

Service Roster Maintenance

All EMS providers, Medical Directors, Allied Health Personnel, and Service Staff (including Program Directors, Instructors, etc.) are required to have an account in the KBEMS licensing portal. Anyone acting in any of those positions for your service should appear on your Service Roster. Through the portal, Service Directors, Assistant Service Directors and Administrative Personnel may maintain (view/add/remove providers) the Personnel Roster for a service. Additionally, you may view training reports for any EMS provider attached to your service, containing all training information, including Initial Courses and Continuing Education, that has been entered into the system either by the user or by a Course instructor. If your service pays for renewal applications for staff you may also do that through this function.

To access your Service Roster, once signed into the portal (<https://www.kemsis.org/lms/public/portal#/login>), Click on Services:

Welcome, JAMES KENNEDY | Logout

My Account

****Verify all email addresses to ensure receipt of KBEMS communications.****
Select "Profile" to the left below "My Account"

Use Google Chrome or Mozilla Firefox internet browsers to avoid system issues.
Apple Safari, Internet Explorer or Microsoft Edge may cause unexpected errors.

System Update information

Scheduled System Update: None Scheduled at this time.

Following an update to the KBEMS Licensure system **the internet address for the Public Portal has changed.**
The new address for the portal is: <https://www.kemsis.org/lms/public/>
While the old address should redirect to the new address for a short time, you should update any internet browser shortcuts you may have to the new address.

Then Click on the Service for which you are maintaining the Personnel Roster.

Welcome, JAMES KENNEDY | Logout

All Service

Click Service name to view additional details. Use the search box to find a specific service.

Services ▲	Service Permit Level	Address	City	County	Phone	Primary
KBEMS Test 1 (99991)		900 SW Jackson	Topeka	Shawnee	785-296-6209	<input checked="" type="checkbox"/>

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= Pediatric Emergency Care Coordinator = ePCR Contact = Service Director = Assistant Service Director = Medical Director
 = Program Manager = Administrative Position = Infection Control Officer = Primary Contact = Instructional Staff
 = Lab Instructor

Then Click on Personnel.

- My Account
- Applications
- Training
- Services
 - Details
 - Policies
 - Medical Directors
 - Personnel**
 - Locations
 - Vehicles
 - Documents
 - Service Areas
 - Inspections
- Lookup

KBEMS Test 1 (99991)

900 SW Jackson Room 1031, Topeka, Kansas 66612
Ground Ambulance -- Issued: 07/13/2020 -- Expires: 04/30/2021

[← Back To Services](#)

Services Details

Click the arrows beside a Header to expand or collapse each section.

Demographics | Organization | Staff

Details

Name: KBEMS Test 1
Sync Method: No Sync
Active: Yes
Sponsoring Organization of Training: Yes
Daylight Savings Time Use: Yes
Time Zone: GMT-6:00 Central Time
Email: james.kennedy@ks.gov

To add personnel, you may search by name or certification number (if known) and then click on the person you wish to add to the Roster.

Use the "Position" box to search by position or the "Search" box to search by personnel name. To view all personnel, click "Clear". Clicking the arrow to person's name will open additional details. Click "Docs" icon to view a list of documents for a listed individual or the "Training Report" icon to go to the in report.

Add an Existing Personnel to Services Roster

Personnel: [Add Existing Personnel to KBEMS Test 1](#)

ALLEN, CARMAN Provider #477
(DOB: 1/12/1957) (Maiden Name: DALLINGA/FLOTT)

- Position - [GO](#) [CLEAR](#)

<input type="checkbox"/>	Name	Positions	Number	Level	Issued	Expiration	Status	Docs
<input type="checkbox"/>	▶ SHRECKENGAUST, CURT (6974)		6974	Paramedic	09/03/2019	12/31/2021	Current	
<input type="checkbox"/>	▶ KENNEDY, JAMES P (991701874)		991701874	EMT	06/12/2020	12/31/2019 !	Expired	
<input type="checkbox"/>	▶ HOUSE, JOSEPH ANTHONY (23627)		23627	Paramedic	12/31/2018	12/31/2020	Current	
<input type="checkbox"/>	▶ REED, JAMES DEE (22422)		22422	AEMT	12/27/2018	12/31/2020	Current	
<input type="checkbox"/>	▶ TEST, JOHN (E1234567,E1234567)		E1234567	EMT	08/14/2019	12/31/2019 !		
<input type="checkbox"/>	▶ INSTRUCTOR, OUTSIDE (OI94321)		OI94321	Instructional Staff	08/01/2016		Current	

Then Click "Add Existing Personnel to Service Name".

Use the "Position" box to search by position or the "Search" box to search by personnel name. To view all personnel, click "Clear". Clicking the arrow to the right of person's name will open additional details. Click "Docs" icon to view a list of documents for a listed individual or the "Training Report" icon to go to the individuals training report.

Add an Existing Personnel to Services Roster

Personnel:

Search by Personnel name or Certification number

<input type="checkbox"/>	Name	Positions	Number	Level	Issued	Expiration	Status	Docs	Training R
<input type="checkbox"/>	▶ SHRECKENGAUST, CURT (6974)		6974	Paramedic	09/03/2019	12/31/2021	Current		
<input type="checkbox"/>	▶ KENNEDY, JAMES P (991701874)		991701874	EMT	06/12/2020	12/31/2019 !	Expired		
<input type="checkbox"/>	▶ HOUSE, JOSEPH ANTHONY (23627)		23627	Paramedic	12/31/2018	12/31/2020	Current		

To remove personnel from your Roster, Click the Box next to their name, Select "Remove Selected Users" from the drop down list at the bottom of the Roster, and Click "Go"

<input type="checkbox"/>	▶ KENNEDY, JAMES P (991701874)		991701874	EMT	06/12/2020	12/31/2019 !	Expired		
<input type="checkbox"/>	▶ HOUSE, JOSEPH ANTHONY (23627)		23627	Paramedic	12/31/2018	12/31/2020	Current		
<input type="checkbox"/>	▶ REED, JAMES DEE (22422)		22422	AEMT	12/27/2018	12/31/2020	Current		
<input checked="" type="checkbox"/>	▶ TEST, JOHN (E1234567,E1234567)		E1234567	EMT	08/14/2019	12/31/2019 !			
<input type="checkbox"/>	▶ INSTRUCTOR, OUTSIDE (O194321)		O194321	Instructional Staff	08/01/2016		Current		
<input type="checkbox"/>	▶ SMITH, SUZETTE (991600317)		991600317						
<input type="checkbox"/>	▶ TEST, ALLIED HEALTH (AH99999)		AH99999	RN	05/15/2020	07/31/2020 !	Current		
<input type="checkbox"/>	▶ LAM, MI (0057000)		0057000	EMT	11/10/2016	12/31/2018 !	Expired		
<input type="checkbox"/>	▶ APPLICANT, EMT (991600307)		991600307	EMT	07/25/2017	12/31/2018 !	Pending		

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- Select / Want To
- Remove Selected Users**
- Pay Certification for Selected Users
- Apply Licenses to Selected Users
- Save Certification Numbers for Selected Users

CR Contact = Service Director = Assistant Service Director = Medical Director
Administrative Position = Infection Control Officer = Primary Contact = Instructional Staff
Active User

To pay certification fees for an EMS Provider, use the same method but select "Pay Certification for Selected Users". You may only pay for certification AFTER the EMS Provider has submitted an Application (Typically, "Renewal Application – EMS Provider Certification"). There is not currently an option to pay prior to completion and submission of the application.

To view the training report for an EMS provider on your Personnel Roster, click on the “Stack of Books” next to the provider. This will open their training report in a new window.

Name	Positions	Number	Level	Issued	Expiration	Status	Docs	Training Report
SHRECKENGAUST, CURT (6974)		6974	Paramedic	09/03/2019	12/31/2021	Current		
KENNEDY, JAMES P (991701874)		991701874	EMT	06/12/2020	12/31/2019 !	Expired		
HOUSE, JOSEPH ANTHONY (23627)		23627	Paramedic	12/31/2018	12/31/2020	Current		
REED, JAMES DEE (22422)		22422	AEMT	12/27/2018	12/31/2020	Current		
TEST, JOHN (E1234567,E1234567)		E1234567	EMT	08/14/2019	12/31/2019 !			
INSTRUCTOR, OUTSIDE (OI94321)		OI94321	Instructional Staff	08/01/2016		Current		
SMITH, SUZETTE (991600317)		991600317						
TEST, ALLIED HEALTH (AH99999)		AH99999	RN	05/15/2020	07/31/2020 !	Current		
LAM, MI (0057000)		0057000	EMT	11/10/2016	12/31/2018 !	Expired		
APPLICANT, EMT (991600307)		991600307	EMT	07/25/2017	12/31/2018 !	Pending		

Remove Selected Users Records 1-10 of 14 | First | Previous | Next | Last | Page 1 | Per Page 10

Their Current Certification Level is automatically selected. Enter a date range (typically two years ending on the date of certificate expiration) and click Go. This will display a detailed report of required training, what has been completed and what remains by Core Education Components and in Total.

Topical Training Hours | Trainings

6 topics 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.

Training Levels associated to License Level: EMT | Date Range: 01/01/2019 to 12/31/2020

Level	Requirement	Topic/Competency	Required	Max	Completed	Remaining
Emergency Medical Technician						
Reporting hours/credits from all to all -- date range not specified						
Kansas Core Component: Airway, Respiration & Ventilation (Adult / peds)						
	1-Airway Respiration Ventilation / Ks Core Category		4.00	0.00	0.00	4.00
Options:						
<input type="checkbox"/> Ventilation/Oxygenation <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						
	2-Cardiovascular / Ks Core Category		6.00	0.00	0.00	6.00
Options:						
<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)						
Requirement Total:			6.00		0.00	6.00

NOTE: This image does not show the entire page an all components, it is for demonstration only.

Below the hourly report will be a report showing all training entered into the system. The First part will show any training courses entered into the system for which the Provider has been granted credit by the instructor. This includes Single Course Continuing Education and training provided by Long-Term Program Providers.

Course Name	Training Number	Training Date	Date Completed	Attendee Status	Requirements	Topics	Credits
Formal							
2018 KEMSA It Hurts Bad	PPKS-010201839647	08/11/2018 at 9:45 AM - 10:45 AM	08/11/2018	Continuing education credit granted	Kansas Core Component: Airway, Respiration & Ventilation (Adult / peds)	1-Airway Respiration Ventilation / Ks Core Category	1.00
2018 KEMSA Anaphylaxis in EMS	PPKS-010201839850	08/11/2018 at 2:45 PM - 3:45 PM	08/11/2018	Continuing education credit granted	Kansas Core Component: Medical (Adult / peds)	4-Medical / Ks Core Category	1.00
2018 KEMSA Burn Care 101	PPKS-010201839825	08/11/2018 at 1:30 PM - 2:30 PM	08/11/2018	Continuing education credit granted	Kansas Core Component: Trauma (Adult / peds)	3-Trauma / Ks Core Category	1.00
2018 KEMSA Fentanyl and its Analogs	PPKS-010201839823	08/11/2018 at 11:15 AM - 12:15 PM	08/11/2018	Continuing education credit granted	Kansas Core Component: Medical (Adult / peds)	4-Medical / Ks Core Category	1.00

The second part will show courses uploaded by the individual provider. NOTE: All courses entered by the provider should include a copy of their certificate of completion.

Supplemental						Approv	
ACS with EKG and Meds			10/23/2018	Kansas Core Component: Cardiovascular	2-Cardiovascular / Ks Core Category	2.00	Yes
ACUTE MI AND STEMI			12/09/2018	Kansas Core Component: Cardiovascular	2-Cardiovascular / Ks Core Category	1.00	Yes
Airway I – Basic Airway Anatomy and Assessment			10/22/2018	Kansas Core Component: Airway, Respiration & Ventilation (Adult / peds)	1-Airway Respiration Ventilation / Ks Core Category	1.50	Yes
Airway I – Basic Airway Anatomy and Assessment BLS			12/09/2018	Kansas Core Component: Airway, Respiration & Ventilation (Adult / peds)	1-Airway Respiration Ventilation / Ks Core Category	1.50	Yes