How to Guide: Using Trainings via the eLicensing Portal

How to Apply

Navigating to the Training Request Page

1. Login to the eLicensing Portal @ https://www.mi-emsis.org/lms/public/portal#/login
2. From the main menu, click on **Training**
3. Under Training, click on **Requests**
4. Click on the **Apply for Course Approval** button

Completing the Training Details

1. **Course Type** = Continuing Education
2. **Course Name** = Continuing Education
3. **Training Number** = The system will generate a Training Number. If the course is approved, this will be your approval number, and must be used on the course completion certificates distributed.
4. **Region Held** = Select the appropriate region for where the course will be held (Northern, Central, South-West, South-East, or MDHHS-EMS Office)
5. **Trainer** = Select your name, as the Trainer, by typing your name in the box.
6. **Co-Instructor** = You may select a Co-Instructor name here, it is not required. Any persons listed WILL have edit permissions to the course.
7. **Medical Director** = NONE, do not select a Medical Director.
8. **Description** = This field is shown on the public portal search results, and also appears in the emailed confirmation to students that complete the class. ***IMPORTANT: Be sure to enter the education category & location in this box!** If you would like to have attendees register for the class themselves, but do not want people outside your agency to attend, you can also add language in this field (after the category & location) to note that, such as; CLASS CLOSED or INTERNAL STAFF REGISTRATION ONLY.
9. **Multiple Dates/Times** = Yes or No (selecting Yes will add the Multiple Dates/Times tab, allowing you to replicate this training for multiple dates/times).
10. **Start Date and Time** = Date and Time CE will begin.
11. **End Date and Time** = Date and Time CE will end.
12. **Test Date** = NONE, DO NOT enter a test date.
13. **Allow Registration**: Yes or No (Selecting Yes will allow users to register for this class on the public portal)
14. **Attendee Signup Start** = Enter the date you would like to open online registration for this class.
15. **Attendee Signup End** = Enter the date you would like to close online registration for this class.
16. **Attendee Max Count** = Enter a maximum number of attendees you want or can accommodate.
17. **Training Location Name** = Enter the name of the location where the class will be held.
18. **Virtual Class** = Yes or No
19. **Virtual Link** = If this is a virtual class, enter the online link.
20. **Internal Note** = This box may be used for additional information for the Regional Coordinator reviewing the request.

5. Click on the **Save and Continue** button at the bottom of the page.

Completing the Topical Hours

1. Click on the blue, **Add Topic** button
2. From the **Topics** dropdown menu, select the Education Category.
3. Enter the number of CE hours for the Category.
4. To add another CE, click the **Add Topic** button again. ***IMPORTANT: Only one roster may be uploaded per request/application. If the attendee roster could be different for each CE topic, submit a separate**

request for each. For example, you are applying to teach 1 Airway and 1 Medical credit, back-to-back on the same day**.** John Smith attends the Airway CE but, is not able to stay for the Medical. It is not possible to separate requests/applications, once combined. Therefore, credit could not be awarded to John Smith for the Airway, but not the Medical CE.

5. Click the **Save and Continue** button.

Uploading Required Documentation

1. **Name** = Give the document a name, ie; *Lesson Plan: Airway*
2. **Description** = Provide a document description, ie; *Basic Airway, 1 hour Lesson Plan*
3. **Document Type**
   a. The following **Document Type**s are for training requests, select a type from the drop-down list:
      i. TRAINING REQUEST – Lesson Plan
      ii. TRAINING REQUEST – Certificate of Attendance
      iii. TRAINING REQUEST – Class Evaluation Form
      iv. TRAINING REQUEST – Subject Matter Expert Documentation
      v. TRAINING REQUEST – Sign-in Roster
      vi. TRAINING REQUEST – Other
   b. Under **File Upload**, click the grey **Browse** button, to search your computer for the file to upload. The following documents are required for approval. A request that does not include all required documents will be returned and a new request will be required for review.
   c. Click the blue, **Upload a Document** button to additional documents.
      i. A copy of your Lesson Plan
      ii. A copy of your Certificate of Attendance
      iii. A copy of your Class Evaluation Form
4. Click the blue **Save and Continue** button at the bottom of the page to proceed.

Confirmation

This page contains a summary of the request. Review this page for accuracy. If any information is incorrect, you can go back and make corrections by clicking on the appropriate tab where the information is located. Once all information is correct, click the **Submit Request** button on the bottom of the Confirmation page. A confirmation of your request will be automatically emailed to your eLicensure user account email address.

How to Upload and Approve a Roster

The Instructor-Coordinator (Trainer) must complete and approve a course roster. There are two ways attendees can be added to a class roster (see option details below). <u>Rosters must be finalized by the IC (Trainer) within 10 days of the course date.</u>

Adding Attendees to a Roster

Option 1: Public Portal Registration

Attendees that register through the eLicensing portal will be added to the roster upon registration. The system will send a registration confirmation via email.

1. Attendee must login to the eLicensing portal.
2. From the main menu, click on **Trainings.**
3. *Find Training Courses* will be displayed at the top of the screen. You can search for a course using the filter tools for **Course Type, Region, Education Category, Course/Approval Number, or Date**.

4. Once the results load, you can use the collapse/un-collapse arrow button to view more course information if needed. Select a course by clicking the **Course Number Link**.
5. Scroll to the bottom of the page, and click the **Register** button. If the class is full, that status will be indicated at the bottom of the page and you will not be able to register.

Option 2: Adding Attendees Individually

The IC (Trainer) can search and add attendees to the roster, via the eLicensing portal.

1. **Login** to the eLicensing portal.
2. From the main menu, click on **Trainings.**
3. Click on **Manage Courses.**
4. Select a course by clicking on the **Course Number.**
5. In the center of the screen, click on the **Attendees** tab.
6. Next to "Search Provider to Add to Training" type the name or license number of the person you want to add to the roster, then click the **Go** button.
7. Select the person you want to add by selecting the **Check Box**. Then click the blue **Add Selected Providers** button.
8. After all attendees have been added to the roster, click the blue **Save Training Roster** button.

Approving a Roster

Login>Trainings>Manage Courses>Select Course>Attendees Tab.

1. Verify all attendees listed are correct.
2. You can update the entire roster by using selecting the **Completed On Date** and the **Attendee Status** in line 1 of the roster, then click the **Apply to All** button. You can also select these fields for each attendee individually. Once the roster is complete, click the **Save Training Roster** button.

IMPORTANT NOTES:

- When finalizing a CE roster, the IC can also upload a copy of the official Sign-in Roster. To do this, click on the **Documents** tab within the course, and use the Document Type **TRAINING REQUEST – Sign-in Roster** when uploading.
- Once an Attendee Status has been updated and saved on a Roster as **Pass** or **Fail**, the system will send an email correspondence to notify them.
- Both **Completed on Date** AND **Attendee Status = Pass** must be entered on the roster to award CE credit to the attendee.
- The Attendee Roster is automatically closed 10 days after the course date. The IC (Trainer) can no longer edit a roster or upload documents to the course beyond this window. If a correction is necessary, please contact the Regional Coordinator for approval.
- Use the **Delete** box to remove a name from the roster, if the attendee did not show, or was added by mistake.
- If an attendee was expected to attend and did not, or an attendee left class early, keep them on the roster and assign a **Fail** Attendee Status. Finalizing the roster with this status will send an email to the attendee to notify them, CE credit was not earned for that class.

How to Run a CE Training Report

A training report can be generated to view CEs completed and approved in the ImageTrend eLicensing system.

1. **Login** to the public portal

2. From the main menu, click on **Trainings**.
3. Click on **Report**.
4. Select your **License Level** and licensure **Date Range** in the filter boxes at the top of the screen.
5. Click **Go**