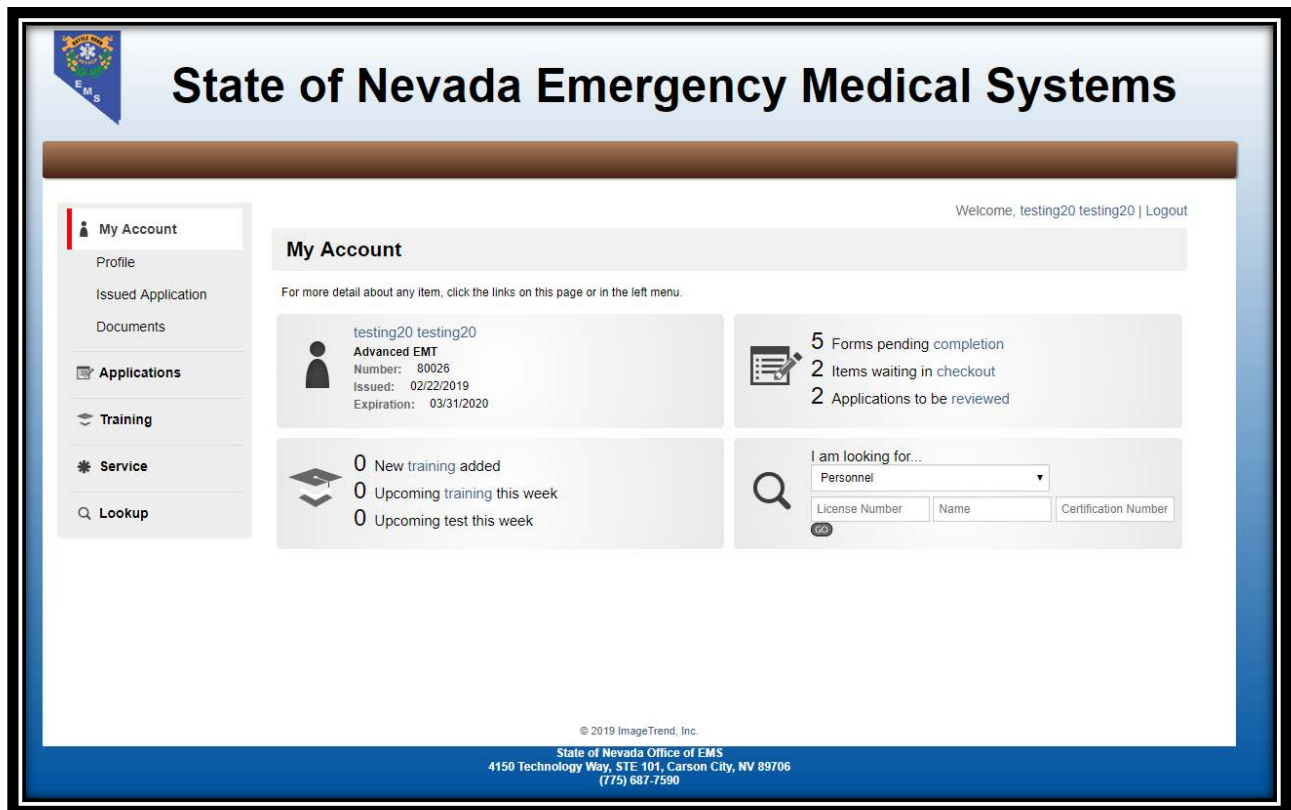


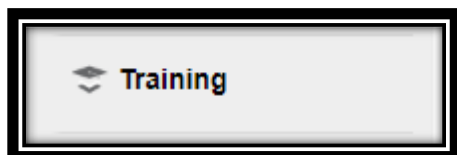
EMS Instructor Manual

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

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



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

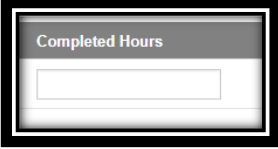
Request Training

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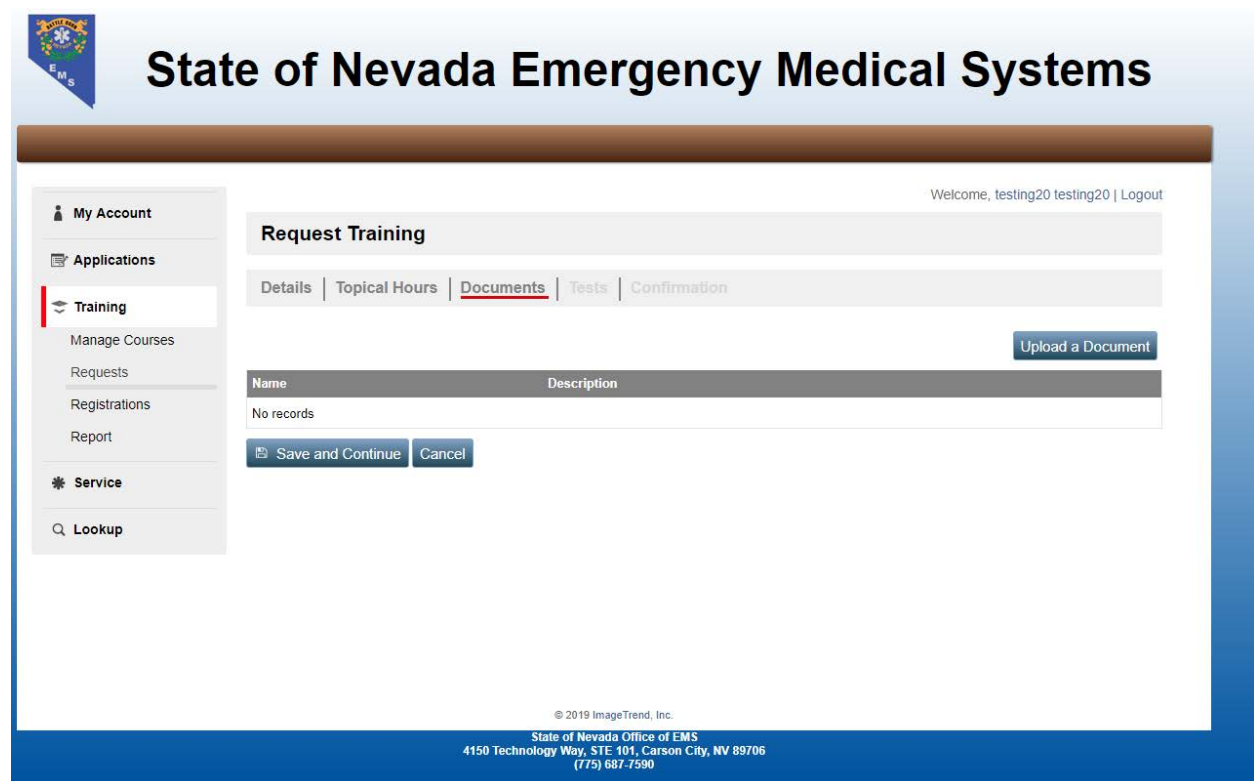
In this screen you use the drop down  to select your topics and the


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



 **State of Nevada Emergency Medical Systems**

Welcome, testing20 testing20 | Logout

Request Training

Details | Topical Hours | Documents | Tests | Confirmation

[Upload a Document](#)

Name	Description
No records	

[Save and Continue](#) [Cancel](#)

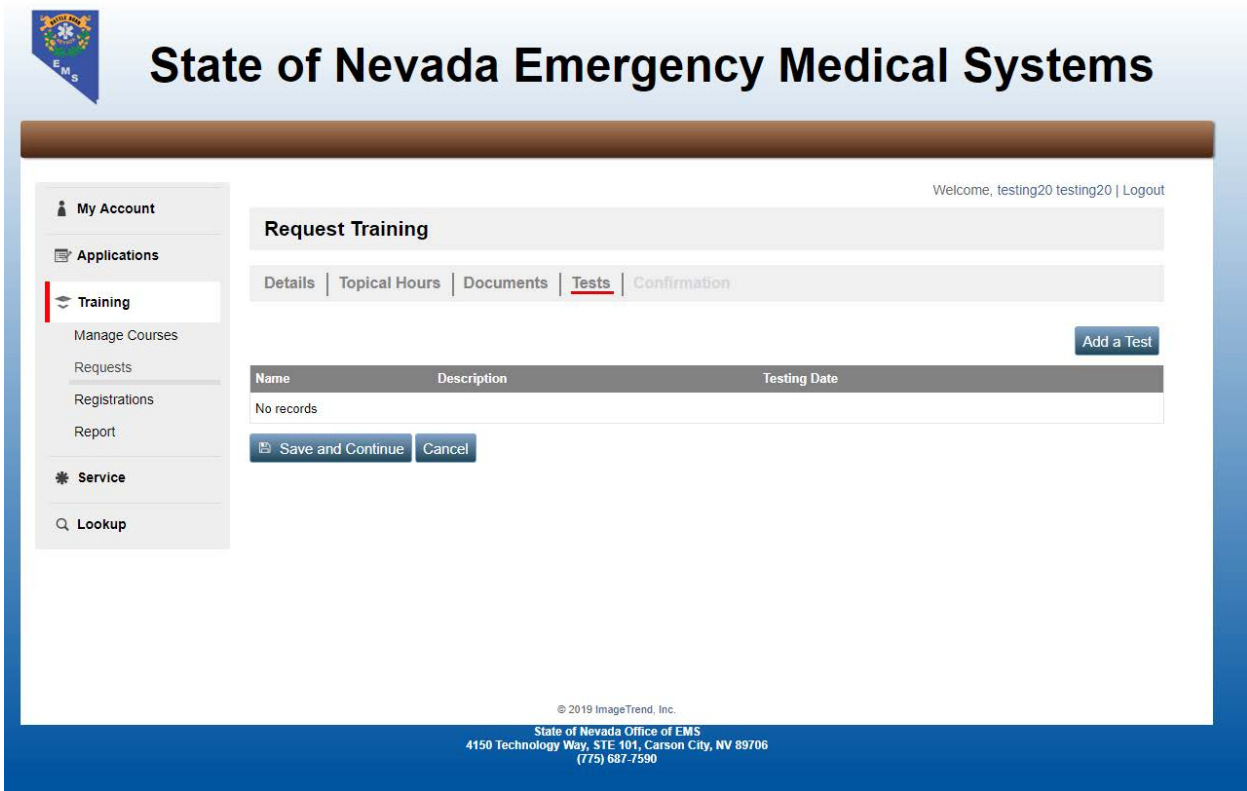
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Please make sure to upload all of the documents that you would normally give to EMS for course approval. This process does not change the required documents it only automates the system. Course rosters as well as any other documentation is still **REQUIRED**.

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



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Welcome, testing20 testing20 | Logout

Request Training

Details | Topical Hours | Documents | Tests | Registration

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

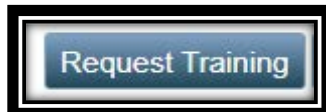
Number	Training Date	Attendee Signup	Test Date
Course 1	06/02/2019 to		

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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