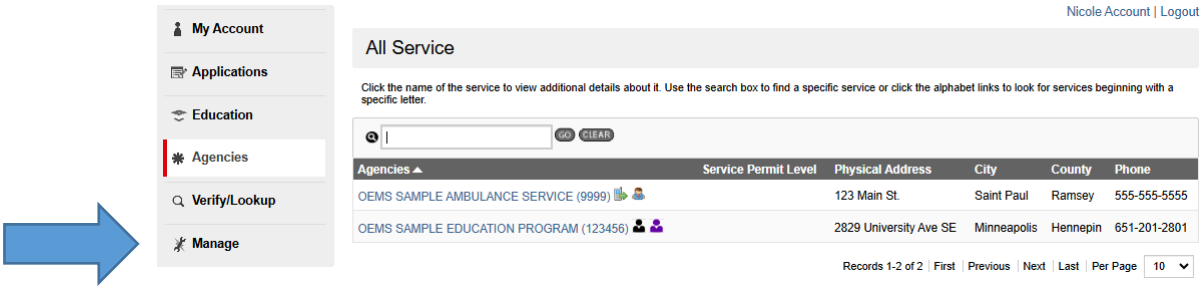
MINNESOTA
OFFICE OF EMERGENCY
MEDICAL SERVICES

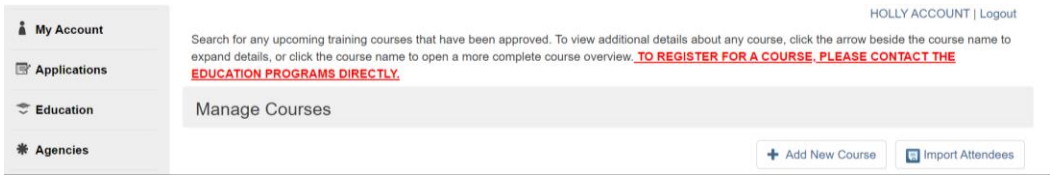
Managing Courses and Approving Course Attendees

MN Statutes 144E.285, Subd.1(b)(6)). **Approval Required.** *To be approved by the director, an education program must notify the director of the starting date of a course prior to the beginning of a course.*

1. Login to https://emslm.mn.gov using your personal login information.
2. Click **Manage**.



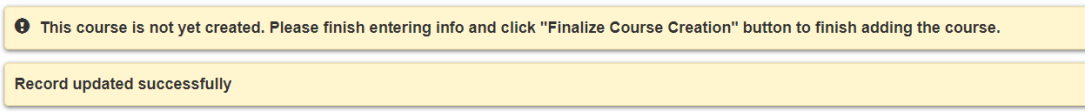
3. Click **+ Add New Course.**



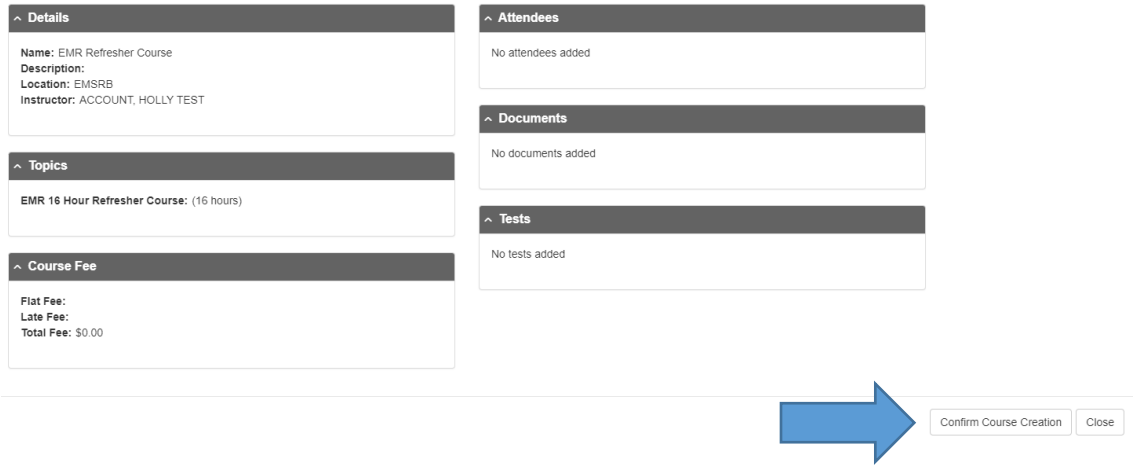
4. Enter course type: Initial Course, Refresher Course, or NCCP Renewal.
5. Choose the corresponding course name.
6. Enter the EMS Region of the education program.
7. The sponsor is the name of the education program.
8. Use the dropdown feature to select the location.
9. Select the Program Coordinator.
10. Select the Instructor:
    a. Note, Program Coordinators and Instructors can add courses and approve attendees. If your program does not want your instructors to add courses or approve attendees, please reach out to your EMS Specialist to change Instructor permissions.
11. Ensure the medical director field is correct.
12. Enter a course description. Once a course is approved, any information here is visible and searchable under Course Offered via the portal.
13. Enter the course start date and click **Save & Continue.**
14. This will bring you to the **Credit Hours** page. Enter the total number of hours to be taught. If course type is NCCP Renewal Topics, the program must follow the NREMT Renewal Topics hour distribution

guidelines when adding course content. Please communicate with students prior to start of the course whether they are responsible for obtaining and entering the ICCR and LCCR hours.

15. There are two steps to fully submit the course for approval. First click **Save,** you will see the following banner appear. **DO NOT BYPASS SAVE BUTTON TO HIT FINALIZE COURSE CREATION BUTTON.**



16. Now click **Finalize Course Creation** which will open a page for you to confirm all information is correct. Once confirmed, click **Confirm Course Creation** which will send the course to EMS Specialists for approval. You will receive an email when the course is approved, typically within 24-48 hours.



**EMR Refresher Programs- please reach out to your EMS Specialist if you choose to use NCCP renewal topics instead of the 16-refresher option should you have questions about entering courses to ensure all categories fulfilled by the end of the two-year cycle. Below are examples of how the hour breakdown could work:

SAMPLE 2025 NCCP Model for EMRs

If you teach 8 hours a year: If you teach 4 hours a quarter:

Category	Year 1	Year 2	OR	Q1	Q2	Q3	Q4
A/R/V	0.75	0.75		0.5	0.5	0	0.5
Cardiology	1	1		0.5	0.5	0.5	0.5
Trauma	1.25	1.25		0.5	0.5	1	0.5
Medical	0.5	0.5		0	0.5	0	0.5
Operations	0.5	0.5		0.5	0	0.5	0

SAMPLE 2025 NCCP Model for EMTs

If you teach 8 hours a year: If you teach 4 hours a quarter:

Category	Year 1	Year 2	OR	Q1	Q2	Q3	Q4
A/R/V	2	2		1	1	1	1
Cardiology	2.5	2.5		1	1.5	1	1.5
Trauma	3	3		1.5	1.5	1.5	1.5
Medical	1.5	1.5		1	0	1	1
Operations	1	1		0.5	0.5	0.5	0.5

SAMPLE 2025 NCCP Model for AEMTs

If you teach 8 hours a year: If you teach 4 hours a quarter:

Category	Year 1	Year 2	OR	Q1	Q2	Q3	Q4
A/R/V	2.5	2.5		1.25	1.25	1.25	1.25
Cardiology	3	3		1.5	1.5	1.5	1.5
Trauma	3.5	3.5		1.75	1.75	1.75	1.75
Medical	2	2		1	1	1	1
Operations	1.5	1.5		1.5	0	1.5	0

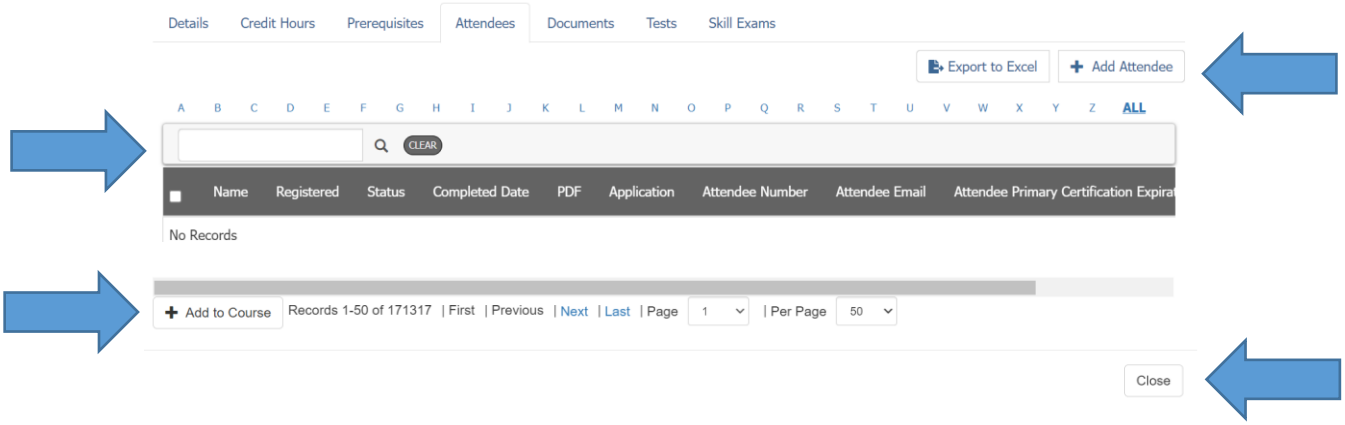
SAMPLE 2025 NCCP Model for Paramedics

If you teach 8 hours a year: If you teach 4 hours a quarter:

Category	Year 1	Year 2	OR	Q1	Q2	Q3	Q4
A/R/V	3	3		1.5	1.5	1.5	1.5
Cardiology	3.5	3.5		1.75	1.75	1.75	1.75
Trauma	2.5	2.5		1.25	1.25	1.25	1.25
Medical	4	4		2	2	2	2
Operations	2	2		1	1	1	1

Adding Course Attendees

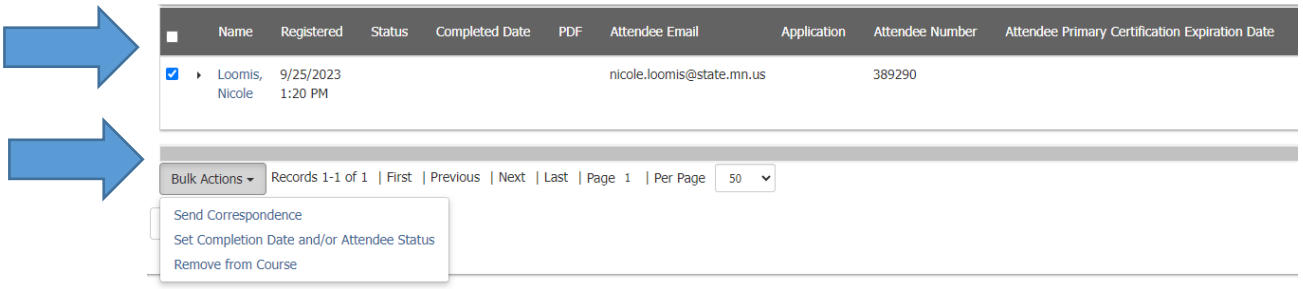
1. Once the course is approved, click **+ Add Attendee** tab. The preferred method is to enter the OEMS number of the attendee to add to the course. If unable to pull up attendee by OEMS number, you may type in last name. Check box next to name then click **+ Add to Course.** Once all attendees have been added, click **Close.**



When Course is Complete

By entering a course completion date and attendee status, you have verified the attendee has met all course requirements.

1. Place a check in the box next to attendee(s) name(s) you wish to approve.
2. Choose **Set Completion Date and / or Attendee Status** action from **Bulk Actions** menu.
3. Both the completion date and the pass / fail status must be complete for applications to approve.



If you have any questions, please reach out to your EMS Specialist.