# IMAGE TREND - PARAMEDIC INSTRUCTIONS FOR FIRST TIME LOG IN / REACCREDITATION

#### **EFFECTIVE 7/1/2021**

All paramedics MUST apply for Reaccreditation with San Mateo County EMS via Image Trend after renewing their state Paramedic License. It MUST be completed within 30 days of expiration of your state paramedic card.

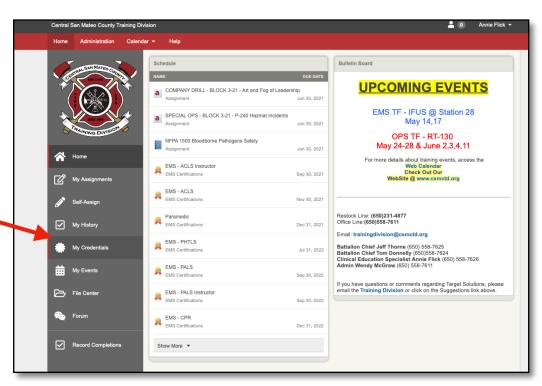
### **BEFORE** you begin:

**<u>DOWNLOAD</u>** all of your documents from Target Solutions. Follow the directions below to download the following:

- · Paramedic License · PALS card
- ACLS card BLS/CPR card

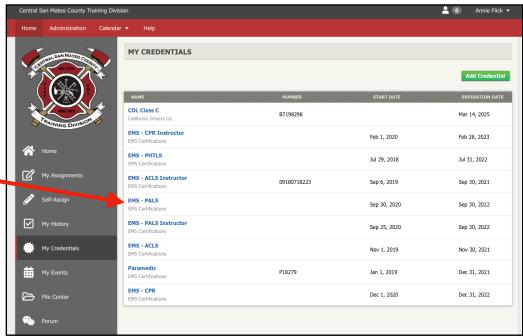
FINDING YOUR CERTS
ON TARGET
SOLUTIONS

Go to the HOME page and select "My Credentials"

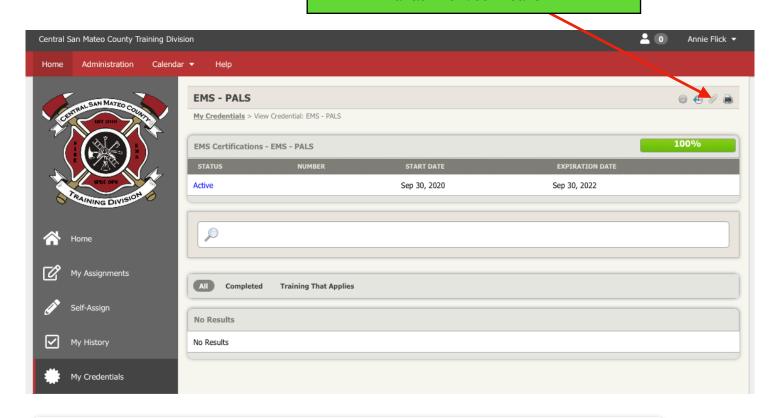


**NEXT**: Select your whichever credential you want to print

(BLS, ACLS, PALS, for your Paramedic License - select Paramedic)



Click on the paper clip icon to view the attachment/certification.





**NEXT**: Right Click on the image of the credential you want to save and choose "Open In Preview" to open in Adobe, "Save As" or whatever saving method you have. Name it and save it to your desktop.

TIP: Name all of these files similarly so they are easy to find for later. (Ex: Flick PALS or 2020 ACLS etc...)

**REPEAT** this process for all required certs (BLS, ACLS, PALS, Medic License)

# NOW it's time to go log onto the County IMAGE TREND website to complete the Paramedic Reaccreditation Application

Website: <a href="https://smchealth.imagetrendlicense.com/lms/public/portal#/login">https://smchealth.imagetrendlicense.com/lms/public/portal#/login</a>

## San Mateo County Image Trend Certification and Accreditation Portal

All current *county accredited* Paramedic personnel have existing accounts **DO NOT** create a new account.

# ALL Paramedics <u>MUST apply for reaccreditation</u> EVERY TIME you renew your State Medic License!

County Application for Re-accreditation should be completed <u>AFTER</u> you receive your new State P-Card. (a screen shot from the CA EMSA website showing your updated status is also acceptable)

Please complete and submit this application EARLY! Ideally, 30+ days before your license expires. This will give us time to fix any issues that may arise after submission, prior to your expiration date.

\*\*NOTE: Paramedics NEW to the County will follow a different process for an initial 5-Call!!\*\*

#### **Username format:**

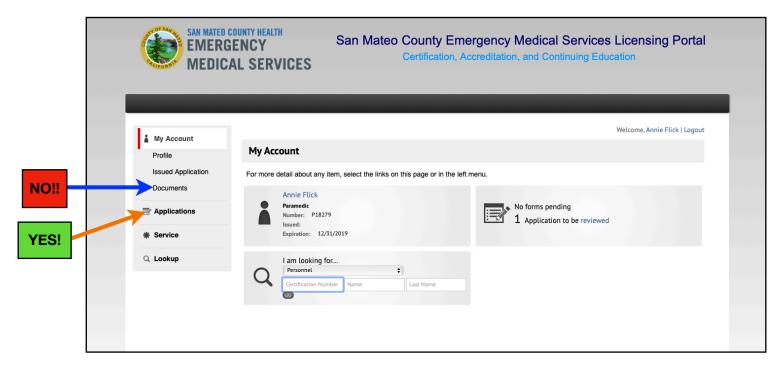
In general, your username is the first letter of your first name followed by your last name: (ex: aflick)

## 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 (in case it is different some may have a number at the end)

# Ok, I got logged in, now what??!!

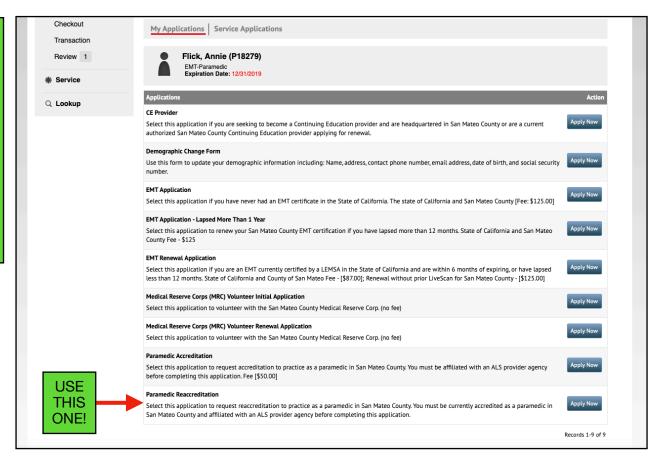
Once you are logged in, this is what your homepage looks like:



To start a new application for Paramedic Reaccreditation - use the **APPLICATIONS** tab.

All documents will be uploaded <u>within</u> the application. DO <u>NOT</u> upload anything to "<u>DOCUMENTS</u>" (This is where files go to die and will leave you incomplete in the process!!)

The "My
Applications"
screen contains
all of the
applications you
will need.
Paramedics will
use the
"Paramedic
Reaccreditation"
application.



### Section 1: INTRODUCTION AND INFORMATION

Contains Instructions for the application.

**SCROLL** to the bottom and select "Save and Continue"

### Section 2: APPLICANT DEMOGRPHICS

**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:

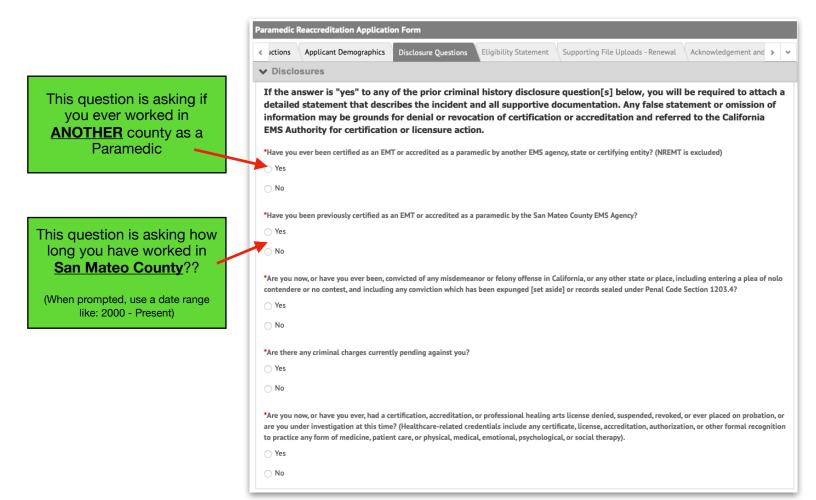
EMScertifications@smcgov.org

SCROLL to the bottom and select "Save and Continue"

#### Section 3: DISCLOSURE QUESTIONS

This section asks about employment and conviction history and if you have ever had a license revoked or suspended. Read the questions carefully before answering.

**SCROLL** to the bottom and select "Save and Continue"



### Section 4: ELIGIBILITY STATEMENT

This section is asking you to verify that you did not lie on the Disclosure Questions section. It uses your password as a signature.

**SCROLL** to the bottom and select "Save and Continue"

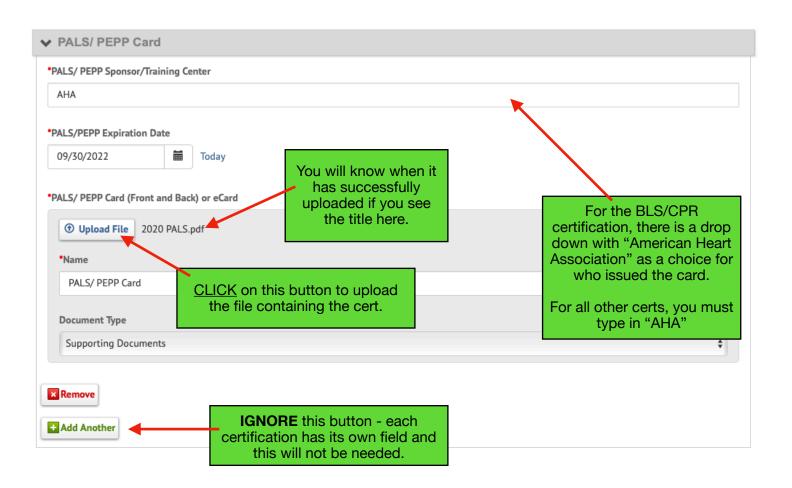
### Section 5: SUPPORTING FILE UPLOADS - RENEWAL

This section is where you will upload all of your required documents for renewal - BLS/CPR card, ACLS card, PALS card and Medic License.

SCROLL to the bottom and select "Save and Continue"

#### **UPLOADING TIPS**

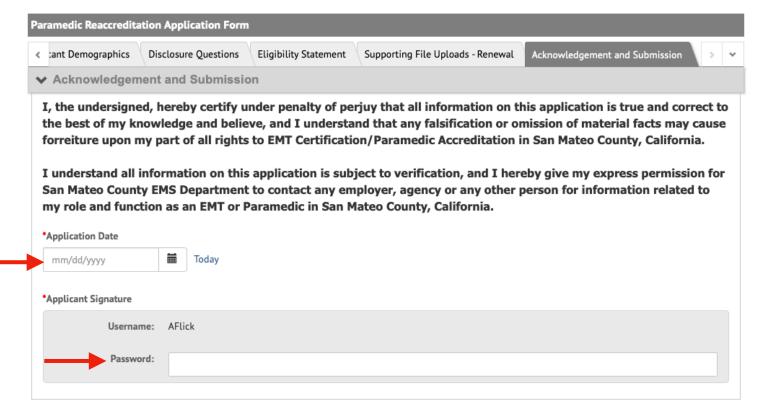
- Keep the file name simple so it is not rejected no special characters (ex: 2020 BLS cert)
- Download all of your certs (from TargetSolutions or AHA website) to your desktop and keep them in a file so
  they are easy to find to upload to the portal.

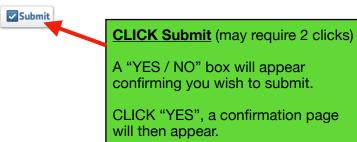


#### Section 6: ACKNOWLEDGMENT AND SUBMISSION

YOU MADE IT!!! This is the final page!

**SCROLL** to the bottom and select "Save and Continue" - TWICE (no idea why, but you have to click it twice. A "YES"/"NO" prompt will appear. Click, "YES" and you're done!







# CONGRATULATIONS!!!!

You Made It!!!

Whew!



Additional questions, not covered by this document can be forwarded to EMS directly at: EMSCertifications@smcgov.org