

# How to Check and Enter Continuing Education

Under the newly updated Education System within the License Management Portal, providers are now able to both monitor required Continuing Education Courses and Hours as well as enter CAPCE or Out-of-State Continuing Education Hours directly through the portal.

Once logged into the portal Click on Education:

The screenshot shows the user profile page for JOHN TEST. The header includes the Kansas Board of EMS & Medicines logo and the text "Kansas Education Sandbox License Management Public Portal". The user is logged in as "Welcome, JOHN TEST | Logout". The profile information shows "TEST, JOHN (E1234567)", "EMT", "Issue Date: 06/28/2021", and "Expiration Date: 12/31/2022". The "My Profile" section has a link to "Update and Save Profile information below." and a note about name changes. The "Account Demographics" section is partially visible with a "First Name" field.

This will display any courses in the system that have previously been entered by an instructor or yourself:

The screenshot shows the "My Courses" page. The header includes "KBEMS Agency Lookup" and "Welcome, JOHN TEST | Logout". The page instructs users to "Enter any of the criteria options below to find available courses. To view course details, click the course number to open a more complete course overview." The "My Courses" section has a "Print Transcript" button and a navigation bar with letters A through Z and "ALL". A search bar is present with "Course Date Range" filters. Below is a table of courses:

Course Name	Course Number	Start Date	End Date	Instructor	Location	Status	PDF
EMT	IC2020-995 (Test course)	03/10/2020	03/10/2020	TEST, JOHN	KS-991 KBEMS Test Location		

Records 1-1 of 1 | First | Previous | Next | Last | Page 1 | Per Page 10

In order to see your progress report, Click on "My Report":

KBEMS Agency Lookup

Welcome, JOHN TEST | Logout

Enter any of the criteria options below to find available courses. To view course details, click the course number to open a more complete course overview.

### My Courses

Click the course name to open a more complete course overview.

[Print Transcript](#)

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z ALL

Course Date Range:  mm/dd/yyyy to  mm/dd/yyyy [Select Attendee Status](#)

[CLEAR](#)

Course Name	Course Number	Start Date	End Date	Instructor	Location	Status	PDF
EMT	IC2020-995 (Test course)	03/10/2020	03/10/2020	TEST, JOHN	KS-991 KBEMS Test Location		

Records 1-1 of 1 | [First](#) | [Previous](#) | [Next](#) | [Last](#) | Page 1 | Per Page 10

The default view will show your progress towards renewal at your current provider level:

Applications

Education

Find Courses

My Courses

My Report

Services

Lookup

Manage

### My Report

Please select below criteria to view your education progress

[Print Report](#)

Level:  Course Completed From:  To:

8 topics remaining to meet all of your education requirements within filtered date range

[Find My Courses](#)

**Emergency Medical Technician Renewal:** *In Progress*

EMT Renewal Requirements

Level Total: 0.00  
Flex Hours: 0.00 of 7.00

Required		Topic	Required	Completed	Remaining	
0.00	28.00	<b>Kansas Core Component: Airway, Respiration &amp; Ventilation (Adult / peds)</b>				
Completed	Remaining					
<b>28.00 Total Requirements</b>						
		1-Airway Respiration Ventilation / Ks Core Category	4.00	0.00	4.00	<a href="#">+</a>
		2-Cardiovascular / Ks Core Category	6.00	0.00	6.00	<a href="#">+</a>
		3-Trauma / Ks Core Category	2.00	0.00	2.00	<a href="#">+</a>
		4-Medical / Ks Core Category	6.00	0.00	6.00	<a href="#">+</a>
		5-Operations / Ks Core Category	2.00	0.00	2.00	<a href="#">+</a>
		6-Pediatrics / Ks Core Category	1.00	0.00	1.00	<a href="#">+</a>
		7-Local Component	0.00	0.00	0.00	<a href="#">+</a>
		8-Individual Component	0.00	0.00	0.00	<a href="#">+</a>

The display shows the Topics, Hours Required for Each Topic, and Hours Remaining to complete the requirements for each topic. On the left side you will see the Total Hours Completed, Remaining, and the target Total Requirement hours for your level. In the upper right corner of the report you will see the Total of hours completed towards Renewal as well as the total Flex Hours.

To add a course (typically either CAPCE or EMS CE courses approved by another state), simply click on the plus sign (+) to the right of the topic of the course:

**My Report**

Please select below criteria to view your education progress Print Report

Level:  Course Completed From:  To:

8 topics remaining to meet all of your education requirements within filtered date range  
Click 'Find My Courses' to show you all of the courses that would satisfy your remaining requirements Find My Courses

**Emergency Medical Technician Renewal:** In Progress  
EMT Renewal Requirements

Level Total: 0.00  
Flex Hours: 0.00 of 7.00

**Required**

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

0.00 Completed	28.00 Remaining	Topic	Required	Completed	Remaining	
		<input type="radio"/> 1-Airway Respiration Ventilation / Ks Core Category	4.00	0.00	4.00	<input type="button" value="+"/>
		<input type="radio"/> 2-Cardiovascular / Ks Core Category	6.00	0.00	6.00	<input type="button" value="+"/>
		<input type="radio"/> 3-Trauma / Ks Core Category	2.00	0.00	2.00	<input type="button" value="+"/>
		<input type="radio"/> 4-Medical / Ks Core Category	6.00	0.00	6.00	<input type="button" value="+"/>
		<input type="radio"/> 5-Operations / Ks Core Category	2.00	0.00	2.00	<input type="button" value="+"/>
		<input type="radio"/> 6-Pediatrics / Ks Core Category	1.00	0.00	1.00	<input type="button" value="+"/>
		<input type="radio"/> 7-Local Component	0.00	0.00	0.00	<input type="button" value="+"/>
		<input type="radio"/> 8-Individual Component	0.00	0.00	0.00	<input type="button" value="+"/>

28.00 Total Requirements

This will bring up the "Add a course" box:

**Add Course**

\* Course Title

\* Start Date

\* Completed Date

\* CE Approved By?

\* File Upload  No file selected.  
Accepted File Types: .BMP,.css,.doc,.docx,.htm,.jpeg,.jpg,.mht,.mp4,.msg,.odt,.pdf,.png,.ppt,.ppbx,.rtf,.rx,.tif,.txt,.xls,.xlsx,.xsl,.zip,.xml - application  
File cannot be larger than 23 MB

\* Topics

Enter the course name, completion date, sponsor, upload CE Certificate, select a Topic and Hours for this course. For the CE Approved by select either KS-761 CAPCE Accredited CE, KS-781 Other State CE, or KS-9999 – Continuing Ed – RetroActive (If you do not have KBEMS approval for Retro-Active hours DO NOT enter those hours into the system!). To upload the CE Certificate for this course, Click on “Choose File” and navigate to the location where you have a copy of the CE Cert. Select the Topic of the course and the number Hours for the topic. If more than one Topic was included in the course, click Add Topic. When done click Add.

**Add Course**

**\* Course Title**

**\* Start Date**

**\* Completed Date**

**\* CE Approved By?** Select...

**\* File Upload** Browse... No file selected.  
Accepted File Types: .bmp, .css, .doc, .docx, .htm, .jpeg, .jpg, .mht, .mp4, .msg, .odt, .pdf, .png, .ppt, .pptx, .rtf, .rtx, .tif, .txt, .xls, .xlsx, .xsl, .zip, .xml - application  
File cannot be larger than 23 MB

**\* Topics** 1-Airway Respiration Ventilation **Hours**

+ Add Topic

Add Close

When the required hours for each topic is complete (required topic hours are met or exceeded) a checkmark in a green circle will

appear along with an "Arrow".

Please select below criteria to view your education progress Print Report

Level  Course Completed From  To

**7 topics remaining to meet all of your education requirements within filtered date range**  
Click 'Find My Courses' to show you all of the courses that would satisfy your remaining requirements Find My Courses

**Emergency Medical Technician Renewal:** *In Progress*  
EMT Renewal Requirements

Level Total: 4.00  
Flex Hours: 0.00 of 7.00

**Required**

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

4.00 Completed	24.00 Remaining	Topic	Required	Completed	Remaining	
<div style="width: 40%; height: 10px; background-color: #007bff;"></div> <b>28.00 Total Requirements</b>		<input checked="" type="checkbox"/> <b>&gt;</b> 1-Airway Respiration Ventilation / Ks Core Category	4.00	4.00	0.00	<span style="color: green;">+</span>
		<input type="checkbox"/> 2-Cardiovascular / Ks Core Category	6.00	0.00	6.00	<span style="color: green;">+</span>
		<input type="checkbox"/> 3-Trauma / Ks Core Category	2.00	0.00	2.00	<span style="color: green;">+</span>
		<input type="checkbox"/> 4-Medical / Ks Core Category	6.00	0.00	6.00	<span style="color: green;">+</span>
		<input type="checkbox"/> 5-Operations / Ks Core Category	2.00	0.00	2.00	<span style="color: green;">+</span>
		<input type="checkbox"/> 6-Pediatrics / Ks Core Category	1.00	0.00	1.00	<span style="color: green;">+</span>
		<input type="checkbox"/> 7-Local Component	0.00	0.00	0.00	<span style="color: green;">+</span>
		<input type="checkbox"/> 8-Individual Component	0.00	0.00	0.00	<span style="color: green;">+</span>

If you click on the arrow next to the topic it will display the courses and hours that have been entered. This will include both self-entered courses and those entered by Education Sponsoring Organizations.

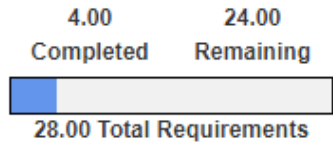
Emergency Medical Technician Renewal:  
EMT Renewal Requirements

In Progress

Level Total: 4.00  
Flex Hours: 0.00 of 7.00

Required

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



Topic	Required	Completed	Remaining	
<input checked="" type="checkbox"/> 1-Airway Respiration Ventilation / Ks Core Category	4.00	4.00	0.00	<input checked="" type="checkbox"/>
<hr/>				
Course Completed	Credits	Completed On	Document	Remove
Basic Airway ()	4.00	8/15/2022		
<hr/>				
<input type="checkbox"/> 2-Cardiovascular / Ks Core Category	6.00	0.00	6.00	<input checked="" type="checkbox"/>
<input type="checkbox"/> 3-Trauma / Ks Core Category	2.00	0.00	2.00	<input checked="" type="checkbox"/>
<input type="checkbox"/> 4-Medical / Ks Core Category	6.00	0.00	6.00	<input checked="" type="checkbox"/>
<input type="checkbox"/> 5-Operations / Ks Core Category	2.00	0.00	2.00	<input checked="" type="checkbox"/>
<input type="checkbox"/> 6-Pediatrics / Ks Core Category	1.00	0.00	1.00	<input checked="" type="checkbox"/>
<input type="checkbox"/> 7-Local Component	0.00	0.00	0.00	<input checked="" type="checkbox"/>
<input type="checkbox"/> 8-Individual Component	0.00	0.00	0.00	<input checked="" type="checkbox"/>