

# Initial Course Entry

Initial course entry is as follows:

**Note:**

If you are not an Instructor Coordinator, you will not be allowed to submit for an Initial Course Request.

Once signed into the portal, click on “Manage”.

KBEMS Agency Lookup

Welcome, JACK SPARROW | Logout

**My Account**

**\*\*Verify all email addresses to ensure receipt of KBEMS communications.\*\***  
Select "Profile" to the left below "My Account"

**Use Google Chrome or Mozilla Firefox internet browsers to avoid system issues.**  
Apple Safari, Internet Explorer or Microsoft Edge may cause unexpected errors.

**System Update information**

**Scheduled System Update: None Scheduled.**

Following an update to the KBEMS Licensure system **the internet address for the Public Portal has changed.**  
The new address for the portal is: <https://www.kemsis.org/lms/public/>  
While the old address should redirect to the new address for a short time, you should update any internet browser shortcuts you may have to the new address.

Click “Add a New Course”

KBEMS Agency Lookup

Welcome, JACK SPARROW | Logout

Enter any of the criteria options below to find available courses. To view course details, click the course number to open a more complete course overview.

**Manage Courses**

**+ Add New Course** **Import Attendees**

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

Select Course Type  Select Status  Course Start

Test Date  Select Location

Name	Number	Status	Course Date	Closing Date	Test Date	Instructor	Location	Completed Attendees
No Records								

Records 0-0 of 0 | First | Previous | Next | Last | Page 1 | Per Page 10

Select a Course Type of “Initial” from the drop-down box

My Account

Applications

Education

Services

Lookup

Manage

Courses

Enter any of the criteria options below to find available courses. To view course details, click the course number to open a more complete course overview.

### Create Course

#### Course Details

\* Course Type

Course Name Choose a course type

#### Dates

\* Start Date

Save & Continue

Back

Enter any of the criteria options below to find available courses. To view course details, click the course number to open a more complete course overview.

### Create Course

#### Course Details

\* Course Type

\* Course Name

Course Number Course number will be automatically generated

\* Region Held

\* Sponsor

\* Location

\* Instructor Coordinator

\* Instructor

Co-Instructors

\* Medical Director

Description **B** *I* U ~~S~~ {} x<sup>2</sup> x<sub>2</sub> Normal 14 Font

All fields are required entry. If you are not an Instructor Coordinator, you will not be able to enter an Initial Course request.

Outside instructors should be entered into the Description section. Example John Doe, MD, Cardiologist

**Description**

The Outside instructor is John Doe, MD, Cardiologist

- Click in the “Start Date” field, enter the date of the course.
- Click on the “Hours” field, enter the hour, minute and “A” for A.M. or “P” for P.M.
- Repeat for the “End Date” field and time.
- If you want allow students to register through the portal, Check Mark “Public Course Lookup” in the “Allow Registration” section. DO NOT Check Mark this box if you do NOT want to allow Public Portal Registration. Do NOT check mark any other options
- If Public Portal Registration is allowed, enter the Start and End dates during which Registration is allowed.
- If Public Portal Registration is allowed, in Capacity set the maximum number of students.

**^ Dates**

\* Start Date and Time: 09 / 02 / 2024

\* End Date and Time: 10 / 04 / 2024

Closing Date: mm / dd / yyyy  
After this date, the course details will not be editable on the public portal.

Allow Registration:  Public Portal Course Lookup  Application Form  
Apply the selected license when registering through course lookup  
Selecting any above option will allow attendees to register for the course through Public Portal

Registration Start: 08 / 26 / 2024

Registration End: 08 / 30 / 2024

\* Capacity: 10  
Public users cannot register for the course once the attendee count has reached this capacity setting

- College Credit - Yes/No
  - If Yes name of institution
- Select the “Class Day(s)”
- Select All documents uploaded.
  - It is Highly recommended you place all documentation into the system for a secure record retention.
    - Course Schedule
    - Instructor Qualifications
- Once all information is completed click “Save & Continue”

Note:

The closing date will be set prior to the approval of the course request.

**^ Additional Information**

**\* Is this course being given college credit?**  Yes  No

**If yes, Name of institution granting hours:**

**\* Days Class to be held**  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday

**\* The following documents are uploaded**  Course Schedule  Course Syllabus  Clinical Agreements  Field Internship Agreements  Instructor Qualifications  ConEd Course Objectives  Program Provider Plan On File  BLS Examination Document  CE Certificate

**\* Lecture Hours**

**\* Lab Hours**

**Clinical Hours**

**Internship Hours**

Save & Continue

Back

Click “Save & Continue”

Enter any of the criteria options below to find available courses. To view course details, click the course number to open a more complete course overview.

**Course: EMT**

**Number:** IC2022-571  
**Date:** 9/1/2022 4:00 PM - 12/16/2022 9:00 PM  
**Location:** KS-155 Board of EMS  
**Instructor:** HOUSE, JOSEPH ANTHONY  
**Attendees:** 0 total  
**Credited:** 0

Details appear here including the course number

**This course is not yet created. Please finish entering info and click "Finalize Course Creation" button to finish adding the course.**

View and update the number of hours that are applicable to each topic for this training.

Course Details **Credit Hours** Attendees Documents Tests

The topic options and credit hours are restricted based on the selected course type in Public Portal

EMT 1

+ Add Topic

Save Finalize Course Creation Back

Modified: 08/29/2022 2:15 PM by SHRECKENGAUST, CURT  
Created: 08/29/2022 2:14 PM by SHRECKENGAUST, CURT

Course topic is specific to the course, in this example "EMT"  
Credit is entered as "1"  
Click "Save"

You may not Finalize the course submission until you have uploaded a document which should at least be your course schedule. Do so at this time.

Enter any of the criteria options below to find available courses. To view course details, click the course number to open a more complete course overview.

**Course: EMT**

**Number:** IC2022-571  
**Date:** 9/1/2022 4:00 PM - 12/16/2022 9:00 PM  
**Location:** KS-155 Board of EMS  
**Instructor:** HOUSE, JOSEPH ANTHONY  
**Attendees:** 2 total  
**Credited:** 0

Click column headers to sort by that heading. Click again to sort in the opposite direction (e.g., if sorting a-z, clicking again will sort z-a).

Course Details Credit Hours Attendees **Documents** Tests

### Create Document

\* Name: EMT Course Schedule

Description: EMT Course Schedule

\* Document Type: Initial Course Schedule

\* File Upload: Browse... EMT Course Schedule.docx

Accepted File Types:  
BMP, css, doc, docx, htm, jpeg, jpg, mht, mp4, msg, odt, pdf, png, ppt, pptx, rtf, rx, tif, txt, xls, xlsx, xsl, zip, xml  
- application  
File cannot be larger than 23 MB

Create Back

Once completed adding your information and document click "Create". For more documents repeat this process.

< Bulk Actions ▾ Records 1-2 of 2 | First | Previous | Next | Last | P;

➔ Finalize Course Creation
← Back

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When you Finalize your course for submission, a confirmation page will appear. Review the information and then “Confirm Course Creation”

**Details**

Name: EMT  
 Description:  
 Location: KS-155 Board of EMS  
 Instructor: HOUSE, JOSEPH ANTHONY

**Topics**

EMT (1 hours)

**Course Fee**

Flat Fee:  
 Late Fee:  
 Total Fee: \$0.00

**Attendees**

SHRECKENGAUST, CALEB  
 \*TEST, EMR

**Documents**

EMT Course Schedule: EMT Course Schedule.docx

**Tests**

No tests added

Confirm Course Creation
Close

Course Attendees will be added at a later date but will follow this process.

Course Details | Credit Hours | Attendees | Documents | Tests

Export to Excel
+ 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

Q CLEAR

<input type="checkbox"/>	Name	Registered	Status	Completed Date	PDF	Email	Cert Exp Date	Cert Level	Cert Number
No Records									

Bulk Actions ▾ Records 0-0 of 0 | First | Previous | Next | Last | Page 1 | Per Page 50 ▾

Type in the first few letters of the persons last name and the system will return any matches found within a name or email address. If it is a common name, you will need to type Last, First names.  
 Place a checkmark to the left of any person you need to add to your roster

Please bulk select the users to add them to this course:

Q CLEAR

<input type="checkbox"/>	Name	Email	Cert Number	Cert Level	Cert Status	Cert Exp Date
<input type="checkbox"/>	*TEST, EMR	curt.shreckengaust@imagetrend.com	992201273	Paramedic	Current	09/30/2022
<input type="checkbox"/>	SHRECKENGAUST, CALEB	calebshreck@gmail.com	51529			
<input type="checkbox"/>	SHRECKENGAUST, CURT	Curt.Shreckengaust@ks.gov				
<input type="checkbox"/>	SHRECKENGAUST, CURT	shreckcurt@gmail.com	6974	Paramedic	Current	12/31/2023

+ Add to Course
 Records 1-4 of 4 | First | Previous | Next | Last | Page 1 | Per Page 50 ▾

Close

Please bulk select the users to add them to this course:

shrec   Select Age Group  Select Service  Select Certification Level

<input type="checkbox"/>	Name	Email	Cert Number	Cert Level	Cert Status	Cert Exp Date
<input checked="" type="checkbox"/>	*TEST, EMR	curt.shreckengaust@imagnetrend.com	992201273	Paramedic	Current	09/30/2022
<input checked="" type="checkbox"/>	SHRECKENGAUST, CALEB	calebshreck@gmail.com	51529			
<input type="checkbox"/>	SHRECKENGAUST, CURT	Curt.Shreckengaust@ks.gov				
<input type="checkbox"/>	SHRECKENGAUST, CURT	shreckcurt@gmail.com	6974	Paramedic	Current	12/31/2023

Records 1-4 of 4 | First | Previous | Next | Last | Page 1 | Per Page 50

**↑** Now select "+Add to Course". Repeat this process until all students are in your roster. When you are completed click "Close" **→**

Now "Enroll" your students.

Course Details | Credit Hours | Attendees | Documents | Tests

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

All 2 Records Selected. Clear Selection

<input checked="" type="checkbox"/>	Name	Registered	Status	Completed Date	PDF	Email	Cert Exp Date	Cert Level
<input checked="" type="checkbox"/>	*TEST, EMR (992201273)	8/29/2022 3:21 PM				curt.shreckengaust@imagnetrend.com	09/30/2022	Paramedic
<input checked="" type="checkbox"/>	SHRECKENGAUST, CALEB (51529)	8/29/2022 3:21 PM				calebshreck@gmail.com		

Records 1-2 of 2 | First | Previous | Next | Last | Page 1 | Per Page 50

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- 

**Select "Bulk Actions" then select "Set Completion Date and/or Attendee Status"**

In the dropdown select "Enrolled" then select "Update"

### Bulk Update Attendees

Please enter values for the selected attendee(s)

**Completion Date**

**Attendee Status**  Enrolled

Your roster should now look like the following

0 of 2 Records Selected. <a href="#">Select All</a>						
<input type="checkbox"/>	Name	Registered	Status	Completed Date	PDF	E
<input type="checkbox"/>	*TEST, EMR (992201273)	8/29/2022 3:21 PM	Enrolled			ci
<input type="checkbox"/>	SHRECKENGAUST, CALEB (51529)	8/29/2022 3:21 PM	Enrolled			ci