

How to submit Continuing Education

KBEMS approved continuing education as defined in K.A.R. 109-5-1 includes:

- Initial courses of instruction and continuing education provided by a sponsoring organization and approved by the board;
- programs approved or accredited by CAPCE, which shall be presumptively accepted by the board unless the board determines that a particular program does not meet board requirements; and
- programs or courses approved by another state's emergency medical services regulatory or accrediting body, which shall be presumptively accepted by the board unless the board determines that a particular program does not meet board requirements.

***If your continuing education does not meet the above conditions, you must submit the continuing education to our office for Retro-active approval prior to entering it into the system.

To submit continuing education, you completed through an approved KBEMS approved sponsoring organization, you must make sure the provider has not already submitted the CE to your account to prevent duplication of CE hours.

Follow the steps below to enter CE into the public portal.

Once logged into your account you should select “Applications” in the left menu and then select “View My Applications” as shown on the right.

The screenshot shows the Kansas Board of Emergency Medical Services License Management Public Portal. At the top left is the KBEMS logo. The header text reads "Kansas Board of Emergency Medical Services License Management Public Portal". Below the header is a navigation bar with "KBEMS" and "Agency Lookup". The main content area is divided into a left sidebar and a main panel. The sidebar has "My Account" and "Applications" (selected). The main panel shows "Available Applications" for user "TEST, JOHN (E1234567)". The user's license details are: EMT, Issue Date: 12/05/2018, Expiration Date: 12/31/2020. A red arrow points to a "View My Applications" button.

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Next, select EMS Provider Continuing Education Submission "Apply Now"

The screenshot shows the Kansas Board of Emergency Medical Services License Management Public Portal. The user is logged in as JOHN TEST. The 'Available Applications' section lists several options, with 'EMS Provider Continuing Education Submission' highlighted in a red box. A red arrow points to the 'Apply Now' button for this option.

Applications	Action
Change of Address/Contact Information Has your address, phone number or email address changed? Either change under "My account" - "Profile" or submit this form to update it.	Apply Now
Change of Name Request Has your legal name changed? The application will ask you to attach legal documentation (marriage license, divorce decree, etc.) showing the requested change.	Apply Now
EMS Provider Continuing Education Submission Do you need to enter approved EMS continuing education you completed into your training report?	Apply Now
Retro-Active Approval for CE	

Page 1 of the application is automatically populated with your KBEMS certification number and current scope of practice. You should assure the information is correct. The NREMT number is not required.

The screenshot shows the '03-100 - EMS PROVIDER CONTINUING EDUCATION submission' form. The form is titled 'Provider information verification' and includes a warning: 'This application will expire and be automatically deleted in 5 days if not completed in its entirety.' The form fields are: National Registry Certification Number (empty), License number (E1234567), and Certification level (EMR selected). A red box highlights the 'Save and Continue' button at the bottom of the form.

03-100 - EMS PROVIDER CONTINUING EDUCATION submission

EMS Provider Continuing Education submission - 1 of 3 Continuing education class - 2 of 3 Affirmation statement - 3 of 3

Provider information verification

This application will expire and be automatically deleted in 5 days if not completed in its entirety.

It is recommended to use one application per one continuing education certificate and submit as soon as completed.

National Registry Certification Number

*What is your license number

At what certification level are you renewing?
 EMR EMT AEMT Paramedic

[Save and Continue](#)

You must Save and Continue

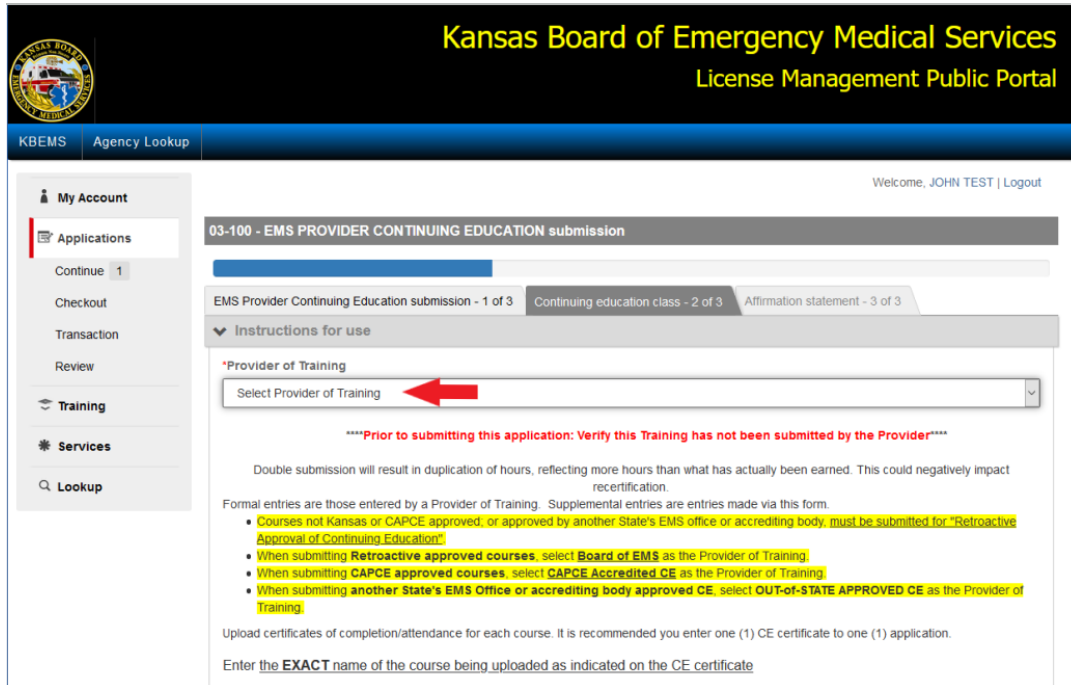
How to submit Continuing Education

Page 2 is where you will enter all needed data to support your continuing education submission.

As shown below, you will need to indicate the provider of training. You can select from the drop down list.

IF you have taken a CAPCE accredited CE course your provider of training should be “CAPCE accredited CE”.

IF you have submitted an application for retro-active approval of CE hours and it has been approved, your provider of training should be listed as “Board of EMS”



Kansas Board of Emergency Medical Services
License Management Public Portal

KBEMS Agency Lookup

Welcome, JOHN TEST | Logout

03-100 - EMS PROVIDER CONTINUING EDUCATION submission

Continue 1 | Checkout | Transaction | Review

Training

Services | Lookup

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Instructions for use

***Provider of Training**

Select Provider of Training

******Prior to submitting this application: Verify this Training has not been submitted by the Provider******

Double submission will result in duplication of hours, reflecting more hours than what has actually been earned. This could negatively impact recertification.

Formal entries are those entered by a Provider of Training. Supplemental entries are entries made via this form.

- Courses not Kansas or CAPCE approved, or approved by another State's EMS office or accrediting body, **must be submitted for "Retroactive Approval of Continuing Education"**.
- When submitting **Retroactive approved courses**, select **Board of EMS** as the Provider of Training.
- When submitting **CAPCE approved courses**, select **CAPCE Accredited CE** as the Provider of Training.
- When submitting **another State's EMS Office or accrediting body approved CE**, select **OUT-of-STATE APPROVED CE** as the Provider of Training.

Upload certificates of completion/attendance for each course. It is recommended you enter one (1) CE certificate to one (1) application.

Enter the **EXACT** name of the course being uploaded as indicated on the CE certificate

How to submit Continuing Education

Now look for your category of training and select “Add Training”. There will be a new window pop-up and look like the following page.

Please note*** Regardless of your total hours in each category, place the hours you are entering into the category specific to the course. i.e. Airway is entered into the Airway category, Cardiovascular is entered into the Cardiovascular. The system is set up to take any extra hours in each category and automatically convert them to fill the “Flex hours” section.

Approval of Continuing Education:

- When submitting **Retroactive approved courses**, select **Board of EMS** as the Provider of Training.
- When submitting **CAPCE approved courses**, select **CAPCE Accredited CE** as the Provider of Training.
- When submitting another **State's EMS Office or accrediting body approved CE**, select **OUT-of-STATE APPROVED CE** as the Provider of Training.

Upload certificates of completion/attendance for each course. It is recommended you enter one (1) CE certificate to one (1) application.

Enter the **EXACT** name of the course being uploaded as indicated on the CE certificate

Supplemental Training

Applying Level: EMT

Training Incomplete

Requirements:

^ Kansas Core Component: Airway, Respiration & Ventilation (Adult / peds)

Topics	Required	Max	Completed	Remaining
1-Airway Respiration Ventilation / Ks Core Category				
<input type="checkbox"/> Ventilation/Oxygenation	4.00	-	0.00	4.00
<input type="checkbox"/> BLS Airway Management				
<input type="checkbox"/> Pharmacology/Medication Administration				
Requirement Total:	4.00	-	0.00	4.00

AND

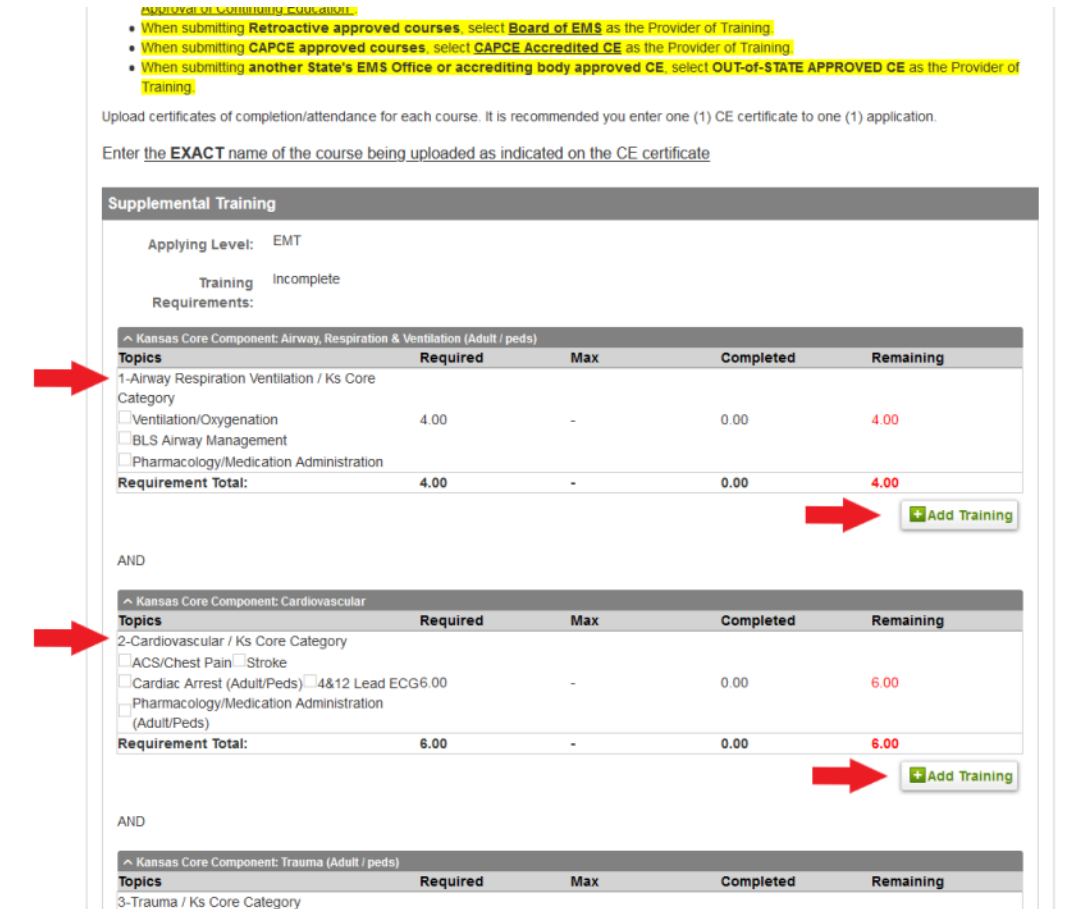
^ Kansas Core Component: Cardiovascular

Topics	Required	Max	Completed	Remaining
2-Cardiovascular / Ks Core Category				
<input type="checkbox"/> ACS/Chest Pain <input type="checkbox"/> Stroke				
<input type="checkbox"/> Cardiac Arrest (Adult/Peds) <input type="checkbox"/> 4&12 Lead ECG	6.00	-	0.00	6.00
<input type="checkbox"/> Pharmacology/Medication Administration (Adult/Peds)				
Requirement Total:	6.00	-	0.00	6.00

AND

^ Kansas Core Component: Trauma (Adult / peds)

Topics	Required	Max	Completed	Remaining
3-Trauma / Ks Core Category				



How to submit Continuing Education

As stated above, by selecting “Add Training” the pop-up window below will appear. You will need to enter in the specific course name, the date the training occurred, the training location (if your course was delivered online your location can reflect online), upload your CE certificate, confirm the correct topic is represented and enter your CE credit hours.

The screenshot shows a form titled "Training: BLS Airway Management" with the following fields and annotations:

- *Name:** BLS Airway Management (Red arrow: Actual name of the course)
- *Date:** 10/1/2020 (Red arrow: Today)
- Location:** Online (Red arrow: Location of the course. This course was completed online through CAPCE)
- Certificate:** Browse... BLS Airway Management.docx (Red arrow)
- Topics:** A table with columns Topic, Hours, and Options.

Topic	Hours	Options
1-Airway Respiration	1	<input type="checkbox"/> Ventilation/Oxygenation <input type="checkbox"/> BLS Airway Management <input type="checkbox"/> ALS Airway Management <input type="checkbox"/> Pharmacology/Medication Administration

(Red arrow: Do not forget to enter the amount of CE credit issued)

Buttons: Save, Cancel, Add Topic, Add Training

Once complete with your required data entry. Select SAVE!

The screenshot shows the same form as above, but with a red arrow pointing to the **Save** button and the text: "Make sure to **SAVE** your entry".

How to submit Continuing Education

As shown below, any entries made on the application for CE credit will be shown with the course title in **BLUE**. Any previously submitted courses will be shown in **BLACK**.

^ Local & Individual Component (Flex Hours)				
Topics	Required	Max	Completed	Remaining
7-Local Component	0.00	7.00	0.00	0.00
8-Individual Component	0.00	4.00	0.00	0.00
Requirement Total:	0.00	-	0.00	0.00

[+ Add Training](#)

	Required	Max	Completed	Remaining
Topic Requirements Total:	21.00	-	1.00	20.00
Flex Hours Total:	7.00	-	0.00	7.00
Level Total:	28.00	-	1.00	27.00

Training History:
Trainings from 12/5/18 to 12/31/20 are valid towards the above requirements.

Course Name	Date	Location	Certificate	Topic Hours
BLS Airway Management	10/1/20	Online	BLS Airway Management.docx	1-Airway Respiration Ventilation / Ks Core Category - 1.00

After you save your entry you will be able to view it here. Note the entry on the current application shows in **blue**. All previous entries will show in **black**

[+ Add Training](#)

▼ Certificate upload

If not done previously, Upload certificates now.

[Upload File](#)

At the bottom of page 2 select you have uploaded your CE certificates and

“Save and Continue”

Document Type
Certificate of Attendance/Completion

[Remove](#)

[Add Another](#)

*Have CE certificates for this submission been uploaded?
 YES NO

Make sure you select you have uploaded your CE certificate

[Save and Continue](#) Then SAVE and Continue

How to submit Continuing Education

Page 3, Enter your initials in the box provided, your username and password (if not already entered)

Finally “Submit”

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▼ Acknowledgement

By entering my initials below, I declare that the submitted course(s), meet the regulatory requirements for approved continuing education pursuant to K.A.R. 109-1-1 and K.A.R. 109-5-1.
I further declare that under the penalty of perjury under the laws of the State of Kansas that the information provided in this application is true and correct to the best of my knowledge.

After entering your password, you must click **SUBMIT** for the entered hours to be recorded.

***Enter your initials**

JT ← Enter your initials

Username: jtest

Password: ← Enter your password

Submit ← [Finally **SUBMIT** your application](#)

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Once submitted, you may check your training report. The CE credit you submitted will take effect immediately.

See “How to check your training report” for more details...