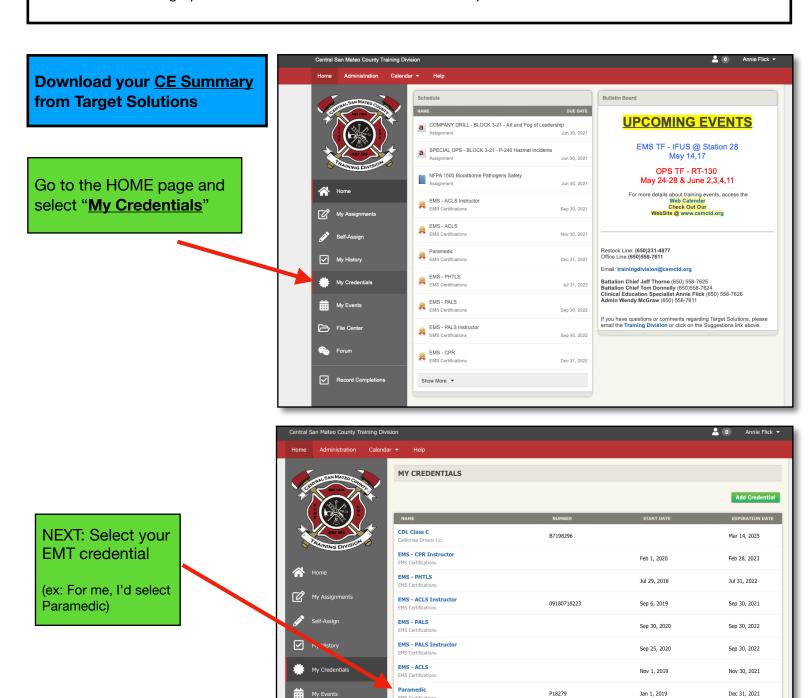# IMAGE TREND - EMT RENEWAL INSTRUCTIONS

BEFORE you begin:

DOWNLOAD all of your documents from Target Solutions. Follow the directions below to download the following:

• Drivers License
• BLS/CPR card
• CE Summary Form (contains summary of training hour completions - should total 24hrs or more)
• CE certificate for: EpiPen, Glucometer and Narcan Training (1 Certificate to include all courses - named later)
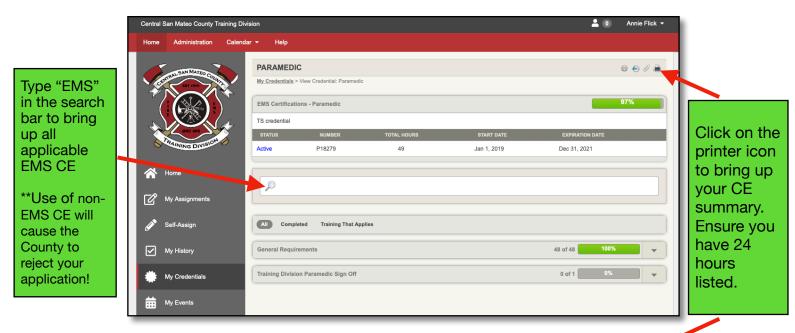
UPLOAD your completed <u>EMT Skills Form</u> by either using a scanner or a free scanning app on your phone like "Turbo Scan". Photographs are not sufficient unless converted to a pdf file first.
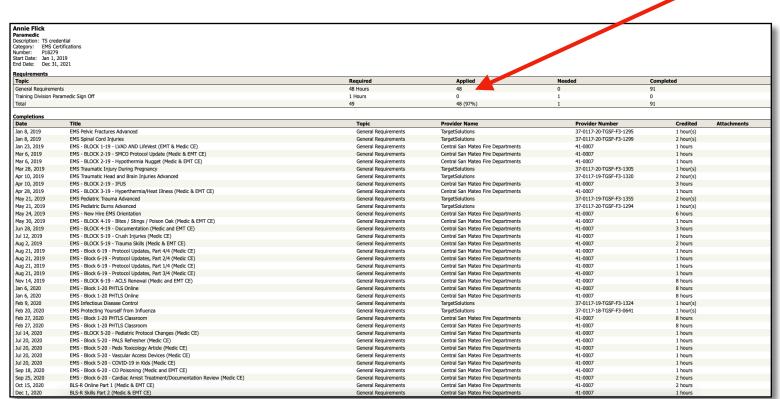

Download your <u>CE Summary</u> from Target Solutions

Go to the HOME page and select "**My Credentials**"

NEXT: Select your EMT credential

(ex: For me, I'd select Paramedic)

Type "EMS" in the search bar to bring up all applicable EMS CE

**Use of non-EMS CE will cause the County to reject your application!

Click on the printer icon to bring up your CE summary. Ensure you have 24 hours listed.

Central San Mateo County Training Division

👤 0   Annie Flick ▼

Home   Administration   Calendar ▼   Help

PARAMEDIC
My Credentials > View Credential: Paramedic

EMS Certifications - Paramedic   97%

TS credential

STATUS	NUMBER	TOTAL HOURS	START DATE	EXPIRATION DATE
Active	P18279	49	Jan 1, 2019	Dec 31, 2021

🔍

🏠 Home

All   Completed   Training That Applies

📝 My Assignments

✏️ Self-Assign

Training		
General Requirements	48 of 48	100%

✓ My History

Training Division Paramedic Sign Off	0 of 1	0%

✱ My Credentials

📅 My Events

Annie Flick
Paramedic
Description: TS credential
Category: EMS Certifications
Number: P18279
Start Date: Jan 1, 2019
End Date: Dec 31, 2021

Requirements

Topic	Required	Applied	Needed	Completed
General Requirements	48 Hours	48	0	91
Training Division Paramedic Sign Off	1 Hours	0	1	0
Total	49	48 (97%)	1	91

Completions

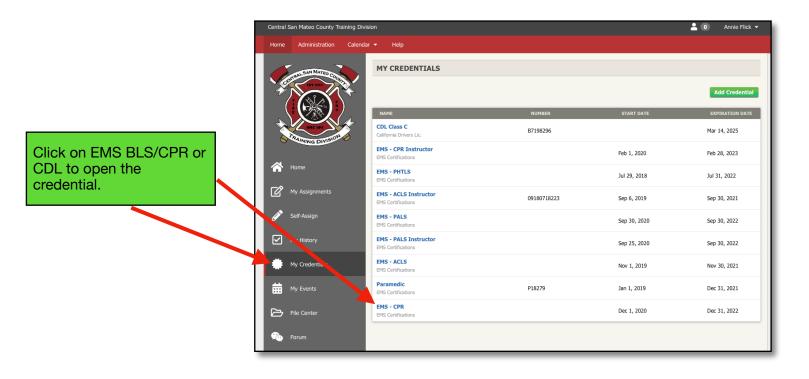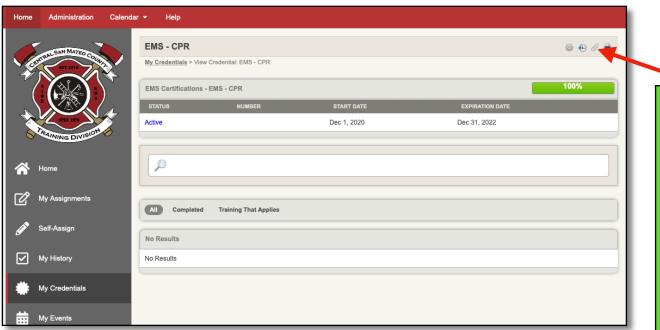| Date	Title	Topic	Provider Name	Provider Number	Credited	Attachments
Jan 8, 2019	EMS Pelvic Fractures Advanced	General Requirements	TargetSolutions	37-0117-20-TGSF-F3-1295	1 hour(s)	
Jan 8, 2019	EMS Spinal Cord Injuries	General Requirements	TargetSolutions	37-0117-20-TGSF-F3-1299	2 hour(s)	
Jan 23, 2019	EMS - BLOCK 1-19 - LVAD AND LifeVest (EMT & Medic CE)	General Requirements	Central San Mateo Fire Departments	41-0007	1 hours	
Mar 6, 2019	EMS - BLOCK 2-19 - SMCO Protocol Update (Medic & EMT CE)	General Requirements	Central San Mateo Fire Departments	41-0007	1 hours	
Mar 6, 2019	EMS - BLOCK 2-19 - Hypothermia Nugget (Medic & EMT CE)	General Requirements	Central San Mateo Fire Departments	41-0007	1 hours	
Mar 28, 2019	EMS Traumatic Injury During Pregnancy	General Requirements	TargetSolutions	37-0117-20-TGSF-F3-1305	1 hour(s)	
Apr 10, 2019	EMS Traumatic Head and Brain Injuries Advanced	General Requirements	TargetSolutions	37-0117-19-TGSF-F3-1320	2 hour(s)	
Apr 10, 2019	EMS - BLOCK 2-19 - IFUS	General Requirements	Central San Mateo Fire Departments	41-0007	3 hours	
Apr 28, 2019	EMS - BLOCK 3-19 - Hyperthermia/Heat Illness (Medic & EMT CE)	General Requirements	Central San Mateo Fire Departments	41-0007	1 hours	
May 21, 2019	EMS Pediatric Trauma Advanced	General Requirements	TargetSolutions	37-0117-19-TGSF-F3-1355	2 hour(s)	
May 21, 2019	EMS Pediatric Burns Advanced	General Requirements	TargetSolutions	37-0117-20-TGSF-F3-1294	1 hour(s)	
May 24, 2019	EMS - New Hire EMS Orientation	General Requirements	Central San Mateo Fire Departments	41-0007	6 hours	
May 30, 2019	EMS - BLOCK 4-19 - Bites / Stings / Poison Oak (Medic & EMT CE)	General Requirements	Central San Mateo Fire Departments	41-0007	1 hours	
Jun 28, 2019	EMS - BLOCK 4-19 - Documentation (Medic and EMT CE)	General Requirements	Central San Mateo Fire Departments	41-0007	3 hours	
Jul 12, 2019	EMS - BLOCK 5-19 - Crush Injuries (Medic CE)	General Requirements	Central San Mateo Fire Departments	41-0007	1 hours	
Aug 2, 2019	EMS - BLOCK 5-19 - Trauma Skills (Medic & EMT CE)	General Requirements	Central San Mateo Fire Departments	41-0007	2 hours	
Aug 21, 2019	EMS - Block 6-19 - Protocol Updates, Part 4/4 (Medic CE)	General Requirements	Central San Mateo Fire Departments	41-0007	1 hours	
Aug 21, 2019	EMS - Block 6-19 - Protocol Updates, Part 2/4 (Medic CE)	General Requirements	Central San Mateo Fire Departments	41-0007	1 hours	
Aug 21, 2019	EMS - Block 6-19 - Protocol Updates, Part 1/4 (Medic CE)	General Requirements	Central San Mateo Fire Departments	41-0007	1 hours	
Aug 21, 2019	EMS - Block 6-19 - Protocol Updates, Part 3/4 (Medic CE)	General Requirements	Central San Mateo Fire Departments	41-0007	1 hours	
Nov 14, 2019	EMS - BLOCK 6-19 - ACLS Renewal (Medic and EMT CE)	General Requirements	Central San Mateo Fire Departments	41-0007	8 hours	
Jan 6, 2020	EMS - Block 1-20 PHTLS Online	General Requirements	Central San Mateo Fire Departments	41-0007	8 hours	
Jan 6, 2020	EMS - Block 1-20 PHTLS Online	General Requirements	Central San Mateo Fire Departments	41-0007	8 hours	
Feb 9, 2020	EMS Infectious Disease Control	General Requirements	TargetSolutions	37-0117-19-TGSF-F3-1324	1 hour(s)	
Feb 20, 2020	EMS Protecting Yourself from Influenza	General Requirements	TargetSolutions	37-0117-18-TGSF-F3-0641	1 hour(s)	
Feb 27, 2020	EMS - Block 1-20 PHTLS Classroom	General Requirements	Central San Mateo Fire Departments	41-0007	8 hours	
Feb 27, 2020	EMS - Block 1-20 PHTLS Classroom	General Requirements	Central San Mateo Fire Departments	41-0007	8 hours	
Jul 14, 2020	EMS - BLOCK 5-20 - Pediatric Protocol Changes (Medic CE)	General Requirements	Central San Mateo Fire Departments	41-0007	1 hours	
Jul 20, 2020	EMS - Block 5-20 - PALS Refresher (Medic CE)	General Requirements	Central San Mateo Fire Departments	41-0007	1 hours	
Jul 20, 2020	EMS - Block 5-20 - Peds Toxicology Article (Medic CE)	General Requirements	Central San Mateo Fire Departments	41-0007	1 hours	
Jul 20, 2020	EMS - Block 5-20 - Vascular Access Devices (Medic CE)	General Requirements	Central San Mateo Fire Departments	41-0007	1 hours	
Jul 20, 2020	EMS - Block 5-20 - COVID-19 in Kids (Medic CE)	General Requirements	Central San Mateo Fire Departments	41-0007	1 hours	
Sep 18, 2020	EMS - Block 6-20 - CO Poisoning (Medic and EMT CE)	General Requirements	Central San Mateo Fire Departments	41-0007	1 hours	
Sep 25, 2020	EMS - Block 6-20 - Cardiac Arrest Treatment/Documentation Review (Medic CE)	General Requirements	Central San Mateo Fire Departments	41-0007	2 hours	
Oct 15, 2020	BLS-R Online Part 1 (Medic & EMT CE)	General Requirements	Central San Mateo Fire Departments	41-0007	2 hours	
Dec 1, 2020	BLS-R Skills Part 2 (Medic & EMT CE)	General Requirements	Central San Mateo Fire Departments	41-0007	1 hours	

Right click on the page to "Save As" (or "download") to your desktop for upload into the application later.

NEXT: Download your CDL (driver's license) and BLS/CPR card:

Go back to the **My Credentials** page and click on the **BLS** credential or **CDL**.

Downloading CDL and BLS/CPR

Click on EMS BLS/CPR or CDL to open the credential.

Central San Mateo County Training Division   0   Annie Flick ▾

Home   Administration   Calendar ▾   Help

MY CREDENTIALS

Add Credential

NAME	NUMBER	START DATE	EXPIRATION DATE
CDL Class C California Drivers Lic.	B7198296		Mar 14, 2025
EMS - CPR Instructor EMS Certifications		Feb 1, 2020	Feb 28, 2023
EMS - PHTLS EMS Certifications		Jul 29, 2018	Jul 31, 2022
EMS - ACLS Instructor EMS Certifications	09180718223	Sep 6, 2019	Sep 30, 2021
EMS - PALS EMS Certifications		Sep 30, 2020	Sep 30, 2022
EMS - PALS Instructor EMS Certifications		Sep 25, 2020	Sep 30, 2022
EMS - ACLS EMS Certifications		Nov 1, 2019	Nov 30, 2021
Paramedic EMS Certifications	P18279	Jan 1, 2019	Dec 31, 2021
EMS - CPR EMS Certifications		Dec 1, 2020	Dec 31, 2022

- Home
- My Assignments
- Self-Assign
- History
- My Credentials
- My Events
- File Center
- Forum

Home   Administration   Calendar ▾   Help

EMS - CPR

My Credentials > View Credential: EMS - CPR

EMS Certifications - EMS - CPR   100%

STATUS	NUMBER	START DATE	EXPIRATION DATE
Active		Dec 1, 2020	Dec 31, 2022

🔍

All   Completed   Training That Applies

No Results

No Results

- Home
- My Assignments
- Self-Assign
- My History
- My Credentials
- My Events

Click on the paperclip icon to open the credential and then right click to "open in preview". From there you can "save as" or "download" to your desktop.

After you have saved BOTH the BLS/CPR card and your CDL, you will need to download your CE certificate for you annual Narcan, EpiPen and Glucometer Training.

NEXT: Download your Narcan, Glucometer and EpiPen CE Certificate:

Click on **My History** and use the search bar to find the completion:

EMS - EMT Narcan/ Glucometer/EpiPen Completion

This single CE certificate gives you credit for all 3 assignments and is necessary as you can only upload 1 document in the renewal application for this requirement.

Click on the "gold medal" icon to bring up the certificate.

Once the CE certificate opens, right click within the certificate to save it to your desktop.

Image Trend Step-By-Step for EMT Renewal

Website: https://smchealth.imagetrendlicense.com/lms/public/portal#/login

Begin by logging into the system:

EMT's who are **NEW** the county, please use "Create New Account" on the home page as you will not be in the system yet.

Username format:
In general, your username is the first letter of your first name followed by your last name: (ex: aflick)

Use "Forgot Password" to log in for the first time OR if you forgot what you changed it to.

When you click on the "forgot password" link, you will be prompted to enter your name, *work email* and date of birth.
• This *generates an email* containing a link to change your password AND contains your username.
Once you change your password, you will be automatically logged in to the system.

NEXT:

In the menu on the left side of the homepage, choose **APPLICATIONS**

IMPORTANT!!

DO NOT upload any documents until you are **within the renewal application**. If you upload them into "Documents" on the home page, they will sit there for all of eternity and hold up your renewal!

Choose **EMT California Certification** from the list of applications

READ through the application Type choices if you are coming from another county or are renewing after a lapse in certification. This table outlines the requirements to renew.

If you are already an EMT in San Mateo County and are a traditional renewal, skip the table and proceed to the bottom of the page summarized in the screen shot below.

Use the table below to determine which application you wish to submit.

Application Type	Initial Certification	Renewal Certification	Reinstatement Short Expired	Reinstatement Long Expired	Change of Certifying Entity
Requirement	Never certified as an EMT in California	Current or expired less than six (6) months	Expired more than six (6) but less than twelve (12) months	Expired more than twelve (12) months	Currently certified as an EMT by another LEMSA or certifying entity
Description	Select this application if you have never held an EMT certificate in the State of California	Select this application if you are currently certified by San Mateo County and: • Your EMT certificate is current; or • Your EMT certificate is less than six (6) months expired	Select this application if you were last certified by San Mateo County and: • Your EMT certificate has been expired more than six (6) but less than twelve (12) months	Select this application if your EMT certificate has been expired more than twelve (12) months with any California certifying entity	Select this application if you are currently certified by another California certifying entity other than San Mateo County and: • You wish to change your certifying entity to San Mateo County; and • Your EMT certificate is current, or less than twelve (12) months expired* *If your EMT certificate is more than twelve (12) months expired, please complete the Reinstatement application listed in red
Local Fee	$50.00	$50.00	$50.00	$50.00	$50.00
State Fee	$75.00	$37.00	$37.00	$75.00	$75.00
Total Fee	$125.00	$87.00	$87.00	$125.00	$125.00

CHOOSE the application choice that best describes your situation. Whether you are coming from out of county or already certified in San Mateo County, MOST of us will be a "Renewal Certification"

Then,
CHOOSE "EMT-Basic" as your certification level and then hit "Save and Continue".

IF you are unsure of which application to choose, contact Training for help!

Unless you have been expired for >6 months, use THIS ONE.

*Select the type of application you are applying for:

○ Initial Certification

○ Renewal Certification

○ Reinstatement Short Expired (Expired > 6 months but < 12 months)

○ Reinstatement Long Expired (Expired > 12 months)

○ Change of Certifying Entity

*Certification Level

● EMT-Basic

➔ Save and Continue

NOTE:

If you are **new to the county** and your previous EMT cert was issued <u>outside of San Mateo County</u>, you **MUST** do a LiveScan in addition to the EMT Renewal Application. Your application will not be processed until your LiveScan is complete. There is a LiveScan form in section 6 of the application. Contact Annie or Wendy for help or suggestions of locations to complete the scan. It may be helpful to do this first to speed up your renewal.
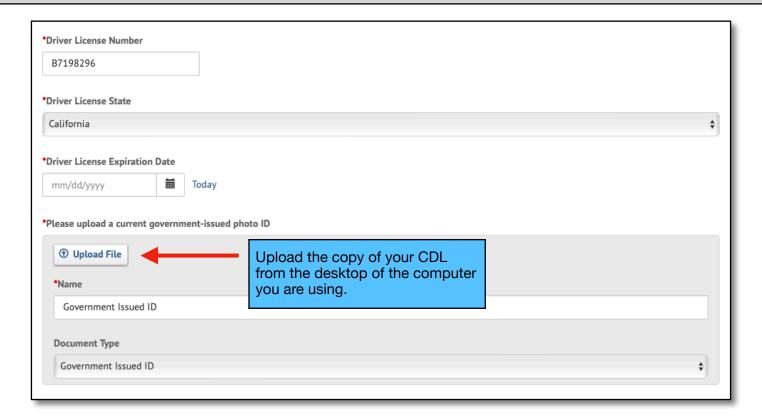
Section 2:   **APPLICANT INFORMATION**

SCROLL through the demographic section and complete any required fields that are blank. If you note any incorrect information, you can email the county to fix it after you apply at:

EMScertifications@smcgov.org

You will need to enter your EMT number and expiration date from your current card.

Scroll to the bottom and select " Save and Continue"

---

*Driver License Number

B7198296

*Driver License State

California

*Driver License Expiration Date

mm/dd/yyyy   Today

*Please upload a current government-issued photo ID

⊕ Upload File   ← Upload the copy of your CDL from the desktop of the computer you are using.

*Name

Government Issued ID

Document Type

Government Issued ID

Section 3:   **INITIAL EMT QUALIFYING CRITERIA**

This section requires you to upload your CE Summary, EMT Skills Verification Form, EMT Expanded Scope Certificate,BLS/CPR card and enter your Agency Affiliation.
Required documents will be emailed to you - you will need to save them to your desktop so you can upload into the application.

CHOOSE "YES" when asked if you are currently employed as an EMT.

Section 4: CONTINUING EDUCATION/SKILLS COMPETENCY/EMPLOYMENT

This section requires you to upload your CE Summary, EMT Skills Verification Form, EMT Expanded Scope Certificate,BLS/CPR card and enter your Agency Affiliation.
Required documents will be emailed to you - you will need to save them to your desktop so you can upload into the application.

Renewal Certification (*current or expired < 6 months*)

By signing below, you are certifying that you have sucessfully completed the required continuing education ("CE"), as specified below:

Continuing Education Requirements (CCR § 100080(a)(2)(A-B), § 100081(a)(1)(A-B),		Upload Requirements
Successful completion of a twenty-four (24) hour EMT refresher course from an approved EMT Training Program within twenty-four (24) months of application date*	**O R** Complete a minimum of twenty-four (24) hours of continuing education from an approved CE provider within twenty-four (24) months of application date*	CE certificate(s) *If uploading multiple CE certificates, please combine into a single file prior to upload*

*At least 50 percent of the required CE hours must be in a format that is instructor-based, which means that instructor resources are readily available to the student to answer questions, provide feedback, provide clarification, and address concerns (e.g., online CE courses where an instructor is available to the student) (CCR §100391.1(a)(9)).

Commission on Accreditation for Prehospital Continuing Education ("CAPCE") course code descriptions:

F1 – Live in-person continuing education
F2 – Live in-person continuing education (continuous/cyclical)
F3 – Online distributive continuing education
F4 – Online adaptive/ interactive distributive continuing education
F5 – Virtual instructor-led training continuing education

CAPCE categories F1, F2, and F5 are considered instructor-based continuing education.

It is responsibility of each EMT to verify continuing education course classification (e.g., instructor-based, or non-instructor based) prior to taking a course. The classification of continuing education submitted with an application will be verified to ensure that it meets the 50 percent instructor-based minimum.

California regulations require you to mainin CE records for a minimum of four (4) years. CE audits may occur at any time during that period, and if requested, original CE records must be produced. Intentional submission of false or altered CE certificates may result in disciplinary action, including denial, suspension, or revocation of your EMT certificate.

*Please enter your initials to acknowledge that you have completed the continuing education requirement for this application.

Please upload your continuing educaiton certificates used to establish recertification eligibility.
Please use the following naming convention for the uploaded file(s):
"Class name" - "CE hours issued" "Month/Year"
Example: Traumatic Injuries - 2 hours (04/22)

---

*Upload your continuing education certificate(s).

⊕ Upload File ← UPLOAD your CE Summary here

*Name

Document Type

Continuing Education

EMT Skills Competency Verification

Renewal/ reinstatement applicants are required to provide proof of skills competency verification every two (2) years. Applicants must submit skills competency verification using the EMSA - SCV EMT Skills Competency Verification Form.

*Please upload your completed and signed EMT Skills Competency Verification form.

[⊕ Upload File]

UPLOAD your EMT Skills Form here

*Name

EMT Skills Competency Verification Form

Document Type

Supporting Documents ▲▼

BLS Enhanced Skills Training

NOTE TO APPLICANTS WHO EXPIRE AFTER JUNE 30, 2019
You must submit a course completion certificate, continuing education certificate, or EMT training course completion certificate that indicates that you have completed the required Naloxone/Epinephrine/Glucometer training.

On July 1, 2017, the California Emergency Medical Services Authority ("EMSA") published revisions to the EMT certification and EMT certificate renewal regulations. The changes mandate EMT training for naloxone, epinephrine, and glucometers before EMTs may renew their certification. If your EMT certificate expires after June 30, 2019, you must submit a copy of your continuing education or EMT training certificate for naloxone, epinephrine and glucometers in addition to a skills competency verification form with this renewal application. You are required to complete this training once and show proof of skills competency with each recertification cycle.

If you possess a current State of California-issued paramedic license or State of California Advanced EMT certificate, you may upload a copy of that license or certificate to comply with this requirement.

YOU MUST UPLOAD A CONTINUING EDUCATION OR TRAINING CERTIFICATE FOR THESE SKILLS TO ESTABLISH ELIGIBILITY FOR RENEWAL.

DO NOT UPLOAD A SKILLS COMPETENCY VERIFICATION FORM.

*Have you submitted a completion certificate with a previous renewal application?

○ Yes   ○ No

Check the "YES" box if you have renewed in SanMateo County previously.

UPLOAD your EMTExpanded Scope Certificate here.

*Please upload your naloxone/epinephrine/glucometer training certificate.

[⊕ Upload File]

*Name

Naloxone/Epinephrine/Glucometer Training Certificate

Document Type

Supporting Documents ▲▼

BLS CPR

Please upload your American Heart Association BLS CPR card (front and back) or eCard.

NOTE: San Mateo County only accepts American Heart Association Basic Life Support CPR.

*CPR Expiration Date (use mm/yyyy format - ex: 05/2023)

mm/yyyy 🗓   Today

*CPR Sponsor/ Training Center

Select CPR Sponsor/ Training Center ▼

*Please upload your current BLS CPR card

[⊕ Upload File]   UPLOAD your BLS/CPR card here

*Name

BLS CPR card

Document Type

Supporting Documents ▲▼

NEXT:
The final box on the page asks about Agency Affiliation. Check "YES" when asked if you are affiliated with an "EMS Provider Agency"

Section 5: BACKGROUND INFORMATION

CHOOSE the category that applies to you - for most, it will be "Current EMT". If out on prolonged DL , indicate how long your card has been lapsed.

The second question asks how you will be submitting your CE hours. **CHOOSE** _**"24 hours of approved CEs"**_.

This section asks about conviction history or pending criminal charges. Read the questions carefully and answer honestly.
If you have previously informed the county about previous convictions, you will likely not be asked to provide any further details.

If you have questions about how to fill out this section , contact Training for guidance.

Section 6: MANDATED APPLICANT DATA COLLECTION

This section request that you disclose your race for data collection. You may select "Choose Not To Disclose" if you do not want to participate in data collection.

▼ California AB 2293 Data Collection

Renewal Certification (*current or expired < 6 months*)

Race, ethnicity, and gender data elements are being collected pursuant to California law (Health and Safety Code, Div. 2.5, Ch. 4, Section 1797.229). Responses to these questions will have no effect on any certification decision.

NOTICE: Effective January 1, 2019, each local EMS Agency is required to annually report applicant information to the Emergency Medical Services Authority (Health and Safety Code, Div. 2.5, Ch. 4, Section 1797.229).

Highlight your selection(s) in the **AVAILABLE** box on the left and press the [>] button. It will move your selection(s) to the **SELECTED** box on the right.

•Race

Available

American Indian or Alaska Native
Asian
Black or African American
Choose not to disclose
Hispanic or Latino
Native Hawaiian or Other Pacific Islander
Other Ethnicity or Race

Selected

White

•Gender

Select Gender

Please provide a response.

Click on your race and use the right arrow to select it. It will then be moved to the box on the right. Then select your gender from the dropdown provided. Click "Save and Continue"

Section 8: SIGNATURE PAGE

There is a payment section on this page but your home agency will be automatically invoiced upon completion of the application. There is no need to input any personal financial information.

TYPING you password will be considered your signature to complete the application.

EMT - California Certification Application

| ‹ ucation/ Skills Competency/ Employment | Background Information | Mandated Applicant Data Collection | Signature and Acknowledgement | › ⌄ |

⌄ Notice to Applicant

Renewal Certification (*current or expired < 6 months*)

NREMT REGISTRATION: Registration by the National Registry of Emergency Medical Technicians ("NREMT") does not authorize you to perform the duties of an EMT in the State of California unless you also been issued and possess a valid and current California EMT certificate.

PROCESSING TIMES: Application for an EMT certificate may take up to thirty (30) days to process once an application has been received. Applications that disclose a criminal history or prior certification or licensure action may take up to sixty (60) days to process. Missing items or incomplete information may delay processing times. (See Policy 301 - EMT Certification). Please do not contact the EMS Agency for the status of your application unless it has been at least 30 days since you submitted your application.

⌄ Payment

*Payment Method

○ Credit/ Debit Card

○ MoneyOrder/ Cash

> CHOOSE Money Order/Cash so it does not try to get payment from you. The department is billed directly.

⌄ Acknowledgement

I hereby certify under penalty of perjury under the laws of the State of California that all information in this application and its attachments are true and correct. I understand that any falsification or omission of material facts may cause forfeiture, on my part, of all rights to Certification and/ or licensure.

I understand all information on this application is subject to verification, and I hereby give my express permission for the San Mateo County EMS Agency to contact any person or agency for information related to my application, and for any person, agency, firm, association, or employer to release any information requested by the San Mateo County EMS Agency.

I agree to hold the San Mateo County EMS Agency and its employees, officers, and contractors harmless from any act or action resulting from the release of the information as stated above.

I agree to receive all communications, including continuing education audits and notices regarding my certification, by electronic mail to the address provided in this application.

⌄ Signature and Submission of Application

*Signed in (City and State)

*Signature

Username: AFlick

Password:

> • Enter the City and State you completed this application in.
> • Your password for the site functions as your signature to complete the application.

☑ Submit

> **CLICK Submit** (may require 2 clicks)
> A "YES / NO" box will appear confirming you wish to submit. CLICK "YES", a confirmation page will then appear.

CONGRATS!!

You Made It!!!

Whew!