS office at [HealthEMS@health.nv.gov](mailto:HealthEMS@health.nv.gov) and our office will assist you.
2. **To access your applications, select the applications tab, then select View My Applications.**
3. **Find the Emergency Medical Services Renewal Application and hit apply now.**
  - a. **Demographics.**
    - i. Select what credential you are applying for. If you are not employed by a permitted EMS ambulance service or fire department Select Certification Only. If you are employed by a permitted EMS ambulance or fire service, you must renew your certification and ambulance attendant license.
  - b. **Certification Level and continuing education.**
    - i. Select the certification level you are renewing.
    - ii. If you are a licensed provider add your license type information.
    - iii. Add any endorsements you are renewing as appropriate.
    - iv. Read the instructions above the supplemental training section carefully.
    - v. Upload all of your continuing education in the supplemental training section. Your CPR card and skills verification should be uploaded in the same fashion.
      1. Paramedics, you must also upload your ACLS, PALS and ILTS/PHTLS cards here.
  - c. **Attendant License.** \*If you are not licensed with an Ambulance or Fire service you will not see this page. Please skip to the Fingerprint Waiver page.
    - i. Upload your physician statement.
    - ii. Upload your driver's License.
    - iii. Select your primary agency and complete required fields.
  - d. **Fingerprint Waiver**
    - i. Read the fingerprint waiver contract carefully.
    - ii. Sign the Fingerprint waiver contract.
  - e. **Signature**
    - i. Read the application attestation and review your entire application.
    - ii. Once you have verified your application is complete and accurate, submit your application to the Nevada EMS Office.
4. **Check out**
  - a. Once your application is submitted it must be paid for. You can pay for your application by going to your log in dashboard, next to your name you will see "1 item awaiting in checkout" click on the checkout link and pay for your application.

\*If your agency agrees to pay for your applications, your agency EMS coordinator will pay for your application.