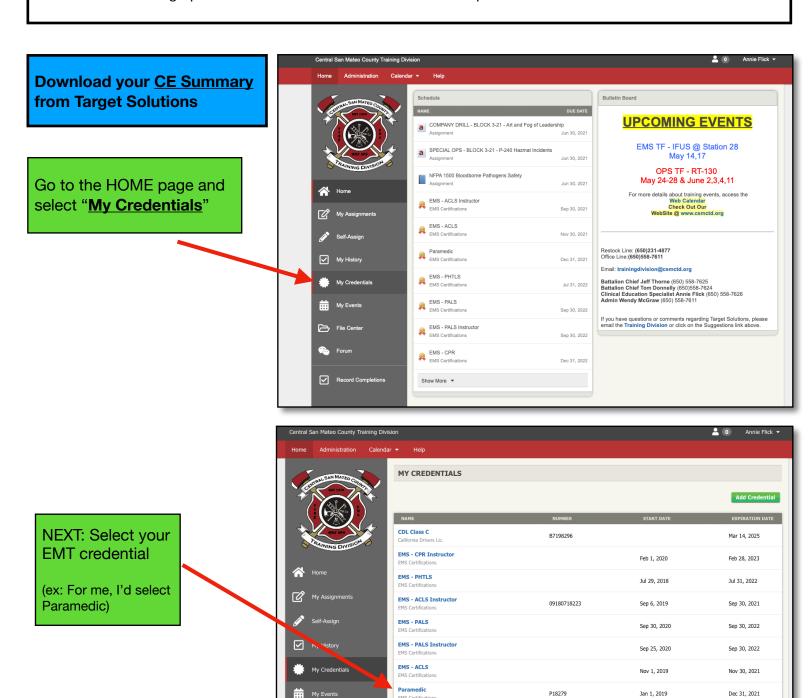
# **IMAGE TREND - EMT RENEWAL INSTRUCTIONS**

## **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)

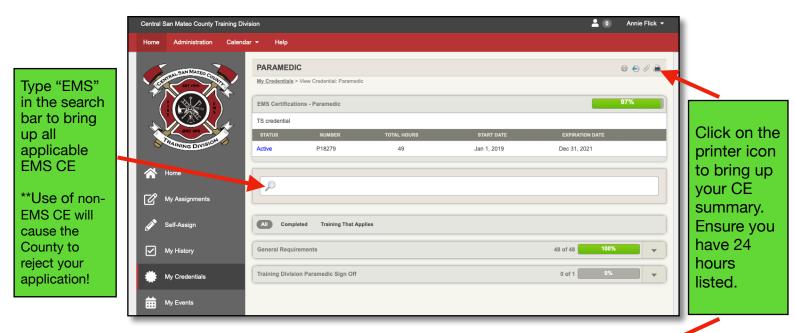
<u>UPLOAD</u> your completed <u>EMT Skills Form</u> by either using a scanner or a free scanning app on your phone like "Turbo Scan". Photographs are not sufficient unless converted to a pdf file first.

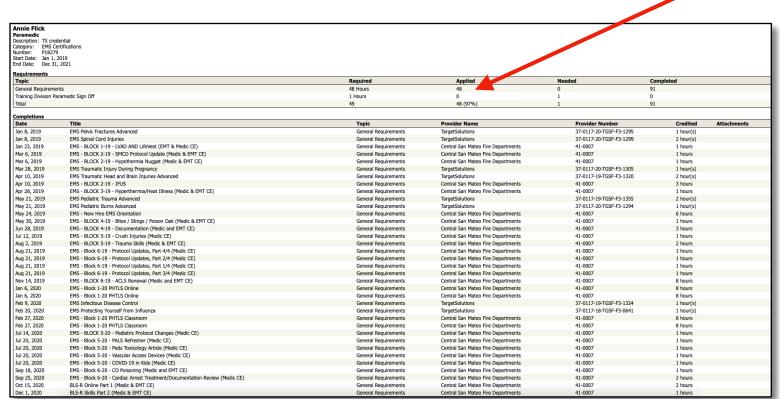


Dec 1, 2020

Dec 31, 2022

File Center



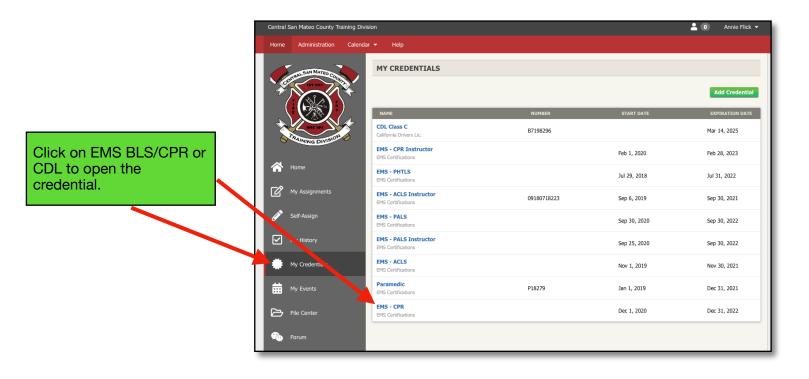


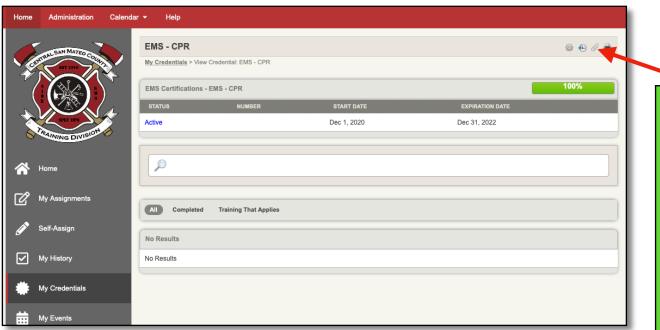
Right click on the page to "Save As" (or "download") to your desktop for upload into the application later.

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 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.

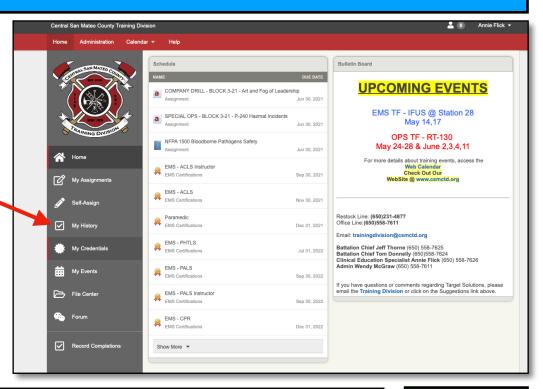
After you have saved BOTH the BLS/CPR card and your CDL, you will need to download your CE certificate for you annual Narcan, EpiPen and Glucometer Training.

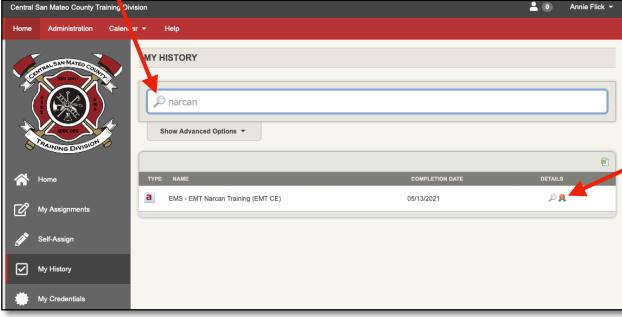
# NEXT: Download your Narcan, Glucometer and EpiPen CE Certificate:

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

EMS - EMT Narcan/ Glucometer/EpiPen Completion

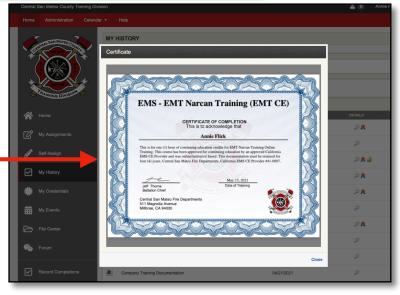
This single CE certificate gives you credit for all 3 assignments and is necessary as you can only upload 1 document in the renewal application for this requirement.





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)

<u>Use "Forgot Password"</u> to log in for the first time <u>OR</u> 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.

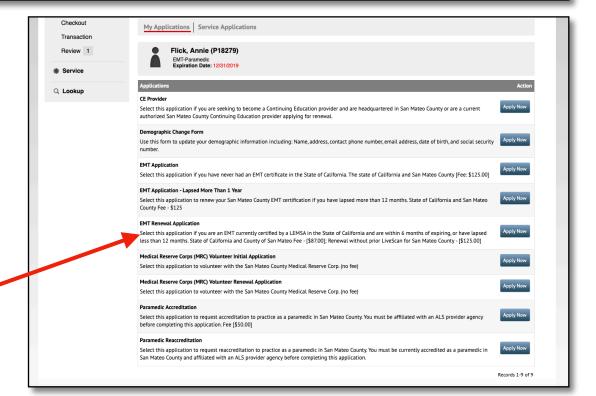
• This *generates an <u>email</u>* containing a link to change your password AND contains your username. Once you change your password, you will be automatically logged in to the system.



#### **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 Renewal Application** from the list of applications



## **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 1: INTRODUCTION AND INFORMATION

Contains Instructions for the application.

SCROLL to the bottom and select "Save and Continue"

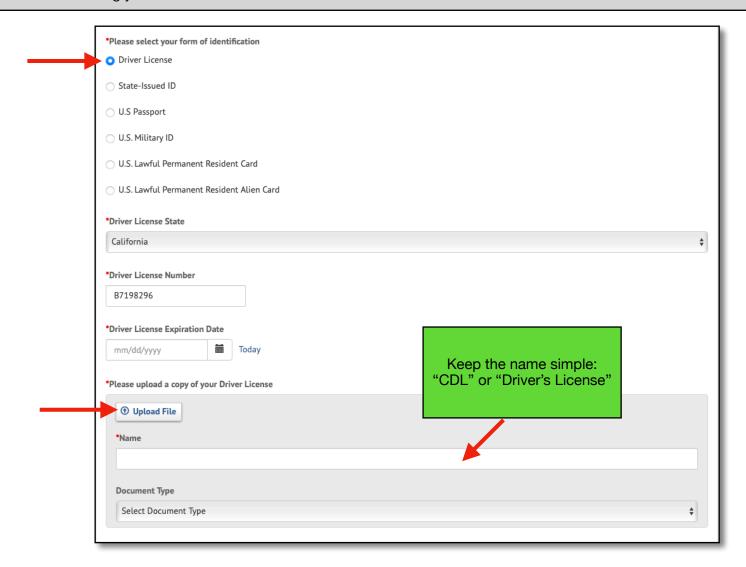
### Section 2: APPLICANT INFORMATION

**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

## Section 3: GOVERNMENT ISSUED PHOTO ID

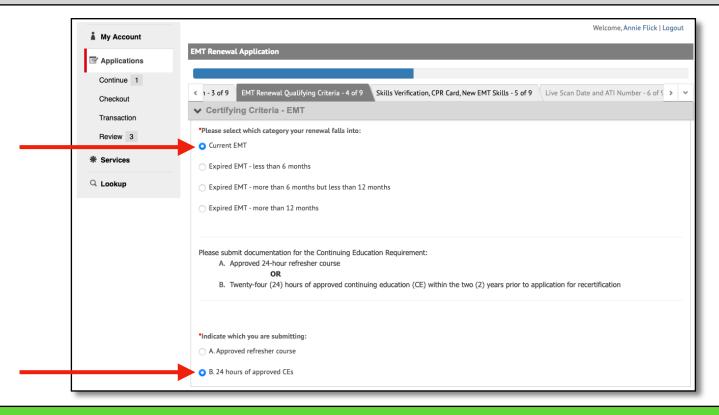
This section requests you choose one optioned upload the corresponding form of government ID. I would recommend using your CDL.



## Section 4: EMT RENEWAL QUALIFYING CRITERIA

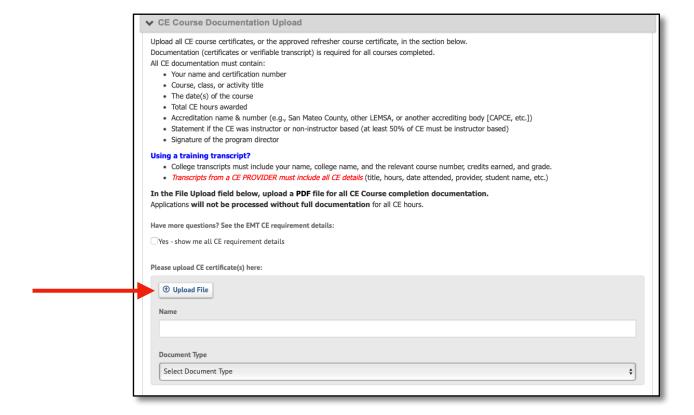
**CHOOSE** the category that applies to you - for most, it will be "Current EMT". If out on prolonged DL, indicate how long your card has been lapsed.

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



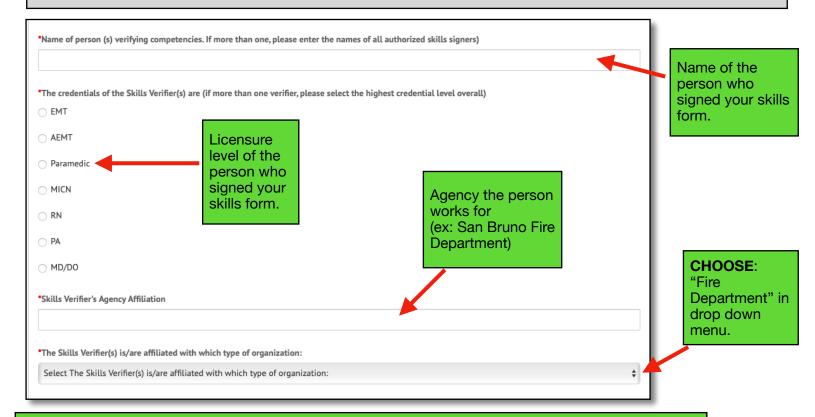
#### **NEXT:**

- You will be uploading your "Training Transcript" into the application.
- UPLOAD your CE Summary Form (from Target Solutions)
- · Name the file something simple: "CE Training Transcript"



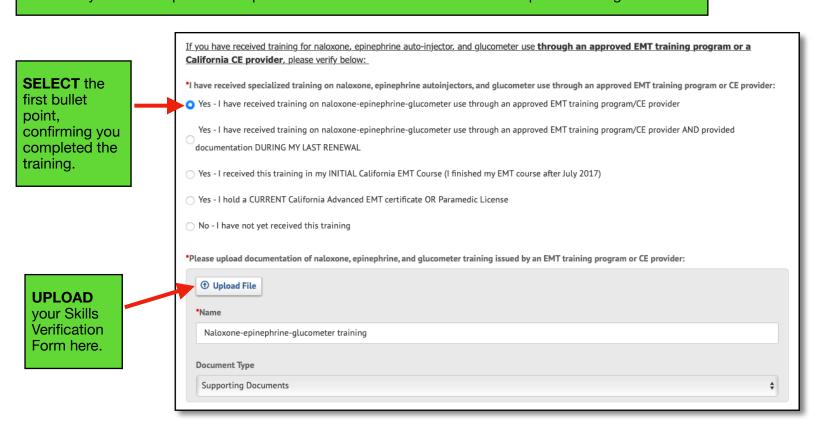
## Section 5: SKILLS VERIFICATION, CPR CARD, NEW EMT SKILLS

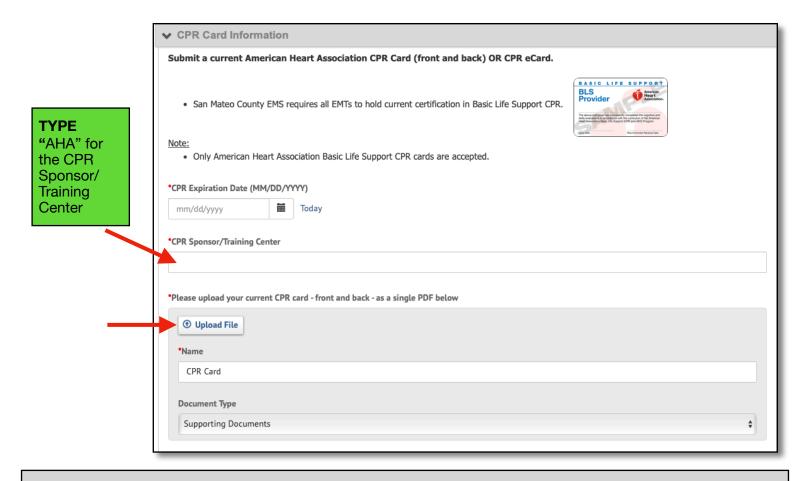
- TYPE the name of the person who signed off you EMT Skills Verification Form
- CHOOSE their licensure level (likely Paramedic)
- TYPE the agency they work for (ex: Central County Fire Department)
- CHOOSE (in the drop down menu) what kind of agency they work for (ex: "Fire Department"
- UPLOAD the Skills Verification Form



#### **NEXT:**

**UPLOAD** your EMT Expanded Scope CE certificate for Narcan/Glucometer/EpiPen Training.

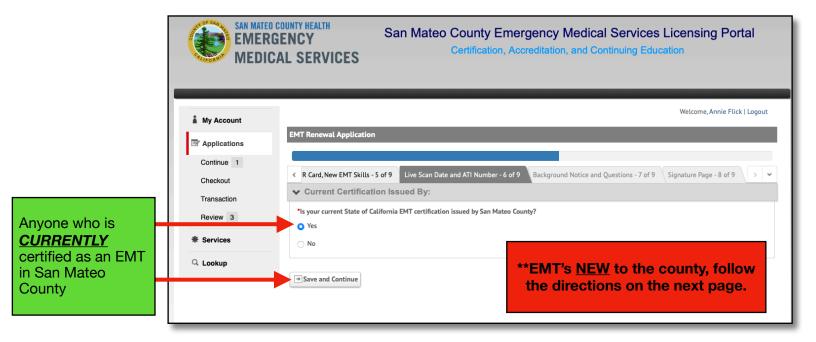




## Section 6: LIVE SCAN DATE AND ATI NUMBER

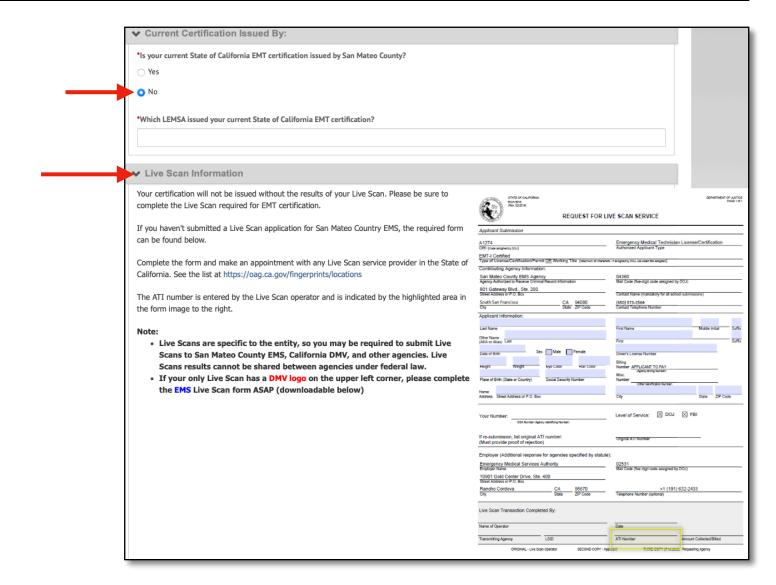
This section asks if you are new to the county or currently certified here.

- If you are **CURRENTLY** certified in San Mateo County, click "yes" and proceed to Section 7.
- If you are **NEW** to San Mateo County, click "No" and follow the directions to download a Live Scan Form.



For EMT's who are *currently certified an a county OTHER than San Mateo*, please complete the Live Scan ASAP if you have not already done so.

\*\*\*Your application will be deleted if it is left incomplete for 30 days!!!\*\*\*



#### Section 7: BACKGROUND NOTICE AND QUESTIONS

This section asks if you have any pending criminal charges, ever had a certification suspended or revoked, if your current certification is presently suspended, etc.

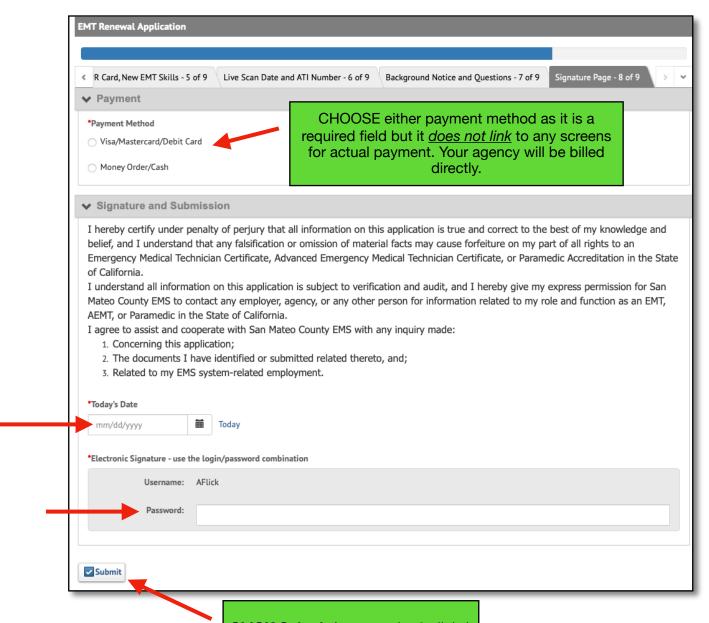
If NO, proceed to the next set of questions, if yes, follow the prompts.

#### 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.

#### Signature Page and Submission



**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.



# CONGRATULATIONS!!!!

You Made It!!!

Whew!

