

RENEWAL INSTRUCTIONS

Go to <https://emsrb.mn.gov/>

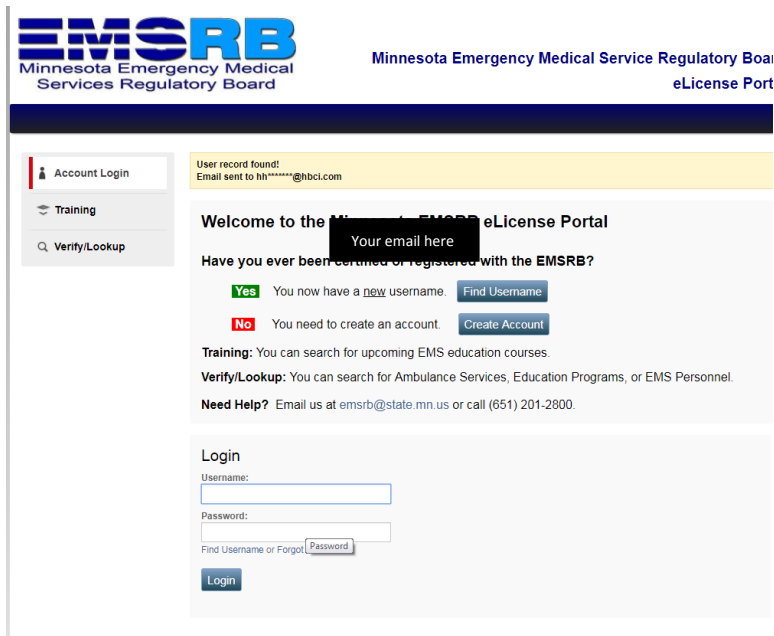
1st Time Users – you already have an account and must FIND YOUR NEW USERNAME and establish a PASSWORD



Minnesota Emergency Medical Service Regulatory Board
eLicense Portal

1. Click the **FIND USERNAME** button
2. Enter the following information
 - a. your Date of Birth (do not use – or /)
 - b. your Last Name
 - c. your Social Security Number (do not use -)
3. Select **LOOK UP**

4. The LOGIN screen will appear with a message at the top



5. Please check your Email for an email from noreply@imagetrend.com to CREATE A PASSWORD.
- Don't have access to your email on file? Please contact the EMSRB
6. Once your password is created, please complete the following steps
- Login to your account
 - Review your profile demographics by
 - Selecting Profile from the left menu or
 - Clicking on your name under My Account in the center of the page
7. Use the LEFT MENU to locate
- Applications
 - Training requirements
 - Lookup or Verify Personnel
8. To Complete your RENEWAL APPLICATION simply select the Application by clicking APPLY NOW
- Be sure to use your FULL LEGAL NAME at all times and Click SAVE and CONTINUE at the bottom of each section.
 - Chose your renewal type.
 - Course information for NCCR Topics, EMR Refresher Courses, and EMT Refresher Courses will be completed and verified by the Education Program and **DO NOT NEED TO BE ENTERED by the applicant. CLICK SAVE AND CONTINUE.**
 - If you are renewing via the **NCCP Model and are not Nationally Registered;** a drop down menu will appear for you to add your LCCR and ICCR hours into the system. Instructions are provided in your application.