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.
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Next, select **EMS Provider Continuing Education Submission** “Apply Now”

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.

You must Save and Continue
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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”
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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.
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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.

Once complete with your required data entry. Select SAVE!
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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**.

At the bottom of page 2 select you have uploaded your CE certificates and “Save and Continue”

Make sure you select you have uploaded your CE certificate then SAVE and Continue
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Page 3, Enter your initials in the box provided, your username and password (if not already entered)

Finally “Submit”

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...