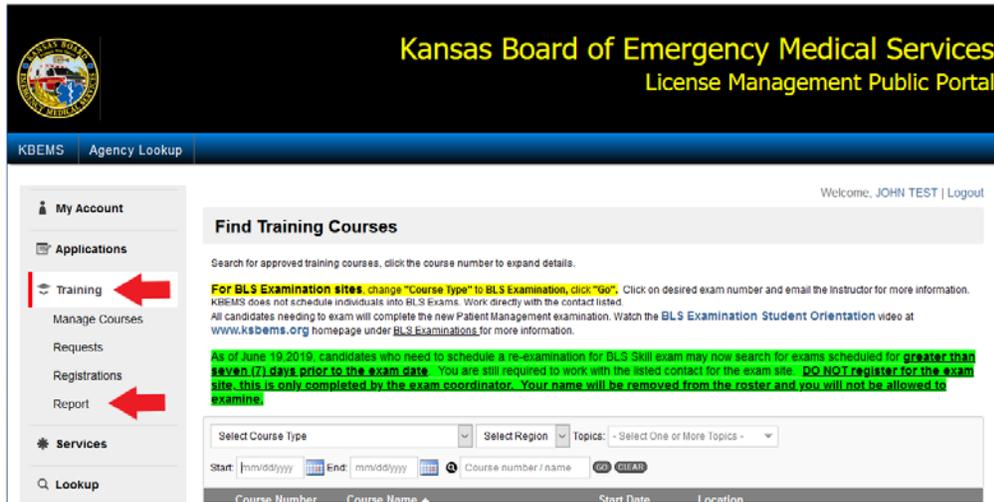


# How to check your training report

The following will guide you through the steps to check your training report.

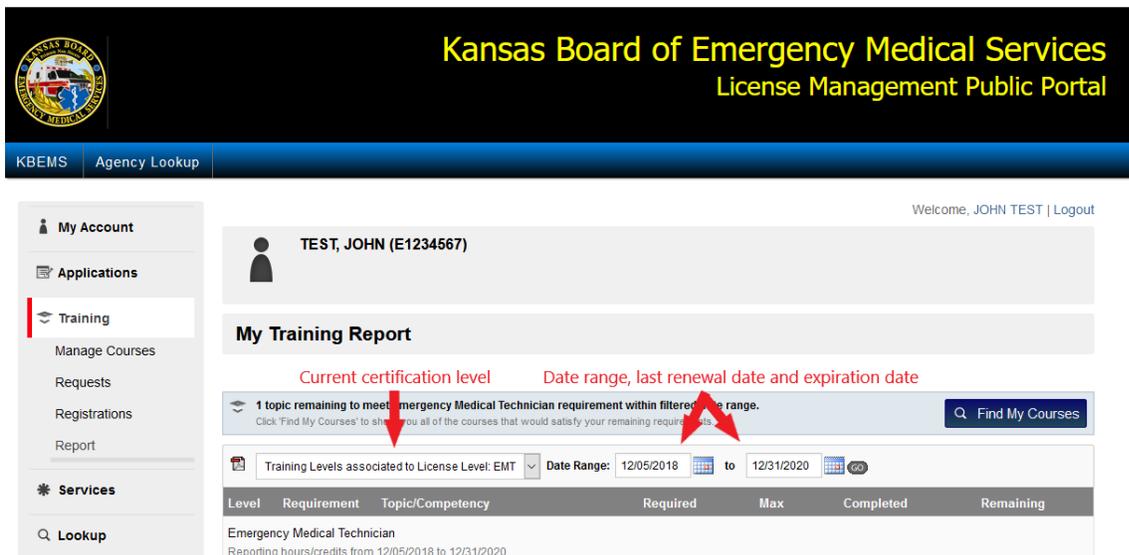
Once logged into the public portal you will need to select “Training” from the menu on the left, then select “Report”.



Your training report should now be visible. There are some things to look at, the arrows below address each area.

Training level associated to License level. This should reflect your current level of certification.

The date range now reflects the date of your last renewal issuance and the date your certification will expire. The CE hours you place in the system during that time frame will count towards your next recertification process.



# How to check your training report

As demonstrated in the training report below, the individual has obtained more than the required hours in Airway, Cardiovascular and Trauma. The hours above the required minimum are represented by the time in parentheses and in **Blue**. Those hours are underlined and the system has automatically converted those hours to “Flex hours”.

The bottom box represents the individual is still in need of 1.00 hours in the Medical category.

Level	Requirement	Topic/Competency	Required	Max	Completed	Remaining
<b>Emergency Medical Technician</b>						
Reporting hours/credits from 12/05/2018 to 12/31/2020						
<b>Kansas Core Component: Airway, Respiration &amp; Ventilation (Adult / peds)</b>						
	1-Airway Respiration Ventilation / Ks Core Category		4.00	0.00	5.00	0.00
<b>Options:</b>						
<input type="checkbox"/> Ventilation/Oxygenation <input type="checkbox"/> BLS Airway Management <input type="checkbox"/> Pharmacology/Medication Administration						
<b>Requirement Total:</b>			4.00		4.00 (1.00)	0.00
AND						
<b>Kansas Core Component: Cardiovascular</b>						
	2-Cardiovascular / Ks Core Category		6.00	0.00	8.00	0.00
<b>Options:</b>						
<input type="checkbox"/> ACS/Chest Pain <input type="checkbox"/> Stroke <input type="checkbox"/> Cardiac Arrest (Adult/Peds) <input type="checkbox"/> 4&12 Lead ECG <input type="checkbox"/> Pharmacology/Medication Administration (Adult/Peds)						
<b>Requirement Total:</b>			6.00		6.00 (2.00)	0.00
AND						
<b>Kansas Core Component: Trauma (Adult / peds)</b>						
	3-Trauma / Ks Core Category		2.00	0.00	7.00	0.00
<b>Options:</b>						
<input type="checkbox"/> CNS Injury <input type="checkbox"/> Hemorrhage Control <input type="checkbox"/> Soft Tissue/Musculoskeletal						
<b>Requirement Total:</b>			2.00		2.00 (5.00)	0.00
AND						
<b>Kansas Core Component: Medical (Adult / peds)</b>						
	4-Medical / Ks Core Category		6.00	0.00	5.00	1.00
<b>Options:</b>						
<input type="checkbox"/> OB/Neonate <input type="checkbox"/> Behavioral Emergency <input type="checkbox"/> Altered Mental Status <input type="checkbox"/> Respiratory Management <input type="checkbox"/> Communicable Diseases <input type="checkbox"/> Pharmacology/Medication Administration						
<b>Requirement Total:</b>			6.00		5.00	1.00
AND						

# How to check your training report

In the lower portion of the training report you will find the totals section.

In this area you will note the numbers on the left are the required hours for the EMT. 21 hours of required content, 7 hours of Flex content for a total of 28 hours.

In the middle set of numbers, the individual has completed 20 hours of required content, 7 hours of Flex content for a total of 27 hours.

The numbers to the far right indicate the individual has 1 hour remaining which was noted above in the Medical category.

Kansas Core Component: Operations				
 5-Operations / Ks Core Category	2.00	0.00	2.00	0.00
<b>Options:</b> <input type="checkbox"/> Communications <input type="checkbox"/> Vehicle Operations/Transport Considerations <input type="checkbox"/> Hazardous Materials <input type="checkbox"/> MCI/Triage				
<b>Requirement Total:</b>	<b>2.00</b>		<b>2.00</b>	<b>0.00</b>
AND				
Kansas Core Component: Pediatrics				
 6-Pediatrics Component	1.00	0.00	1.00	0.00
<b>Requirement Total:</b>	<b>1.00</b>		<b>1.00</b>	<b>0.00</b>
AND				
Local & Individual Component (Flex Hours)				
 7-Local Component	0.00	7.00	0.00	0.00
 8-Individual Component	0.00	4.00	0.00	0.00
<b>Requirement Total:</b>	<b>0.00</b>		<b>0.00</b>	<b>0.00</b>
<b>Topic Requirements Total:</b>	<b>21.00</b>		<b>20.00</b>	<b>1.00</b>
<b>Flex Hours Total:</b>	<b>7.00</b>		<b>7.00</b>	<b>0.00</b>
<b>Level Total:</b>	<b>28.00</b>		<b>20.00</b>	<b>1.00</b>

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See the Detailed Training report below...

# How to check your training report

Now let's look at the "Detailed Training report"

The detailed training report is found by simply selecting the PDF icon shown below.

This will open a new window on your screen.

**Kansas Board of Emergency Medical Services**  
License Management Public Portal

KBEMS Agency Lookup

Welcome, JOHN TEST | Logout

**My Account**

- Applications
- Training**
  - Manage Courses
  - Requests
  - Registrations
  - Report
- Services**
- Lookup

**TEST, JOHN (E1234567)**

### My Training Report

1 topic remaining to meet Emergency Medical Technician requirement within filtered date range.  
Click 'Find My Courses' to show you all of the courses that would satisfy your remaining requirements. [Find My Courses](#)

Training Levels associated to License Level: EMT Date Range: 12/05/2018 to 12/31/2020

Level	Requirement	Topic/Competency	Required	Max	Completed	Remaining
Emergency Medical Technician	Reporting hours/credits from 12/05/2018 to 12/31/2020					

It will show a slightly different view of your training report.

**User Information:** TEST, JOHN (E1234567)  
**Training Level:** Training Levels associated to License Level: EMT  
**Date Range:** 12/05/2018 - 12/31/2020

header

Applicant's Topical Training Hours	Level	Requirement	Topic/Competency	Required	Max	Completed	Remaining
Emergency Medical Technician							
Reporting hours/credits from 12/05/2018 to 12/31/2020							
<b>Kansas Core Component: Airway, Respiration &amp; Ventilation (Adult / peds)</b>							
	1-Airway Respiration Ventilation / Ks Core Category			4.00	0.00	4.00	0.00
<b>Options:</b>							
	<input type="checkbox"/>	Ventilation/Oxygenation					
	<input type="checkbox"/>	BLS Airway Management					
	<input type="checkbox"/>	Pharmacology/Medication Administration					
<b>Requirement Total:</b>				<b>4.00</b>		<b>4.00</b>	<b>0.00</b>
AND							
<b>Kansas Core Component: Cardiovascular</b>							
	2-Cardiovascular / Ks Core Category			6.00	0.00	8.00	0.00
<b>Options:</b>							
	<input type="checkbox"/>	ACS/Chest Pain					
	<input type="checkbox"/>	Stroke					
	<input type="checkbox"/>	Cardiac Arrest (Adult/Peds)					
	<input type="checkbox"/>	4&12 Lead ECG					
	<input type="checkbox"/>	Pharmacology/Medication Administration (Adult/Peds)					
<b>Requirement Total:</b>				<b>6.00</b>		<b>6.00 (2.00)</b>	<b>0.00</b>
AND							
<b>Kansas Core Component: Trauma (Adult / peds)</b>							
	3-Trauma / Ks Core Category			2.00	0.00	7.00	0.00

# How to check your training report

At the bottom of your detailed training report it will show you an itemized list of classes which have been submitted for you, by a sponsoring organization and by you via application submissions for CE.

The arrow to the left indicates “Formal” training or that training entered in for you by a sponsoring organization. This individuals training report indicates no Formal training has been entered.

The arrow to the right indicates “Supplemental” training or that training which is entered into the public portal from an individual for themselves by application.

<b>Topic Requirements Total:</b>	<b>21.00</b>	<b>20.00</b>	<b>1.00</b>
<b>Flex Hours Total:</b>	<b>7.00</b>	<b>7.00</b>	<b>0.00</b>
<b>Level Total:</b>	<b>28.00</b>	<b>20.00</b>	<b>1.00</b>

header

Applicant's Trainings							
Course Name	Training Number	Training Date	Date Completed	Attendee Status	Requirements	Topics	Credits
Formal							Approved
Supplemental							
BLS Airway Management			10/01/2020		Kansas Core Component: Airway, Respiration & Ventilation (Adult / peds)	1-Airway Respiration Ventilation / Ks Core Category	1.00 Yes
TEST			10/29/2020		Kansas Core Component: Airway, Respiration & Ventilation (Adult / peds), Kansas Core Component: Cardiovascular, Kansas Core Component: Medical (Adult / peds), Kansas Core Component: Operations, Kansas Core Component: Pediatrics, Kansas Core Component: Trauma (Adult / peds)	1-Airway Respiration Ventilation / Ks Core Category 2-Cardiovascular / Ks Core Category 8.00 3-Trauma / Ks Core Category 7.00 4-Medical / Ks Core Category 5.00 5-Operations / Ks Core Category 2.00 6-Pediatrics Component 1.00	3.00 Yes

It would be recommended you check your training report after completing courses or after entry of courses by application. It is also highly recommended you check your training report prior to submitting your renewal application to assure you have adequate CE hours to do so.