

# Long Term Program Provider Course Entry

Sponsoring Organizations of EMS Education certified as Long-Term Program Providers must, by regulation, submit a report of EMS Continuing Education Courses offered. To better assist students of these courses in tracking their EMS continuing education credit(s), the best practice is to enter them at the time the course completes.

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”

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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

Search: [ ] Select Course Type [ ] Select Status [ ] Course Start [ ]  
Test Date [ ] Select Location [ ] CLEAR

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 “Continuing Education Long Term Program Provider” from the drop-down box

The screenshot shows the 'Create Course' form in the KBEMS system. The form is titled 'Create Course' and includes a navigation sidebar on the left with options like 'My Account', 'Applications', 'Education', 'Services', 'Lookup', and 'Manage'. The main content area has a header 'Welcome, JACK SPARROW | Logout' and a sub-header '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.' The form is divided into two main sections: 'Course Details' and 'Dates'. The 'Course Details' section contains a dropdown menu for 'Course Type' (highlighted with a red box and a red arrow), a text input for 'Course Name' with the placeholder 'Choose a course type', and a 'Start Date' input with the placeholder 'mm / dd / yyyy'. At the bottom of the form are two buttons: 'Save & Continue' and 'Back'.

- Enter the “Course Name”.
- Select the “Region Held” from the drop down.
- Begin typing the name of your organization to search for and enter your Sponsoring Organization name.
- Select the training location from your list of training locations.
- If “Other Training Location” is used, you are required to note the location where the course was instructed in the “Description” box directly below.
- The Program Manager will auto-fill for your organization.
- The primary course instructor will auto-fill based on the person making the entry. If the person making the entry is not the instructor, all persons listed as instructors for the agency will be listed from the drop-down box, click to choose.
- If there is a co-instructor (including Lab Instructors), you can enter their name to search for and add them to the course (not required).
- The Medical Director should be automatically assigned. If your organization has more than one, you may need to select the appropriate one.

NOTE: All Instructors, Co-Instructors, and Lab Instructors must be on the roster for your service. See the “[Instructor Qualifications/Setup of Outside Instructors](#)” how-to for guidance on instructor set up.

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	Continuing Education Long Term Program Provider	←
* Course Name	Basic Airway	←
Course Number	Course number will be automatically generated	
* Region Held	5	←
* Sponsor	KBEMS Test 1	←
* Location	9991 - KBEMS Test location	←
* Program Manager	SPARROW, JACK (99991)	← ★
* Instructor	SPARROW, JACK (99991)	← ★
Co-Instructors	TEST, JOHN (E1234567) x	← x
* Medical Director	SHRECKENGAUST, CURT	← ★

- 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.
- Select the “Class Day”
- Select All documents uploaded.
  - It is Highly recommended you place all documentation into the system for a secure record retention.
    - CE Course Objectives
    - CE Course Roster
    - CE Course Materials
    - Program Provider Plan on File
- Once all information is completed click “Save & Continue”

**^ Dates**

\* Start Date and Time: 08 / 22 / 2022 10 : 00 AM 

\* End Date and Time: 08 / 22 / 2022 12 : 00 PM 

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**^ Additional Information**

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

\* The following documents are uploaded:  CE Course Objectives  CE Course Roster  CE Course Matrials   
 Program Provider Plan On File  Instructor Qualifications  Initial Course Schedule  
 Clinical Locations  Field Internship Locations  BLS Examination Document  
 Quality Management Plan

Once the Course Details are saved you will see the issued “course number” displayed under the Course Name.

You will now select the course topic from the drop-down menu. The course credit utilizes quarter hour increments by using the up arrow in the field. By Regulation all submitted hours should be issued in quarter hour increments.

Once completed click “Save”

NOTE: You will see the course has not been created in the system in the tan colored bar. You may select “Finalize Course Creation” and finish at another time if you choose. You will be required to enter documents prior to finalizing the course.

In the “Documents” section, select “+ Add New Document”.

NOTE: CV/Qualifications of any Instructors not holding EMS, Allied Health, or Medical Director Certification should also be uploaded in the “Documents” section.

KBEMS Agency Lookup

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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: Basic Airway**

Number: PP99991202267478  
 Date: 8/22/2022 10:00 AM - 8/22/2022 12:00 PM  
 Location: 9991 - KBEMS Test location  
 Instructor: SPARROW, JACK  
 Attendees: 0 total  
 Credited: 0

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

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

 [+ Add New Document](#)

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

Name	Document Type	File Name	File Size	Last Modified On	Last Modified By
No Records					

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

Supply the following information:

- \*The document name
- \*Description (Optional)
- \*Document type (specific options are available in the drop-down)
- \*Browse for your document and select it to upload

You can now select "Create"

KBEMS Agency Lookup

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**Course: Basic Airway**

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 Date: 8/22/2022 10:00 AM - 8/22/2022 12:00 PM  
 Location: 9991 - KBEMS Test location  
 Instructor: SPARROW, JACK  
 Attendees: 0 total  
 Credited: 0

**This course is not yet created. Please finish entering info and click "Finalize Course Creation" button to finish adding the course.**  [See Note](#)

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

1-Airway Respiration Ventilation / Ks Core Category   

 [+ Add Topic](#)

 [Save](#) [Finalize Course Creation](#)  [See Note](#)

Modified: 08/24/2022 12:03 PM by SPARROW, JACK  
 Created: 08/24/2022 12:03 PM by SPARROW, JACK

Select "Finalize Course Creation" OR add all course attendees. If you finalize the course, you will be able to add attendees at a later time. It is highly recommended All course attendees are added to the entries. This will populate their education record and it will automatically create a Course Completion Certificate which can be viewed by the Sponsoring Organization and the Course Attendee.

Select "Attendee"

The screenshot shows the KBEMS Agency Lookup interface. The top navigation bar includes 'KBEMS' and 'Agency Lookup'. A sidebar on the left contains menu items: 'My Account', 'Applications', 'Education', 'Services', 'Lookup', and 'Manage' (with 'Courses' as a sub-item). The main content area displays course information for 'Basic Airway' with details: Number: PP99991202267478, Date: 8/22/2022 10:00 AM - 8/22/2022 12:00 PM, Location: 9991 - KBEMS Test location, Instructor: SPARROW, JACK, Attendees: 0 total, Credited: 0. A yellow warning banner states: 'This course is not yet created. Please finish entering info and click "Finalize Course Creation" button to finish adding the course.' Below this, there are tabs for 'Course Details', 'Credit Hours', 'Attendees', 'Documents', and 'Tests'. A red arrow points to the 'Attendees' tab. To the right is a '+ Add New Document' button. Below the tabs is an alphabetical index from A to Z and 'ALL'. A search bar with a 'CLEAR' button is present. A table lists documents with columns: Name, Document Type, File Name, File Size, Last Modified On, and Last Modified By. The table contains one entry: 'Basic Airway Course Objectives' (Continuing Education Course Objectives) with file name 'BLS Airway Management.docx', size '11 KB', and last modified '08/24/2022' by 'SPARROW, JACK'. Below the table is a pagination bar: 'Records 1-1 of 1 | First | Previous | Next | Last | Page 1 | Per Page 10'. At the bottom, there are two buttons: 'Finalize Course Creation' and 'Back', with a red arrow pointing to the 'Finalize Course Creation' button.

To add course attendees, click on "Attendees"

Click on "+ Add Attendee" as shown

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 Date: 8/22/2022 10:00 AM - 8/22/2022 12:00 PM  
 Location: 9991 - KBEMS Test location  
 Instructor: SPARROW, JACK  
 Attendees: 0 total  
 Credited: 0

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

**Initial Courses -**  
 All students must be entered on the course roster within the 20 days. At midnight on the 20th day after the first class session the course will be locked to "view only" by all sponsoring organization personnel.  
 Failure to complete your course roster within the 20 day period will be sent to investigations for further review.  
 Prior to the 20th day, students that appear on the roster, not in the class, should be deleted from the roster.  
 Initial Applications for Certification are not to be completed until the student has: Passed the Initial Course, Passed both the Cognitive and Psychomotor examinations for certification. students NOT previously certified EMS in Kansas a Criminal History Record Check application must also be completed at this time.

**Continuing education courses,**  
 Enter ALL course information as described in the tutorial for Long-Term Program Providers Course Entry found (HERE)

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

test

Name	Registered	Status	Completed Date	PDF	Email	Cert Exp Date	Cert Level	Cert Number
No Records								

In the search field shown type the last name of the attendee. Note you will see the wheel spin and the screen will turn blue as the system retrieves all possible persons.

When the system completes the search click the box to the left of each person as shown.

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

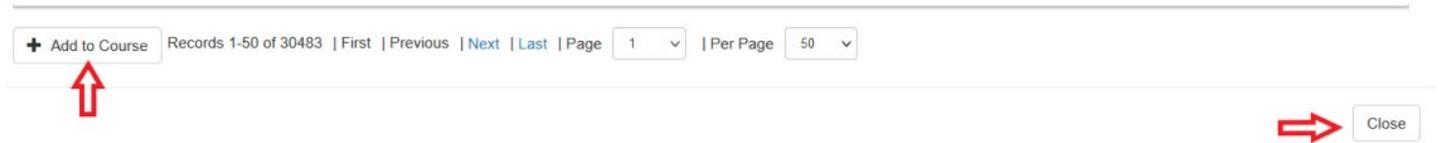
test

Select Age Group | Select Service | Select Certification Level

Name	Cert Number	Cert Level	Cert Exp Date
<input type="checkbox"/> *SUPPORT, IMAGETREND	991601027	Paramedic	08/20/2022
<input checked="" type="checkbox"/> *TEST, AEMT	992200561	AEMT	
<input checked="" type="checkbox"/> *TEST, EMR	992200559	EMR	12/31/2021
<input checked="" type="checkbox"/> *TEST, EMT	992200560	EMT	12/31/2021
<input checked="" type="checkbox"/> *TEST, PARAMEDIC	992200562	Paramedic	07/31/2022
<input type="checkbox"/> AARON, BRENT O'NEAL	55794	Paramedic	12/31/2022
<input type="checkbox"/> AARON, CLINT J	22608	EMT	12/31/2017
<input type="checkbox"/> AARON, HARRISON FISHER	992101748		

Now click “+ Add to Course” as shown below. If you need to add more students clear the filter field and repeat the process.

When your roster shows all students, click “Close” as shown below. Once closed if you need to enter more student repeat the process from the initial steps.



Your roster will show your attendees as shown below.

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

0 of 4 Records Selected. Select All

<input type="checkbox"/>	Name	Registered	Status	Completed Date	PDF	Email	Cert Exp Date	Cert Level	Cert Number
<input type="checkbox"/>	*TEST, AEMT (992200561)	8/24/2022 2:24 PM						AEMT	992200561
<input type="checkbox"/>	*TEST, EMR (992200559)	8/24/2022 2:24 PM					12/31/2021	EMR	992200559
<input type="checkbox"/>	*TEST, EMT (992200560)	8/24/2022 2:24 PM					12/31/2021	EMT	992200560
<input type="checkbox"/>	*TEST, PARAMEDIC (992200562)	8/24/2022 2:24 PM					07/31/2022	Paramedic	992200562

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

To apply CE credit to all attendees,

Check the box to the top left by “Name” and all attendees will be selected for you or select each attendee individually as shown below.

Now click on “Bulk Actions” and select “Set Completion Date and/or Attendee Status”

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

SEARCH CLEAR

All 4 Records Selected. Clear Selection

<input checked="" type="checkbox"/>	Name	Registered	Status	Completed Date	PDF	Email	Cert Exp Date	Cert Level	Cert Number
<input checked="" type="checkbox"/>	*TEST, AEMT (992200561)	8/24/2022 2:24 PM						AEMT	992200561
<input checked="" type="checkbox"/>	*TEST, EMR (992200559)	8/24/2022 2:24 PM					12/31/2021	EMR	992200559
<input checked="" type="checkbox"/>	*TEST, EMT (992200560)	8/24/2022 2:24 PM					12/31/2021	EMT	992200560
<input checked="" type="checkbox"/>	*TEST, PARAMEDIC (992200562)	8/24/2022 2:24 PM					07/31/2022	Paramedic	992200562

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

- Send Correspondence
- Set Completion Date and/or Attendee Status
- Remove from Course

You will now enter in the date the course was completed and the attendee drop-down selection is “Continuing education credit granted” and click update as shown below.

### Bulk Update Attendees

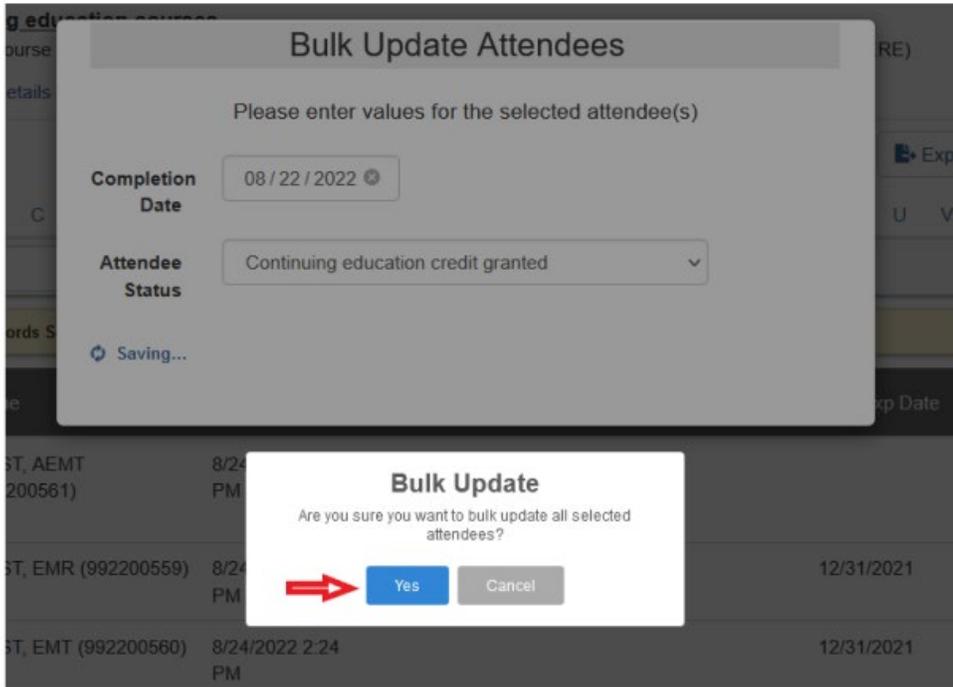
Please enter values for the selected attendee(s)

Completion Date: 08/22/2022

Attendee Status: Continuing education credit granted

Update

Confirm Bulk Update – “YES”



Once the system has saved the information, the completion date and PDF CE Certificates will be shown.

IF you have not clicked on "Finalize Course Completion" you MUST do so at this time!

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									
0 of 4 Records Selected. Select All									
Name	Registered	Status	Completed Date	PDF	Email	Cert Exp Date	Cert Level	Cert Number	
<input type="checkbox"/> *TEST, AEMT (992200561)	8/24/2022 2:24 PM	Continuing education credit granted	08/22/2022				AEMT	992200561	
<input type="checkbox"/> *TEST, EMR (992200559)	8/24/2022 2:24 PM	Continuing education credit granted	08/22/2022			12/31/2021	EMR	992200559	
<input type="checkbox"/> *TEST, EMT (992200560)	8/24/2022 2:24 PM	Continuing education credit granted	08/22/2022			12/31/2021	EMT	992200560	
<input type="checkbox"/> *TEST, PARAMEDIC (992200562)	8/24/2022 2:24 PM	Continuing education credit granted	08/22/2022			07/31/2022	Paramedic	992200562	

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

Finalize Course Creation

You will now “Confirm Course Creation and review all the data you have entered for the course. If you agree click “Confirm Course Creation”. IF NOT, click “Close” and review any needed information and correct as needed. Then select finalize and confirm course creation.

Once complete the following will appear and show successful submission.

The screenshot displays the 'Manage Courses' interface in the KBEMS Agency Lookup system. The top navigation bar includes 'KBEMS' and 'Agency Lookup'. A user greeting 'Welcome, JACK SPARROW | Logout' is visible in the top right. A sidebar on the left contains menu items: 'My Account', 'Applications', 'Education', 'Services', 'Lookup', and 'Manage' (which is highlighted with a red vertical bar). Below 'Manage' is a sub-menu item 'Courses'. The main content area features a heading 'Manage Courses' and a sub-heading '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.' A prominent yellow message box states 'The course creation is submitted successfully', with a red arrow pointing to it from the right. To the right of this message are two buttons: '+ Add New Course' and 'Import Attendees'. Below the message is a search filter section with a search input field, a search icon, and several dropdown menus: 'Select Course Type', 'Select Status', 'Course Start', 'Test Date', and 'Select Location'. A 'CLEAR' button is located at the bottom right of the filter section. Above the filter section is a horizontal navigation menu with letters A through Z and an 'ALL' link.