

# Vermont EMS LIGHTS

(Licensing InteGrated with otHer daTa Systems)



## User Guide

**Version 1.4**  
**Updated November 2021**

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## **Introduction**

The Vermont EMS LIGHTS database is an online EMS license management system built by ImageTrend, the creators of the Vermont SIREN incident reporting system. Its web-based functionality replaces paper applications and allows users to apply for and manage agency and personnel licenses, enroll in EMS courses and exam sites, update demographic information and look up licensing records.

Access the LIGHTS Public Portal at <https://vtems.imagetrendlicense.com/lms/public/portal#/login>.

## **LIGHTS and SIREN: Integration of Licensing and Incident Reporting Databases**

In a sense, LIGHTS and SIREN are parts of a single database. Your login is the same for both systems, and data common to both systems are automatically synchronized to ensure that their functions are based on consistent and current information.

Information pertaining to personnel, ambulances and agencies is managed only in the LIGHTS system and changes are automatically updated in the SIREN system. These updates are no longer made in SIREN system. **NOTE:** Records for non-transporting vehicles can still be managed in SIREN.

## **Browsers**

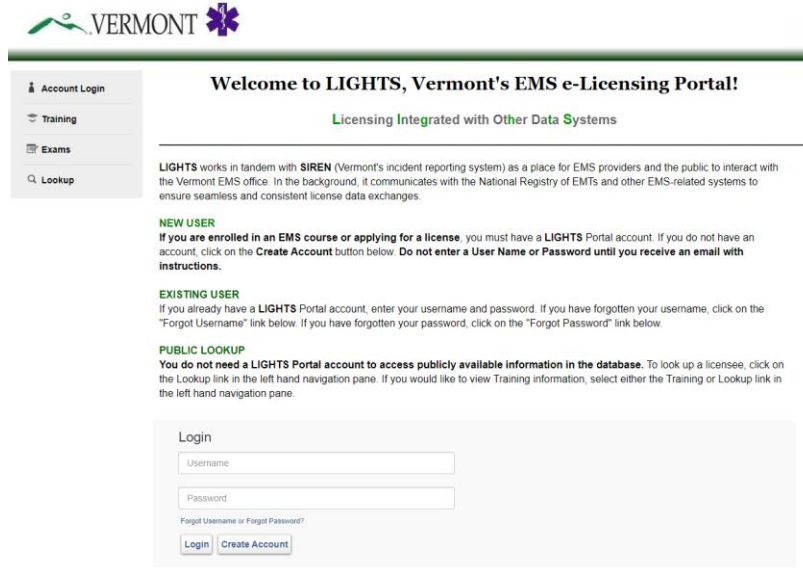
The Vermont LIGHTS system operates best in Google Chrome but will function in other browsers. If you have difficulty with functionality, try using a different browser before seeking technical assistance.

# **Section One: Getting Started**

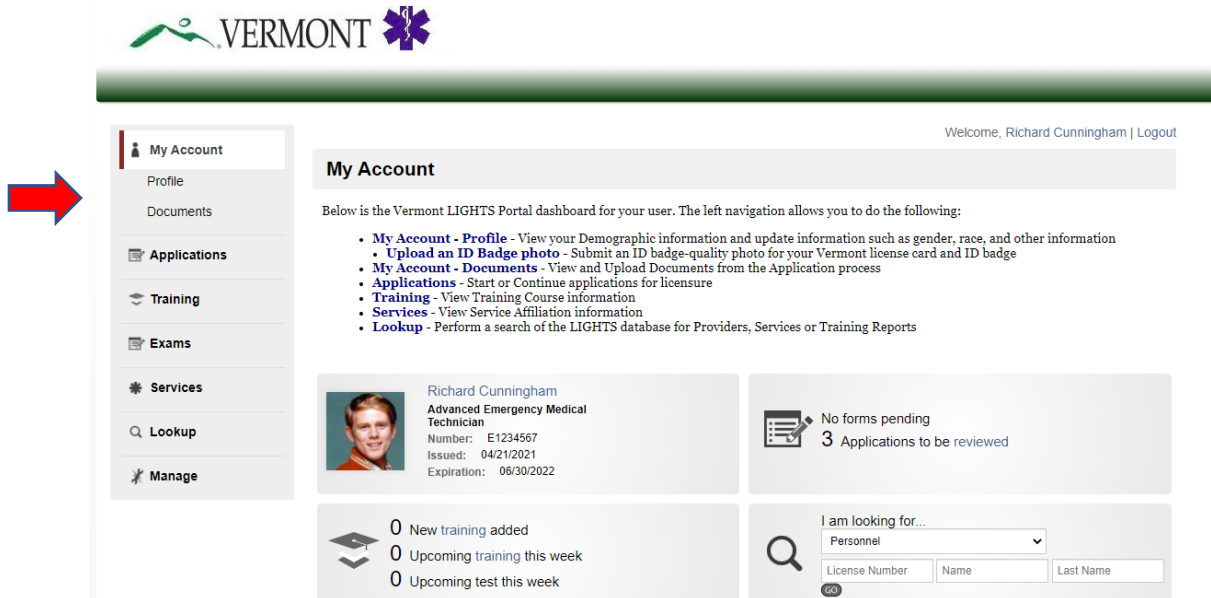
**Logging In for the First Time**

If you have ever taken a Vermont EMS course or held a Vermont EMS license, you already have a LIGHTS account. If you have a SIREN account, your login information will also open LIGHTS. If you don't have a SIREN account, click on the **Forgot Username** option.

If you are new to the Vermont EMS system, click on the **Create Account** button.



Click on **My Account** in the left-hand navigation menu, then **Profile**. Verify that your license information, agency affiliations, demographic information is correct.



### Upload an ID Photo for your License Card

Click on the Person icon next to your name in the top box and follow the prompts for uploading your photo. Be sure the image is of your full face (no sunglasses or hats) against a solid (one color) background.

Photos with a portrait orientation work better than landscape. If your photo doesn't load, look up file converter programs that turn images into .jpg files or others that LIGHTS will accept.



Welcome, VTEMS Training Administrator | Logout

- My Account
  - Profile
- Training
- Exams
- Lookup

**Training Administrator, VTEMS ()**

#### My Profile

Make any updates to your demographic information of your profile.

**Upload an ID Badge Photo** (your face against a solid [one color] background) for your license card by clicking on the icon next to your name in the box above.

When you are finished, click Save at the bottom of the page.

### Update Contact Information and Other Demographics

If you want to change your contact information or other demographics, go to **Applications**, select the **Update Demographics Information** application, and click on the **Apply Now** button.

<b>AEMT (Advanced Emergency Medical Technician) LICENSE RENEWAL</b> Use this form to renew your current Vermont AEMT license. To reinstate a lapsed license, please use the AEMT Initial License Application. To be eligible, you must have an affiliation with an EMS agency licensed at or above the AEMT level or be affiliated with a medical facility that requires you to hold this level of EMS licensure. Click Apply Now to start your application.	<input type="button" value="Apply Now"/>
<b>Paramedic LICENSE RENEWAL</b> Use this form to renew your current Vermont Paramedic or Critical Care Paramedic license. To reinstate a lapsed license, please use the Paramedic Initial License Application. To be eligible, you must have an affiliation with an EMS agency licensed at or above the Paramedic level or be affiliated with a medical facility that requires you to hold this level of EMS licensure. Click Apply Now to start your application.	<input type="button" value="Apply Now"/>
<b>Update Demographics Information</b> Please select this application to update your Name, Address, Email, Phone Numbers, or Driver's License Information.	<input type="button" value="Apply Now"/>
<b>Provisional EMR License Application (with OEC Certification)</b> Use this application to apply for provisional EMR or EMT license (valid until December 31, 2021).	<input type="button" value="Apply Now"/>
<b>Provisional License Application - AEMT/Paramedic</b> Use this application to apply for provisional AEMT or Paramedic license (valid until December 31, 2021).	<input type="button" value="Apply Now"/>

Fill out the information, date and sign the application and click on the **Submit** button. Your record will be automatically updated with the new information.

### Practical Exam Registration

To enroll in a practical exam site, click on **Applications** in the left-hand menu and select the **Practical Exam Registration Application**.

**NOTE:** If you are a student in a Vermont EMS course, you must know your Course Number before you complete this application.

**AEMT and Paramedic candidates:** If you are taking an AEMT or Paramedic practical exam, you must know your NREMT-issued Practical Authorization to Test (PATT) Number.



- LIGHTS User Guide
- LIGHTS Training Resources
- Vermont EMS Website
- VTEMS Staff / District Contacts
- Class, Exam and Meeting Schedules

Welcome, Richard Cunningham | Logout

**My Account**

**Applications**

Continue 4

Review 5

**Education**

**Exams**

**Services**

Lookup

Manage

### Available Applications

Begin a new application, or click one of the links in the left menu to work with an application you have already begun.

My Applications | Service Applications

**Cunningham, Richard Fake (E1234567)**  
 Emergency Medical Technician (EMT)  
 Issue Date: 07/15/2021  
 Expiration Date: 07/01/2022

Applications	Action
<p><b>Course Enrollment Notification to EMS Office</b>                      After you enroll in a Vermont EMS course, please complete this form to begin the licensing process. Delay or failure to submit this form will affect your ability to enroll in a practical exam. Click Apply Now to start your application.</p>	<input type="button" value="Apply Now"/>
<p><b>Continuing Education Application - Personnel License Renewal</b>                      Use this application throughout your licensure period to submit Continuing Education hours/certificates. At any time, you may run a report in your Vermont LIGHTS profile under "Education" to assist you in tracking required hours for renewal of your Vermont license.</p>	<input type="button" value="Apply Now"/>
<p><b>Practical Exam Registration Application</b>                      This is an experiment to enroll students in practical exams and track their results in the Licensing Module</p>	<input type="button" value="Apply Now"/>



Review the information in the **Exam Site Information** field to ensure you have selected the correct exam site and that there are enough slots remaining on the roster. If you are not approved to attend this exam site, you may submit a new application for another site.

**Exam Site Information**

When you select an Exam Site, details about the site will appear below. Carefully review this information to ensure you have selected the correct site before submitting your application.

\*Exam Site

EMR Practical Exam (EMR Practical Exam-4) ▼

**Address:** 108 Cherry Street, Burlington, VT, 05401  
**Instructor:** Bashful Lightstudent  
**Start Date:** 11/20/21  
**Registration Capacity:** 9 remaining out of 10 capacity

### Practical Exam Results

After your practical exam is scored, a copy of the results reporting form will appear in your Public Portal. Go to **My Account**, and then click on **Documents**.

Click on the File hyperlink to open the form to view your results.

Welcome, Dopey Lightstudent | Logout

Lightstudent, Dopey Fake ()

#### Documents

This page includes both documents that you have uploaded and documents that have been generated through other activity in the system, such as applications that you filled out online. Use the date filters and search box to narrow down which documents are displayed here. To view all documents again, click [Clear](#).

[Upload a Document](#)

Uploaded:  to

Name	License	Type	File	Uploaded
EMT Practical Exam Results Form	EMT Practical Exam Results Data Entry Form		EMT Practical Exam Results Form.pdf	10/27/2021
EMT Practical Exam Results Form	EMT Practical Exam Results Data Entry Fo		EMT Practical Exam Results Form.pdf	10/27/2021

Page 3 of the PDF is a summary of your results.

EMT Practical Exam ... 3 / 3 100%

Comments

Exam Results Summary

Trauma Assessment  
**Attempt #1 = Fail**  
**Attempt #2 = Pass**

Medical Assessment  
**Attempt #1 = Pass**

Cardiac Arrest Management  
**Attempt #1 = Pass**

BVM Ventilation  
**Attempt #1 = Fail**  
**Attempt #2 = Pass**

Oxygen via NRB  
**Attempt #1 = Pass**

Random Skill  
**Bleeding Control - Attempt #1 = Pass**

Overall Status  
**The candidate has passed the EMT practical exam**



### **NREMT Cognitive Exam Fee Payment**

The Health Department will pay the NREMT cognitive exam fee for all candidates who are affiliated with a Vermont EMS agency and meet the requirements for licensure. To request this payment, go to **Applications** in the left-hand menu and select the **NREMT Cognitive Exam Fee Payment Request** application.

**NOTE:** You must know your NREMT Application Confirmation ID Number to complete this application.

The screenshot shows the Vermont EMS LIGHTS user interface. At the top, there is a navigation bar with links: LIGHTS User Guide, LIGHTS Training Resources, Vermont EMS Website, VTEMS Staff / District Contacts, and Class, Exam and Meeting Schedules. Below this is a sidebar menu with options: My Account, Applications (with sub-items Continue 5 and Review 5), Education, Exams, Services, Lookup, and Manage. The main content area is titled 'Available Applications' and includes a welcome message for Richard Cunningham. It features a profile for 'Cunningham, Richard Fake (E1234567)' with details: Emergency Medical Technician (EMT), Issue Date: 07/15/2021, and Expiration Date: 07/01/2022. Below the profile is a table of applications with an 'Action' column. The table lists three applications: 'Course Enrollment Notification to EMS Office', 'Continuing Education Application - Personnel License Renewal', and 'NREMT Cognitive Exam Fee Payment Request'. A red arrow points to the 'NREMT Cognitive Exam Fee Payment Request' application.

After you have submitted the application, the Head of Service of your primary agency affiliation will be notified via email to verify your affiliation with that agency. Agency affiliation verification is required to qualify for exam fee payment.

## **Section Two: Head of Service**

## Accessing the Agency's LIGHTS Core Record

As Head of Service, you may access your agency's records from the home screen of the LIGHTS Public Portal by selecting "Services" from the left-hand navigation menu. The following sub-topics will appear:

- Details
- Policies
- Medical Directors
- Personnel
- Vehicles
- Documents



Welcome, Richard Cunningham | Logout

### My Account

Below is the Vermont LIGHTS Portal dashboard for your user. The left navigation allows you to do the following:

- **My Account Profile** - View your Demographic Information and update information such as gender, race, and other information
- **My Account Documents** - View and Upload Documents from the Application process
- **Applications** - Start or Continue applications for licensure
- **Training** - View Training Course information
- **Services** - View Service Affiliation information
- **Lookup** - Perform a search of the LIGHTS database for Providers, Services or Training Reports

Richard Cunningham  
Emergency Medical Responder  
Number: E1234567  
Issued: 08/04/2020  
Expiration: 06/30/2022

3 Forms pending completion  
0 Application to be reviewed

0 New training added  
0 Upcoming training this week  
0 Upcoming test this week

I am looking for...  
Personnel  
License Number Name Last Name

Login to Elite for Fake False Hope Ambulance

© 2020 ImageTrend, Inc.  
Vermont Department of Health - EMS Office  
Division of Emergency Preparedness, Response and Injury Prevention  
108 Cherry Street, P.O. Box 70, Burlington, VT 05402  
(802) 863-7310, [vtems@vermont.gov](mailto:vtems@vermont.gov)

**Details:** This section shows the agency's demographics, organizational structure and its appointed staff positions

**Policies:** If desired, use this section to keep your agency's policies, procedures and protocols

**Medical Directors:** Use this section to record your agency's medical director(s)

**Personnel:** This is a list of your agency's personnel. You can add or remove members from your agency's roster here, but use the **Update Personnel/Officers/Positions** application to assign Positions to staff members

**Vehicles:** This is a list of the vehicles currently on your agency's fleet roster

**Documents:** This is a list of documents generated for your agency by the LIGHTS database

## Verifying an Applicant's Agency Affiliation

When a person selects your EMS agency as their primary affiliation on a license application, you will need to verify that affiliation. You will receive an email from [noreply@imagetrend.com](mailto:noreply@imagetrend.com) notifying you that an agency affiliation request is waiting for your verification.

After logging into your account, select **Applications**, then **Review** from the left-hand navigation menu to reach the screen below. The name of the application and the applicant will appear in the first dark gray bar. You can review the application by clicking on the **View PDF** link in the Forms section (second dark gray bar). To initiate the affiliation verification, click on the **Start** button.

You can filter the list by selecting "Pending Agency Verification" in the **Select Application Status** field.

**Review Applications**

The *Continue* button will be displayed for each form that you need to review.

You can click the grey header bar for any application to expand or collapse the list of forms associated with that license. Additionally, you can use the filters and search box at the top of the page to narrow down which licenses are displayed on this page. After you have entered search criteria, click Go to search for licenses matching your criteria. If you want to view all licenses again, click Clear.

Select Application Status Q CLEAR

▼ **Emergency Medical Responder (EMR) Initial License Application - (NREMT, Dan Fake)**

Status: Pending Agency Verification      Initiated On: Dec 11, 2020  
 Number: 105010      Issue Date:  
 Level(s): Emergency Medical Responder      Expiration Date:  
 Forms: 0 of 2 completed

Forms			
Form	Requested	Completed	Action
Initial Emergency Medical Responder License Application	Dec 11, 2020	Dec 11, 2020	View PDF
EMS Agency Affiliation Verification	Dec 11, 2020		<input checked="" type="checkbox"/> Start

At the next screen, answer the question, record the date, enter your LIGHTS password and click **Submit**.

**EMS Agency Affiliation Verification**

Agency Affiliation Verification

▼ Verification and Signature

To be eligible for Vermont licensure, the applicant must have an affiliation with a Vermont-licensed EMS agency or medical facility. Please complete this application and submit to the Vermont EMS office for review.

\*Is this Applicant affiliated with your agency?  
 Yes  
 No

\*Application Date  
 Today

\*Head of Service Signature

Username: rwalker  
 Password:

**Submit**

### Agency Licensing Applications

Using your LIGHTS account as the Head of Service, you can perform several functions on behalf of your agency:

- Apply to renew your agency’s license
- Apply for a temporary ambulance vehicle license, which is required whenever you acquire a new ambulance
- Remove a vehicle from your roster when you retire it from your fleet
- Apply to change your agency’s license level
- Apply for a Critical Care Paramedic agency endorsement
- Update your LIGHTS personnel roster

After logging into your account, select **Applications** in the left-hand navigation menu to access the screen below, then click on **Service Applications** (in the gray bar).

**Available Applications**

Click "Apply Now" next to one of the licenses to apply to that license for this service.

My Applications | Service Applications

Filter By Service: Fake False Hope Ambulance (Fake Agency License #1) ▼

**Fake False Hope Ambulance (Fake Agency License #1)**  
 123 Fake Street, Burlington, Vermont 05402  
 Paramedic - Critical Care Endorsement -- Issued: 08/05/2020 -- Expires: 12/31/2020

Applications	Action
<p><b>Removal of Ambulance Vehicle from Agency Fleet</b>                      This application is used to remove an ambulance vehicle from an agency's fleet.</p>	<div style="background-color: #333; color: white; padding: 2px 10px; border-radius: 3px; display: inline-block;">Apply Now</div>
<p><b>Temporary Ambulance Vehicle License Application</b>                      This application is used to obtain a temporary license for a new ambulance vehicle. A permanent license will be issued after a satisfactory inspection.</p>	<div style="background-color: #333; color: white; padding: 2px 10px; border-radius: 3px; display: inline-block;">Apply Now</div>
<p><b>Initial Agency License Application</b>                      This application is used for an initial license to start an ambulance or first responder service.</p>	<div style="background-color: #333; color: white; padding: 2px 10px; border-radius: 3px; display: inline-block;">Apply Now</div>
<p><b>Critical Care Paramedic Endorsement Application (Agency)</b>                      This form is to be used by a Paramedic agency to receive a CCP endorsement</p>	<div style="background-color: #333; color: white; padding: 2px 10px; border-radius: 3px; display: inline-block;">Apply Now</div>
<p><b>Agency License Level Change Application</b>                      Use this form to upgrade or downgrade your agency's license level. If this is an upgrade request, you must demonstrate that your agency will provide the necessary training and equipment and receive medical direction to offer care at the new level in accordance with EMS Rules 4.4.2.6, 4.4.2.11, 4.4.2.12, 5.4.3.6, 5.4.3.7 and 5.4.3.12.</p>	<div style="background-color: #333; color: white; padding: 2px 10px; border-radius: 3px; display: inline-block;">Apply Now</div>
<p><b>Agency License Renewal Application</b>                      This application is used to renew an existing EMS agency license</p>	<div style="background-color: #333; color: white; padding: 2px 10px; border-radius: 3px; display: inline-block;">Apply Now</div>
<p><b>Update Agency Personnel / Officers / Positions</b>                      Use this form to add and remove personnel and update officers and position assignments.</p>	<div style="background-color: #333; color: white; padding: 2px 10px; border-radius: 3px; display: inline-block;">Apply Now</div>

Records 1-7 of 7

### Agency License Renewal Application

After logging into your LIGHTS account, select **Applications** from the left-hand navigation menu and select *Agency License Renewal Application*. The application will be pre-populated with existing data in the system. Review the information on each page and edit as necessary. The application is separated into several sections. As you complete each page, click on the **Save and Continue** button at the bottom of the page. At the end of each section, click on the **Submit** button.

As you complete each section, you will be returned to the *Continue My Applications* screen. Begin the next section by clicking on the **Start** button. You may complete each section in any order.

**▼ Agency License Renewal Application - (Fake False Hope Ambulance)**

<b>Status:</b> Application In Process	<b>Initiated On:</b> Dec 11, 2020
<b>Number:</b> Fake Agency License #1	<b>Issue Date:</b>
<b>Level(s):</b> Paramedic - Critical Care Endorsement	<b>Expiration Date:</b>
<b>Forms:</b> 0 of 4 completed	

Service Application Package			
Form	Requested	Completed	Action
*Operations and System Integration	Dec 11, 2020		<a href="#">Start</a>
Vehicles Form	Dec 11, 2020		<a href="#">Start</a>
Personnel Roster and Qualifications Form	Dec 11, 2020		<a href="#">Start</a>
*Instructions and General Agency Information	Dec 11, 2020	Dec 11, 2020	<a href="#">View PDF</a>

When all sections are complete, a new screen will appear on the *Continue My Applications* list with an added section called **Additional Forms**. Click on the **Start** button for “Statements of Compliance and Signature Form” to complete the application process.

**▼ Agency License Renewal Application - (Fake False Hope Ambulance)**

<b>Status:</b> Application In Process	<b>Initiated On:</b> Dec 11, 2020
<b>Number:</b> Fake Agency License #1	<b>Issue Date:</b>
<b>Level(s):</b> Paramedic - Critical Care Endorsement	<b>Expiration Date:</b>
<b>Forms:</b> 0 of 6 completed	

Service Application Package			
Form	Requested	Completed	Action
*Operations and System Integration	Dec 11, 2020	Dec 11, 2020	<a href="#">View PDF</a>
Vehicles Form	Dec 11, 2020	Dec 11, 2020	<a href="#">View PDF</a>
Personnel Roster and Qualifications Form	Dec 11, 2020	Dec 11, 2020	<a href="#">View PDF</a>
*Instructions and General Agency Information	Dec 11, 2020	Dec 11, 2020	<a href="#">View PDF</a>

Additional Forms			
Form	Requested	Completed	Action
Statements of Compliance and Signature Form	Dec 11, 2020		<a href="#">Start</a>
Vermont Agency Certificate	Dec 11, 2020	Dec 11, 2020	<a href="#">View PDF</a>

Upon submission of your agency license renewal application, notifications will be emailed to the District Chairperson and District Medical Advisor to verify the EMS District's support of your agency's continued licensure.

### **Temporary Ambulance Vehicle License Application**

All ambulances (including loaner vehicles) that transport patients must be licensed. When an EMS agency obtains an ambulance, the agency must apply for and receive a temporary license before putting the ambulance into operation. A temporary ambulance license is valid from the date of issuance until the vehicle is inspected by the EMS Office and a new license is issued.

After logging into your LIGHTS account, select **Applications** from the left-hand navigation menu. Select **Temporary Ambulance Vehicle License Application** and follow the directions on the screen. After selecting "Add record to the service" in the **Action to Take** box, do one of the following:

- If the ambulance was previously licensed in Vermont, begin entering the Vehicle Identification Number (VIN) in the Find field
- If the ambulance was not licensed in Vermont, click on the **green Plus Sign** to the right of the Vehicle Information box to enter a new vehicle's information.

▼ Agency Information

Name

▼ Adding a New Ambulance

**Adding a new ambulance to your fleet**

1) In "Action to take" field in the Vehicle Information section below, select "Add record to the service"

2) Select the green + button on the right side of the next field and enter the following information for each new vehicle:

- Vehicle Identification Number (VIN)
- Ambulance (Box) Manufacturer
- Year the Ambulance (Box) was manufactured
- Chassis Manufacturer
- Year the Chassis was manufactured
- License Plate Number
- Unit Name/Number
- Ambulance Type (I, II, III, Helicopter)
- Ambulance License Level

▼ Vehicle Information

**\*Action to take**

Add record to the service
▼

This is the action that will be taken within the service for the Vehicle you select below.

**\*Vehicle Information (Please click the green + symbol at the end of this box to add vehicle information)**

Find
+

→ Save and Continue

Click on **Save and Continue**, sign and date the application on the next screen and click on the **Submit** button.



Once approved, the ambulance license will appear in your agency's LIGHTS record in **Documents** (in the left-hand navigation menu). Be sure to print this license and keep it in the vehicle with its other registration records.



The screenshot shows the Vermont EMS LIGHTS user interface. On the left is a navigation menu with the following items: My Account, Applications, Training, Exams, Services (highlighted with a red arrow), Details, Policies, Medical Directors, Personnel, Vehicles, Documents, Lookup, and Manage. The main content area displays information for "Knuckle Dragers Body Movers, Inc. (9999)", including the address "1 Knuckleball Curve, South Burlington, Vermont 05401" and license details "Paramedic -- Issued: 11/03/2020 -- Expires: 12/31/2023". Below this is a "Services Details" section with a note: "Click the arrows beside a header to expand or collapse each section of information." There are three expandable sections: Demographics, Organization, and Staff. The "Details" section is expanded, showing the following information: Name: Knuckle Dragers Body Movers, Inc.; Sync Method: No Sync; Service Classification: Active: Yes; Daylight Savings Time Use: Yes; Time Zone: GMT-5:00 Eastern Time; Email: wrt@knuffnut@gmail.com.

**NOTE: Do not enter ambulance vehicle records directly into SIREN.**

### **Removing an Ambulance Vehicle from Agency Fleet**

When your agency retires an ambulance, you must update your fleet record in LIGHTS. After logging into your LIGHTS account, select **Applications** from the left-hand navigation menu, select your agency's record, then select ***"Removal of Ambulance Vehicle from Agency Fleet."***

In the **Action to Take** field, select **"Remove record from the service"** and enter the Vehicle Identification Number in the Vehicle Information field. Do not add, change or delete any information for this vehicle.

▼ Agency Information

Name

Fake False Hope Ambulance

▼ Vehicle Information

\*Action to take

Remove record from the service

This is the action that will be taken within the service for the Vehicle you select below.

\*Vehicle Information

Find

→ Save and Continue



Click on the **Save and Continue** button, sign and date the application on the next screen and click on the **Submit** button. The vehicle will be removed from your agency's vehicle fleet roster.

### Update Ambulance Vehicle Information

The ambulance vehicle information in LIGHTS was imported from SIREN and from the previous EMS licensing database based on inspection reports.

To correct or add information about your ambulances, go to **Applications**, then **Service Applications** and select the **Update Ambulance Vehicle Information** application. In the **Vehicle Information** section, select “*Update record in the service*” in the **Action to take** field.

**Vehicle Information**

\*Action to take  
 Update record in the service

This is the action that will be taken within the service for the Vehicle you select below.

\*Vehicle Information (Enter Vehicle Identification Number)  
 10CLOCK20CLOCK30CLOCKROCK

\*Vehicle Identification Number (VIN)  
 10CLOCK20CLOCK30CLOCKROCK

\*Ambulance (Box) Manufacturer  
 Horton

\*Year Ambulance (Box) Was Manufactured  
 2021

\*Chassis Manufacturer  
 Jeep/Willis

\*Year Chassis Was Manufactured  
 2021

Make the necessary changes, then click on the **Save and Continue** button at the bottom of the screen, then date, sign and click on the **Submit** button on the next screen.

VERMONT

LIGHTS User Guide | LIGHTS Training Resources | Vermont EMS Website | VTEMS Staff / District Contacts | Class, Exam and Meeting Schedules

Welcome, Richard Cunningham | Logout

**My Account**

- Applications
  - Continue 2
  - Review 14
- Education
- Exams
- Services
- Lookup
- Manage

**Edit Ambulance Vehicle Information Form**

Vehicle and Agency Information | **Signature**

**Application Date and Signature**

\*Application Date  
 10/20/2021 Today

\*Head of Service Signature  
 Username: FCunningham  
 Password: .....

**Submit**

### Agency License Level Change

When your agency wishes to upgrade or downgrade its license level, you will need the approval of the EMS District Board and District Medical Advisor.

**NOTE:** You cannot use this application to apply for a Critical Care Paramedic endorsement. There is a separate application for this level.

After logging into your LIGHTS account, select **Applications** from the left-hand navigation menu, open your agency's record and select **"Agency License Level Change Application."**

Applications	Action
<b>Removal of Ambulance Vehicle from Agency Fleet</b> This application is used to remove an ambulance vehicle from an agency's fleet.	Apply Now
<b>Temporary Ambulance Vehicle License</b> This application is used to obtain a temporary license for a new ambulance vehicle. A permanent license will be issued after a satisfactory inspection.	Apply Now
<b>Initial Agency License</b> This application is used for an initial license to start an ambulance or first responder service.	Apply Now
<b>Critical Care Paramedic Endorsement (Agency)</b> This form is to be used by a Paramedic agency to receive a CCP endorsement	Apply Now
<b>Agency License Level Change</b> Use this form to upgrade or downgrade your agency's license level. If this is an upgrade request, you must demonstrate that your agency will provide the necessary training and equipment and receive medical direction to offer care at the new level in accordance with EMS Rules 4.4.2.6, 4.4.2.11, 4.4.2.12, 5.4.3.6, 5.4.3.7 and 5.4.3.12.	Apply Now
<b>Agency License Renewal</b> This application is used to renew an existing EMS agency license	Apply Now
<b>Update Agency Personnel / Officers / Positions</b> Use this form to add and remove personnel and update officers and position assignments.	Apply Now

Choose the *Requested License Level* and click on the **Save and Continue** button.

**Agency License Level Change Application Form**

Agency Name and Requested License Level | Signature

▼ Agency Name and Requested License Level

Name  
Optimistic Ambulance Agency, Inc.

Current Certification Level  
 EMR  
 EMT  
 Advanced EMT  
 Paramedic  
 Paramedic - Critical Care Endorsement

\*Requested License Level  
 EMR  
 Advanced EMT  
 Paramedic  
 Paramedic - Critical Care Endorsement

On Upgrade applications, a new tab will appear on the application. On the new tab, describe how the agency will obtain the necessary training, supplies, medication and equipment. If you wish, you may upload additional documents. Click on **Save and Continue** (at the bottom of the page), then sign and submit the application.

**Agency License Level Change Application Form**

Agency Name and Requested License Level | Verification of Education, Medications and Equipment | Signature

▼ Education Verification

\*Please describe how the higher-level education will be made available to providers

Attach additional documentation, if desired

Name

Description

▼ Medications Verification

\*Please describe how the higher-level medications will be obtained, stored, maintained and restricted to the providers authorized to use it

Your District Chairperson and District Medical Advisor will be notified by email to review and approve your application. Once they have done so, the EMS office will review the application and issue the new license if all requirements are satisfactorily met.

### Update Agency Personnel / Officers / Positions

The agency’s Head of Service and Secretary are permitted to update your agency’s Personnel List, which includes the assignment of Officers and other Positions. To enable District Chairpersons and District Medical Advisors to approve license applications, these persons are included on your agency’s Personnel List.

After logging into your LIGHTS account, select **Applications** from the left-hand navigation menu and select **“Update Personnel/Officers/Positions.”**

To add a new person to the roster, click on the **Add Another** button. To edit an existing person’s record, click on the blue **Edit Icon** to the left of the person’s name. A list of Positions will appear – de-select any Positions the person will no longer hold and select the person’s new Position(s). When you are finished, click on the **Done** button. To remove a person from the Personnel List, click on the **Remove** button.

**NOTE: Do not enter new personnel records (other than billing and administrative staff) directly into SIREN.**

\*Agency Name  
Optimistic Ambulance Agency, Inc.

User	Position
<input checked="" type="checkbox"/> Fake VT DistrictChair (none)	District Chairperson
<input checked="" type="checkbox"/> Fake VT DMA (none)	District Medical Advisor
<input checked="" type="checkbox"/> Raymond Walker (8872)	Head of Service
<input type="checkbox"/> Merrill NREMT (Merrill AEMT Cert)	Infection Control Officer
<input checked="" type="checkbox"/> Harry Hopeless (10155888)	Primary Training Officer
<input checked="" type="checkbox"/> Josephine NREMT (105009)	Secretary

\*User  
Merrill NREMT (Merrill AEMT Cert)

Position

- Alternative District Board Representative
- District Board Representative
- District Chairperson
- District Medical Advisor
- District Training Coordinator
- ePCR Representative
- Head of Service
- Infection Control Officer
- Pediatric Emergency Care Coordinator (PECC)
- Pilot
- Primary Training Officer
- Secondary Training Officer
- Secretary
- Service Medical Director

At the bottom of the screen, answer the question, record the date, enter your LIGHTS password and click **Submit**. All changes will become effective immediately.

### Adding and Removing Personnel

In the left-hand navigation menu, go to **Services**, click on the agency name hyperlink and then select **Personnel** from the left-hand menu.

Happy Days Ambulance Service  
05401  
Paramedic -- Issued: 01/15/2020 -- Expires: 12/31/2021

**Personnel**

Use the Position drop down menu and the search box to search for personnel with specific positions or names. To view all personnel again, click *Clear*.

Click the arrow to the right of each person's name to view additional details about them. To view a list of documents submitted for that person, click the icon in the Documents column.

Add an Existing Personnel to Services Roster

Personnel:  **Add Existing Personnel to Happy Days Ambulance Service**

Search by Personnel name or License number

Name	Positions	Number	Level	Issued	Expiration	Status	Docs	Training Report
Cunningham, Richard Fake (E1234567)		E1234567	Advanced Emergency Medical Technician	04/21/2021	06/30/2022	Current		
Walker, Raymond K (8872)		8872	Emergency Medical Responder	05/25/2021	07/01/2022	Current		

Select I Want To  Records 1-2 of 2 | First | Previous | Next | Last | Per Page 10

Use the **Add an Existing Personnel to Services Roster** fields to add personnel and use the **“Select I Want To...”** field to remove personnel. A person must have a LIGHTS account to be added to an agency roster.

### Quarterly Records Updates

It is important that agencies keep their LIGHTS record updated and accurate. The EMS office sends a quarterly email to Heads of Service and Secretaries reminding them to review the *Demographics*, *Organization* and *Staff* information. This information can be found by clicking on **Services** in the left-hand navigation menu.

VERMONT

- My Account
- Applications
- Training
- Exams
- Services**
- Inspections
- Lookup
- Manage

Demographics | Organization | Staff

Details

Name: Fake False Hope Ambulance  
 Sync Method: Vermont SIREN  
 Elite Region: ImageTrend Region  
 Synced To Elite: Yes  
 Service Classification:  
 Active: Yes  
 Daylight Savings Time Use: Yes  
 Time Zone: GMT-5:00 Eastern Time  
 Email: hopelessharry1@gmail.com

Demographic and Organization information should not change often, but if they do, see the next section for information on updating these data.

Update the Staff information using the *“Update Personnel/Officers/Positions”* form in **Applications**.

### Update Agency Demographics

In the left-hand navigation menu, go to Applications, the Service Applications, select the **Update Agency Demographic Information** application and click on the **Apply Now** button.

#### Available Applications

Click "Apply Now" next to one of the licenses to apply to that license for this service.


**My Applications** | Service Applications

Filter By Service:  ▼



#### Happy Days Ambulance Service

1 Arnold's Way, South Burlington, Vermont 05403  
Paramedic -- Issued: 01/15/2020 -- Expires: 12/31/2021

Applications	Action
<b>Removal of Ambulance Vehicle from Agency Fleet</b> This application is used to remove an ambulance vehicle from an agency's fleet.	<a href="#">Apply Now</a>
<b>Temporary Ambulance Vehicle License</b> This application is used to obtain a temporary license for a new ambulance vehicle. A permanent license will be issued after a satisfactory inspection.	<a href="#">Apply Now</a>
<b>Initial Agency License</b> This application is used for an initial license to start an ambulance or first responder service.	<a href="#">Apply Now</a>
<b>Critical Care Paramedic Endorsement (Agency)</b> This form is to be used by a Paramedic agency to receive a CCP endorsement	<a href="#">Apply Now</a>
<b>Agency License Level Change</b> Use this form to upgrade or downgrade your agency's license level. If this is an upgrade request, you must demonstrate that your agency will provide the necessary training and equipment and receive medical direction to offer care at the new level in accordance with EMS Rules 4.4.2.6, 4.4.2.11, 4.4.2.12, 5.4.3.6, 5.4.3.7 and 5.4.3.12.	<a href="#">Apply Now</a>
<b>Agency License Renewal</b> This application is used to renew an existing EMS agency license	<a href="#">Apply Now</a>
<b>Update Agency Personnel / Officers / Positions</b> Use this form to add and remove personnel and update officers and position assignments.	<a href="#">Apply Now</a>
<b>Update Agency Demographic Information</b> Use this form to update your agencies addresses and contact information	 <a href="#">Apply Now</a>

Records 1-8 of 8


Enter the new information and sign the application. Your agency records will be updated accordingly.



**Critical Care Paramedic Agency Endorsement**

A Paramedic level ambulance agency may apply for an endorsement to operate at the Critical Care Paramedic level. To qualify, your agency must have CCP protocols that have been approved by your agency’s District Medical Advisor and the State EMS Medical Director.

After logging into your LIGHTS account, select **Applications** from the left-hand navigation menu and select **“Critical Care Paramedic Endorsement Application (Agency).”**

Fake False Hope Ambulance (Fake Agency License #1)	
 123 Fake Street, Burlington, Vermont 05402 Paramedic - Critical Care Endorsement -- Issued: 08/05/2020 -- Expires: 12/31/2020	
Applications	Action
<b>Removal of Ambulance Vehicle from Agency Fleet</b> This application is used to remove an ambulance vehicle from an agency's fleet.	<a href="#">Apply Now</a>
<b>Temporary Ambulance Vehicle License</b> This application is used to obtain a temporary license for a new ambulance vehicle. A permanent license will be issued after a satisfactory inspection.	<a href="#">Apply Now</a>
<b>Initial Agency License</b> This application is used for an initial license to start an ambulance or first responder service.	<a href="#">Apply Now</a>
<b>Critical Care Paramedic Endorsement (Agency)</b> This form is to be used by a Paramedic agency to receive a CCP endorsement	<a href="#">Apply Now</a>
<b>Agency License Level Change</b> Use this form to upgrade or downgrade your agency's license level. If this is an upgrade request, you must demonstrate that your agency will provide the necessary training and equipment and receive medical direction to offer care at the new level in accordance with EMS Rules 4.4.2.6, 4.4.2.11, 4.4.2.12, 5.4.3.6, 5.4.3.7 and 5.4.3.12.	<a href="#">Apply Now</a>
<b>Agency License Renewal</b> This application is used to renew an existing EMS agency license	<a href="#">Apply Now</a>
<b>Update Agency Personnel / Officers / Positions</b> Use this form to add and remove personnel and update officers and position assignments.	<a href="#">Apply Now</a>



On the first tab, select “Paramedic – Critical Care Endorsement” then click on the **Save and Continue** button.

**Critical Care Paramedic Endorsement Application (Agency)**

Agency Name and Requested License Level | Critical Care Paramedic Endorsement Requirements | Signature

▼ Agency Name and Requested License Level

Name

Please select "Paramedic - Critical Care Endorsement" below.

\*Requested License Level  
 Paramedic - Critical Care Endorsement



On the next tab, upload and name your agency’s CCP protocols document, then click on the **Save and Continue** button.

**Critical Care Paramedic Endorsement Application (Agency)**


Agency Name and Requested License Level   **Critical Care Paramedic Endorsement Requirements**   Signature

▼ **Critical Care Paramedic Requirements**


To qualify for a Critical Care Paramedic endorsement, an agency must be licensed at the Paramedic level and submit a copy of its CCP protocols for review and approval by the State EMS Medical Director.

Your agency's CCP designation comes with the expectation that you will engage in quality improvement and quality assurance through an annual credentialing program administered by your agency's medical director and approved by your District Medical Advisor. Paramedics with a VT-CCP endorsement credentialed by your agency may operate under a scope of practice as outlined by these CCP protocols.

\*Please attach a copy of your agency's draft Critical Care Paramedic protocols for review by the State EMS Medical Director



\*Name



On the last tab, sign the application and click on the **Submit** button. Your District Medical Advisor and the State Medical Director will be notified to review and approve the application.

Upon final approval, you will receive an email from [noreply@imagnetrend.com](mailto:noreply@imagnetrend.com), and a license certificate will be issued. You can access and print this certificate from **Documents** in the left-hand navigation menu.

# **Section Three: District Medical Advisor**

**Accessing Agency LIGHTS Core Records**

You may access the records of each agency in your district from the home screen of the LIGHTS Public Portal by selecting **Services** from the left-hand navigation menu.



- My Account
- Profile
- Documents
- Applications
- Training
- Exams
- Services**
- Lookup
- Manage

Welcome, Richard Cunningham | Logout

### My Account

Below is the Vermont LIGHTS Portal dashboard for your user. The left navigation allows you to do the following:

- **My Account Profile** - View your Demographic information and update information such as gender, race, and other information
- **My Account Documents** - View and Upload Documents from the Application process
- **Applications** - Start or Continue applications for licensure
- **Training** - View Training Course information
- **Services** - View Service Affiliation Information
- **Lookup** - Perform a search of the LIGHTS database for Providers, Services or Training Reports

**Richard Cunningham**  
Emergency Medical Responder  
Number: E1234567  
Issued: 08/04/2020  
Expiration: 08/30/2022

3 Forms pending completion  
0 Application to be reviewed

0 New training added  
0 Upcoming training this week  
0 Upcoming test this week

I am looking for...

Personnel

License Number    Name    Last Name

Login to Elite for Fake False Hope Ambulance

© 2020 ImageTrend, Inc.  
Vermont Department of Health - EMS Office  
Division of Emergency Preparedness, Response and Injury Prevention  
108 Cherry Street, PO Box 70, Burlington, VT 05402  
(802) 863-7310, [vtems@vermont.gov](mailto:vtems@vermont.gov)



- My Account
- Applications
- Training
- Exams
- Services**
- Lookup

Welcome, Fake VT DMA | Logout

### All Service

Click the name of the service to view additional details about it. Use the search box to find a specific service or click the alphabet links to look for services beginning with a specific letter.

Services	Service Permit Level	Address	City	County	Phone
Above Average Fake Ambulance Agency (0099)		108 Cherry Street	Burlington	Chittenden	802-363-2558
District 00 - VTEMS Office (-00)	Paramedic				802-863-7310
Fake Ambulance (FA1234567890)		108 Cherry Street	Burlington	Chittenden	
Fake False Hope Ambulance (Fake Agency License #1)	Paramedic	123 Fake Street	Burlington		111-111-1111
Fake Flakes Ambulance Agency (0098)		147 Bayberry Circle #202	Burlington	Chittenden	802-363-2558
Fake VT Rescue Squad (FVT12345)	Paramedic	123 Main Street	East Johnson	Lamoille	802-656-5656
Friendly Fakester Ambulance Service					
Happy Days Ambulance Service					111-111-1111
Last Resort Response Squad					
NORTH ADAMS AMBULANCE SERVICE (1204)		PO Box 1045	North Adams	Berkshire	

Records 1-10 of 13 | First | Previous | Next | Last | Page 1 | Per Page 10

### District Medical Advisor Responsibilities for EMS Licenses

As District Medical Advisor, you are responsible for reviewing license applications for agencies and personnel in your district and verifying that you will provide medical direction to the applicant.

Agency applications include initial licensure, renewed licensure, license level change and Critical Care Paramedic endorsement. Personnel applications include advanced level licensure at the AEMT, Paramedic and Critical Care Paramedic levels.

### Agency Affiliations

LIGHTS does not have entities called Districts. You are linked to every agency in your district as a “member” on their Personnel list.

### Verifying Medical Direction

When an EMS agency or an advanced license level candidate applies for a license, you will receive an email from [noreply@imagetrend.com](mailto:noreply@imagetrend.com) notifying you that a request for medical direction verification is awaiting your response.

After logging into your account, select **Applications**, then **Review** from the left-hand navigation menu to reach the screen below. (Alternatively, you can access the application in the top right box by clicking on the “[X] Application(s) to be reviewed” link.)



Welcome, Fake VT DMA | Logout

#### My Account

Below is the Vermont LIGHTS Portal dashboard for your user. The left navigation allows you to do the following:

- **My Account Profile** - View your Demographic Information and update information such as gender, race, and other information
- **My Account Documents** - View and Upload Documents from the Application process
- **Applications** - Start or Continue applications for licensure
- **Training** - View Training Course Information
- **Services** - View Service Affiliation Information
- **Lookup** - Perform a search of the LIGHTS database for Providers, Services or Training Reports

**Fake VT DMA**  
Number:  
Issued:  
Expiration:

No forms pending  
**1** Application to be reviewed

I am looking for...  
Personnel  
License Number    Name    Last Name

0 New training added  
0 Upcoming training this week  
0 Upcoming test this week

Login to Elite for Fake False Hope Ambulance

The name of the application and the applicant will appear in the first dark gray bar. You can review the application by clicking on the **View PDF** link in the **Forms** section (second dark gray bar). To initiate the medical direction verification, click on the **Start** button.

You can filter the list by selecting “Pending District Medical Advisor Verification” in the **Select Application Status** field.

At the next screen, answer the question, record the date, enter your LIGHTS password and click **Submit**.

**Agency Critical Care Paramedic Endorsement**

If the agency application is for a CCP Endorsement, you must review the agency’s proposed CCP Protocols before verifying medical direction for the agency. On the **Review Applications** page, select **“View PDF”** to open the application.



Welcome, Fake VT DMA | Logout

**My Account**

- Applications
  - Continue
  - Review **2**
- Training
- Exams
- Services
- Lookup

**Review Applications**

The *Continue* button will be displayed for each form that you need to review.

You can click the grey header bar for any application to expand or collapse the list of forms associated with that license. Additionally, you can use the filters and search box at the top of the page to narrow down which licenses are displayed on this page. After you have entered search criteria, click Go to search for licenses matching your criteria. If you want to view all licenses again, click Clear.

Select Application Status

**Paramedic Initial License Application - (Cunningham, Richard Fake)**

Status: Pending Agency Verification  
 Number: E1234567  
 Level(s): Paramedic  
 Forms: 0 of 2 completed

Initiated On: Dec 28, 2020  
 Issue Date:  
 Expiration Date:

Form	Requested	Completed	Action
Initial Paramedic License Application	Dec 28, 2020	Dec 28, 2020	<a href="#">View PDF</a>
District Medical Advisor Verification	Dec 28, 2020		<input type="button" value="Start"/>

Locate the hyperlink to the proposed protocols in the *Critical Care Paramedic Endorsement Requirements* section (second dark grey bar).

**Agency Name and Requested License Level**

Agency Name and Requested License Level

Name  
 Happy Days Ambulance Service

Please select "Paramedic - Critical Care Endorsement" below.

\*Requested License Level  
 Paramedic - Critical Care Endorsement

**Critical Care Paramedic Endorsement Requirements**

Critical Care Paramedic Requirements

To qualify for a Critical Care Paramedic endorsement, an agency must be licensed at the Paramedic level and submit a copy of its CCP protocols for review and approval by the State EMS Medical Director.

Your agency's CCP designation comes with the expectation that you will engage in quality improvement and quality assurance through an annual credentialing program administered by your agency's medical director and approved by your District Medical Advisor. Paramedics with a VT-CCP endorsement credentialed by your agency may operate under a scope of practice as outlined by these CCP protocols.

\*Please attach a copy of your agency's draft Critical Care Paramedic protocols for review by the State EMS Medical Director

EMS Plan.docx

\*Name  
 CCP protocols for Happy Days Ambulance Service

**Signature**

Head of Service Signature

By signing this application, I attest that this EMS agency can provide the necessary training, equipment and medications and has the medical direction to offer care at the requested level.

\*Application Date  
 12/28/2020 Today

\*Head of Service Signature  
 Signed on Dec 28, 2020 10:19:58 AM by Harry Hopeless

Go back to the Review Applications page and click on the Start button.

Indicate your support for the endorsement, date and sign the application then click on the **Submit** button.

The final step in the Agency CCP Endorsement application process is approval by the State EMS Medical Director. After you submit the application, the State Medical Director will be notified by LIGHTS via email that the application is awaiting their approval.



**Course Medical Director Approval for EMS Courses**

If you are serving as a Medical Director for a course leading to state EMS licensure, please see ***Section Seven: District Support for EMS Courses.***

# **Section Four: District Chairperson**

### **District Chairperson Responsibilities for EMS Licenses**

As District Chairperson, you are responsible for reviewing license applications for agencies in your district and conveying the District Board’s support. Agency applications include initial licensure, renewed licensure, license level change and Critical Care Paramedic endorsement.

### **Agency Affiliations**

LIGHTS does not have entities called Districts. You are linked to every agency in your district as a “member” on their Personnel list.

### **District Board Review and Recommendations**

When an EMS agency applies for a license, you will receive an email from [noreply@imagetrend.com](mailto:noreply@imagetrend.com) notifying you that a request for the District Board’s recommendation is awaiting your response.

After logging into your account, select **Applications**, then **Review** from the left-hand navigation menu to reach the screen below. (Alternatively, you can access the application in the top right box by clicking on the “[X] Application(s) to be reviewed” link.)

The screenshot shows the Vermont LIGHTS Portal dashboard. At the top, there is a green header with the Vermont logo and the text "VERMONT". Below the header, there is a navigation menu on the left with the following items: My Account, Profile, Documents, Applications, Training, Exams, Services, and Lookup. A red arrow points to the "Applications" menu item. The main content area is titled "My Account" and includes a welcome message: "Welcome, Fake VT DMA | Logout". Below this, there is a list of actions: My Account Profile, My Account Documents, Applications, Training, Services, and Lookup. A red arrow points to the "Applications" link in this list. The dashboard also features a user profile card for "Fake VT DMA" with fields for Number, Issued, and Expiration. A summary box shows "No forms pending" and "1 Application to be reviewed". A search bar is available for finding personnel, with fields for License Number, Name, and Last Name. A red arrow points to the "1 Application to be reviewed" notification.

## Initial and Renewal Agency License Applications

The agency license application is comprised of several sections:

- Instructions and General Agency Information
- Operations and Systems Integration
- Personnel Credentialing and Continuing Education
- Vehicles
- Public Notice (For Initial Licenses)
- Statements of Compliance

You can review the application components by clicking on the **View PDF** links. To initiate the District Review and Recommendation, click on the **Start** button.

The screenshot displays the 'Review Applications' page. On the left is a navigation sidebar with 'My Account', 'Applications', 'Training', 'Exams', 'Services', and 'Lookup'. The main content area shows application details for 'Walker, Raymond K', including services, status, and dates. Below this are two tables: 'Service Application Package' and 'Additional Forms'. Red arrows point to 'View PDF' links in the first table and a 'Start' button in the second table.

**Service Application Package**

Form	Requested	Completed	Action
*Operations and System Integration	Dec 24, 2020	Dec 24, 2020	View PDF
Personnel, Credentialing and Continuing Education Form	Dec 24, 2020	Dec 24, 2020	View PDF
*Vehicles	Dec 24, 2020	Dec 24, 2020	View PDF
*Public Notice	Dec 24, 2020	Dec 24, 2020	View PDF

**Additional Forms**

Form	Requested	Completed	Action
*Instructions and General Agency Information	Dec 24, 2020	Dec 24, 2020	View PDF
*Statements of Compliance and Signature Form	Dec 24, 2020	Dec 24, 2020	View PDF
*District Board Review and Recommendations	Dec 24, 2020		Start

A list of questions will appear. If any of your responses reflect adversely on the agency, you will be asked to explain.



Welcome, Fake VT DistrictChair | Logout

- My Account**
- Applications**
- Continue
- Review **1**
- Training
- Exams
- Services
- Lookup

**\*District Board Review and Recommendations**

Instructions (EMS Rule 4.5, 5.5)

Upon receipt of an agency license application, the District Board must review the application and make a recommendation for approval or denial by the Department of Health. If the District Board recommends denial of the license, please provide an explanation.

**▼ District Policies**

\*Has the applicant received a copy of the district policies, procedures and protocols?  
 Yes  
 No

**▼ District Board Representation**

\*Has the applicant appointed a representative to the district board?  
 Yes  
 No

**▼ Vehicles**

\*If the applicant is an ambulance agency, does it have the necessary ambulances to support the proposed operations?  
 Yes  
 No  
 The applicant is not an ambulance agency

**▼ Equipment**

\*Does the applicant have the necessary equipment to support the proposed operations?  
 Yes  
 No

**▼ Service Area**

\*Does the District Board, in conjunction with municipal officials, agree that the service's primary coverage area is as outlined in this application?  
 Yes  
 No

**▼ Mutual Aid & MCI Plans**

\*Has the applicant agreed to participate in the EMS District's response plans for mutual aid/mass casualty incidents and other district policies and procedures?  
 Yes  
 No

**▼ Dispatching & Communications**

\*Does the applicant have satisfactory arrangements for dispatching and communications?  
 Yes  
 No

**▼ Trained Personnel**

\*Does the applicant have an adequate number of personnel trained at level(s) to support operations as proposed in this application?  
 Yes  
 No

**Education & Quality Improvement**

\*Does the applicant have adequate plans for initial and continuing education, credentialing and quality improvement?

Yes

No

**Operational Agreements**

\*Does the applicant have the required operational letter(s) of agreement?

Yes

No

Not Applicable

**Improvements Required**

\*Should this applicant make any changes or improvements?

Yes

No

**License Recommendation**

\*Do you recommend that the applicant be issued a license at this time?

Yes

Yes - With Conditions

No

At the next screen, indicate the District Board’s support, record the date, enter your LIGHTS password and click **Submit**.


**District Chair Signature**

\*Do you attest that the District Board has reviewed this application and agrees to the recommendations made herein?

Yes

No


\*Date of Signature

 Today

\*District Chair Signature

Username: FVTDistrictChair

Password:



**District Approval for EMS Courses**

The District Chairperson must verify the District’s support for all courses leading to state EMS licensure. Please see **Section Seven: District Support for EMS Courses**.

### Quarterly Records Updates

It is important that Districts keep their LIGHTS record updated and accurate. The EMS office sends a quarterly email to District Chairs reminding them to review the *Demographics, Organization and Staff* information. This information can be found by clicking on **Services** in the left-hand navigation menu (Districts are “Services” in LIGHTS).

Demographic and Organization information should not change often, but if they do, please contact the EMS office to update the record. To make changes to District personnel, the District Chair can submit an “*Update Personnel/Officers/Positions*” form in **Applications**.

Applications	Action
<b>Removal of Ambulance Vehicle from Agency Fleet</b> This application is used to remove an ambulance vehicle from an agency's fleet.	Apply Now
<b>Temporary Ambulance Vehicle License</b> This application is used to obtain a temporary license for a new ambulance vehicle. A permanent license will be issued after a satisfactory inspection.	Apply Now
<b>Initial Agency License</b> This application is used for an initial license to start an ambulance or first responder service.	Apply Now
<b>Critical Care Paramedic Endorsement (Agency)</b> This form is to be used by a Paramedic agency to receive a CCP endorsement	Apply Now
<b>Agency License Level Change</b> Use this form to upgrade or downgrade your agency's license level. If this is an upgrade request, you must demonstrate that your agency will provide the necessary training and equipment and receive medical direction to offer care at the new level in accordance with EMS Rules 4.4.2.6, 4.4.2.11, 4.4.2.12, 5.4.3.6, 5.4.3.7 and 5.4.3.12.	Apply Now
<b>Agency License Renewal</b> This application is used to renew an existing EMS agency license	Apply Now
<b>Update Agency Personnel / Officers / Positions</b> Use this form to add and remove personnel and update officers and position assignments.	Apply Now

After logging into your LIGHTS account, select **Applications** from the left-hand navigation menu and select **“Update Personnel/Officers/Positions.”**

To add a new person to the roster, click on the **Add Another** button. To edit an existing person’s record, click on the blue **Edit Icon** to the left of the person’s name. A list of Positions will appear – de-select any Positions the person will no longer hold and select the person’s new Position(s). When you are finished, click on the **Done** button. To remove a person from the Personnel List, click on the **Remove** button.

**\*Agency Name**

+ User	Position
<input checked="" type="checkbox"/> Fake VT DistrictChair (none)	District Chairperson
<input checked="" type="checkbox"/> Fake VT DMA (none)	District Medical Advisor
<input checked="" type="checkbox"/> Raymond Walker (8872)	Head of Service
<input checked="" type="checkbox"/> Merrill NREMT (Merrill AEMT Cert)	Infection Control Officer
<input checked="" type="checkbox"/> Harry Hopeless (10155888)	Primary Training Officer
<input checked="" type="checkbox"/> Josephine NREMT (105009)	Secretary

**\*User**

**Position**

Alternative District Board Representative

District Board Representative

District Chairperson

District Medical Advisor

District Training Coordinator

ePCR Representative

Head of Service

Infection Control Officer

Pediatric Emergency Care Coordinator (PECC)

Pilot

Primary Training Officer

Secondary Training Officer

Secretary

Service Medical Director

At the bottom of the screen, answer the question, record the date, enter your LIGHTS password and click **Submit**.

All changes will become effective immediately.



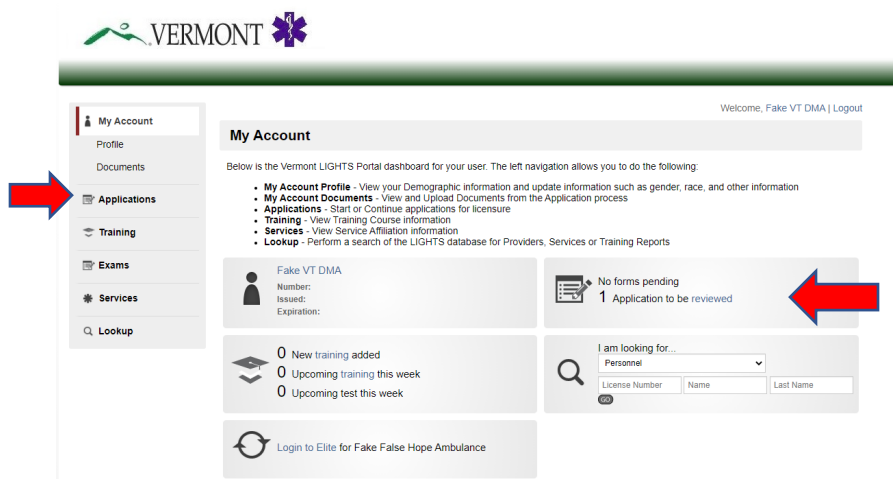
# **Section Five: Training Officer**

### Verifying Continuing Education

If a member of your agency does not hold a National Registry of EMTs certification matching their Vermont license level, they are required to submit documentation of continuing education on their state license renewal application. It is the training officer’s responsibility to review and verify continuing education. When an application is ready for your review, you will receive an email notification from [noreply@imagetrend.com](mailto:noreply@imagetrend.com).

**NOTE:** For AEMTs with a National Registry EMT certification, LIGHTS will only require them to document the 10 hours of gap material between the EMT and AEMT National Continued Competency Requirements.

After logging into your LIGHTS account, select **Applications**, then **Review** from the left-hand navigation menu to reach the screen below. (Alternatively, you can access the application in the top right box by clicking on the “[X] Application(s) to be reviewed” link.)



The name of the application and the applicant will appear in the first dark gray bar. You can review the application by clicking on the **View PDF** link in the Forms section (second dark gray bar).

**Review Applications**

The *Continue* button will be displayed for each form that you need to review.

You can click the grey header bar for any application to expand or collapse the list of forms associated with that license. Additionally, you can use the filters and search box at the top of the page to narrow down which licenses are displayed on this page. After you have entered search criteria, click Go to search for licenses matching your criteria. If you want to view all licenses again, click Clear.

Select Application Status CLEAR

---

**Emergency Medical Technician (EMT) License Renewal Application - (NREMT, Josephine Fake)**

Status: Pending Education Approval      Initiated On: Dec 11, 2020  
 Number: 105009      Issue Date:  
 Level(s): Emergency Medical Technician (EMT)      Expiration Date:  
 Forms: 0 of 2 completed

Forms	Requested	Completed	Action
Emergency Medical Technician (EMT) License Renewal Application	Dec 11, 2020	Dec 11, 2020	View PDF
EMS Training Verification	Dec 11, 2020		Start

The record of continuing education begins on page 3 of the application PDF. It shows a breakdown of the required topics and hours for the license level and the applicant’s completion status. A green circle with a white checkmark indicates that the topic has been completed. A blank circle denotes incomplete topics.

**Continuing Education**

Continuing Education

Check your detailed Training Report to ensure you have not already submitted continuing education for the class. This will result in duplication of hours and will reflect more hours acquired than you actually earned. Not accurately reporting continuing education hours may negatively impact your ability to renew as a Vermont EMS provider.

Click on the **green circle with the white plus-sign** to the right of each topic to enter your training information. **Do not upload course completion certificates in the Add Course box.** Upload course completion certificates in the **Continuing Education Completion Certificates** box at the bottom of the page.

Application Type

Emergency Medical Technician (EMT)	Renewal
------------------------------------	---------

**Supplemental Education**

Renewal EMT: *Pass*

Level Total: 57.00 of 40.00  
Flex Hours: 0.00 of

**Required**

**EMT Renewal - National - Airway/Ventilation**

2.00 Completed	0.00 Remaining	Topic	Required	Completed	Remaining
<b>1.50 Total Requirements</b>		National-Airway-Ventilation	1.00	1.00	0.00
		<b>Course Completed</b>	<b>Credits</b>	<b>Completed On</b>	<b>Document</b>
		Fake training ()	1.00	9/27/21	
		National-Airway-Oxygenation	0.50	1.00	0.00
		<b>Course Completed</b>	<b>Credits</b>	<b>Completed On</b>	<b>Document</b>
		Fake training ()	1.00	9/26/21	

You can find PDFs of the applicant’s course completion certificates between the Continuing Education section and the Self-Disclosed Security Questionnaire.

Continuing Education Certificates

- Fake CE: EMS Plan.docx
- Faker CE: VT EMS District and Agency Leadership.xlsx

Self-Disclosed Security Questionnaire

Once you have verified the training has met all license renewal requirements, close the application PDF. Return to the **Review Applications** page and click on the **Start** button.

Welcome, Fake VT DMA | Logout

### Review Applications

The *Continue* button will be displayed for each form that you need to review.

You can click the grey header bar for any application to expand or collapse the list of forms associated with that license. Additionally, you can use the filters and search box at the top of the page to narrow down which licenses are displayed on this page. After you have entered search criteria, click Go to search for licenses matching your criteria. If you want to view all licenses again, click Clear.

Select Application Status

▼ Paramedic Initial License Application - (Cunningham, Richard Fake)

Status: Pending Agency Verification      Initiated On: Dec 28, 2020  
 Number: E1234567      Issue Date:  
 Level(s): Paramedic      Expiration Date:  
 Forms: 0 of 2 completed

Form	Requested	Completed	Action
Initial Paramedic License Application	Dec 28, 2020	Dec 28, 2020	View PDF
District Medical Advisor Verification	Dec 28, 2020		<input type="button" value="Start"/>

At the next screen, answer the question, record the date, enter your LIGHTS password and click **Submit**.

Welcome, Harry Hopeless | Logout

### EMS Training Verification

Training Officer Verification

▼ Verification and Signature

As Training Officer, you must review the applicant's documentation of continued competency education and attest that the documentation is factual and correct. Please complete this application and submit it to the Vermont EMS office for review.

\*Is the continued competency education documented in this application factual and correct?  
 Yes  
 No

\*Signature Date

\*Training Officer Signature  
 Username: HHopeless  
 Password:

# **Section Six: Instructor/Coordinator**

### Applying for EMS Course Approval

Before starting the course approval application, be sure you have all the necessary information:

- Course syllabus
- List of Instructors and their qualification
- Clinical affiliation agreement(s)
- Plan for student practical examinations

After logging into your account, select **Manage**, then **Courses** from the left-hand navigation menu to reach the screen below.

VERMONT

LIGHTS User Guide | LIGHTS Training Resources | Vermont EMS Website | VTEMS Staff / District Contacts | Class, Exam and Meeting Schedules

Welcome, Richard Cunningham | Logout

Search for any upcoming training courses that have been approved. To view additional details about any course, click the arrow beside the course name to expand details, or click the course name to open a more complete course overview.

### Manage Courses

+ Add New Course | Import Attendees

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

Customized I/C ... X | Select Status | Course Start

Test Date | Select Location | CLEAR

Name	Number	Status	Course Date	Closing Date	Test Date	Instructor	Location	Completed Attendees
No Records								

Records 0-0 of 0 | First | Previous | Next | Last | Page 1 | Per Page 10

Enter the information in the drop-down fields on the Course Details page. Leave the Course Status field blank.

VERMONT

LIGHTS User Guide | LIGHTS Training Resources | Vermont EMS Website | VTEMS Staff / District Contacts | Class, Exam and Meeting Schedules

Welcome, Richard Cunningham | Logout

Search for any upcoming training courses that have been approved. To view additional details about any course, click the arrow beside the course name to expand details, or click the course name to open a more complete course overview.

### Create Course

Course Details

\* Course Type: Initial EMT Course

\* Course Name: Initial EMT Course

Course Status - FOR VTEMS USE ONLY

\* District: District 00 - VTEMS Office

\* Location: Select...

Coordinator: Cunningham, Richard Fake

\* Instructor: Cunningham, Richard Fake

Co-Instructors: Select...

\* Course Medical Director: Walker, Raymond K

**NOTE:** If the Medical Director drop-down field does not include your course’s Medical Director, notify the EMS office so that they may be added.

Fill in the Course Start and End Dates (and Test Date, if known). On the **Allow Registration** section, select both **Public Portal Course Lookup** and **Application Form**.

Set the course registration period and the number of students allowed in the course, enter the course fee, the textbook you are using and then select **Save and Continue (or Save Progress)**. Do not click on the **Finalize Course Creation** button until you have entered all course information.

^ **Dates**

**\* Start Date and Time**

**End Date and Time**

**Test Date**

**Allow Registration**  Public Portal Course Lookup  Application Form  
 Apply the selected license when registering through course lookup    
Selecting any above option will allow attendees to register for the course through Public Portal

**Allow Deregister**  Yes  No  
Turn this setting on to allow attendees to remove themselves from the course registration prior to course start date

**Registration Start**

**Registration End**

**Capacity**   
Public users cannot register for the course once the attendee count has reached this capacity setting

^ **Additional Information**

**\* Course Fee**

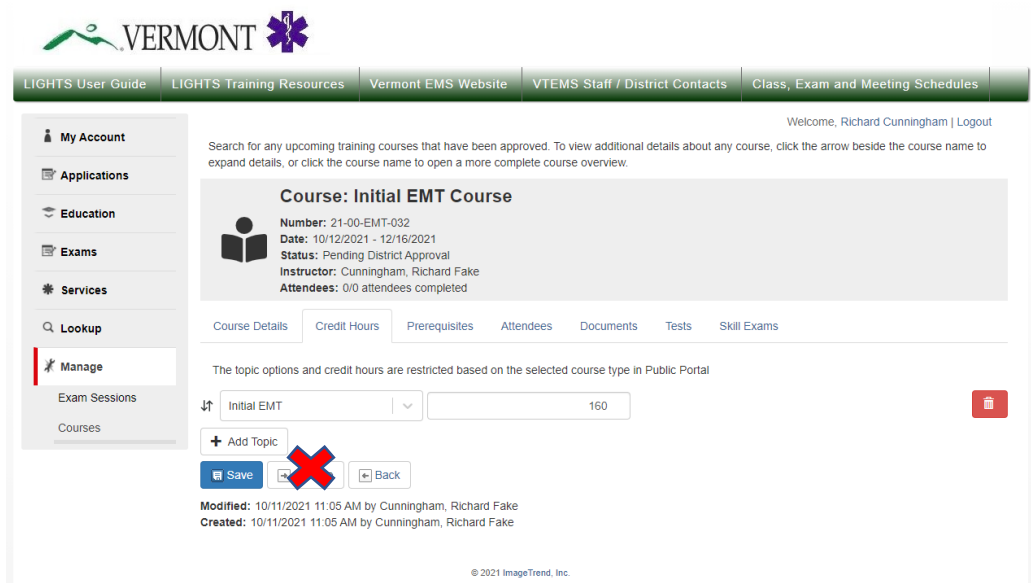
**\* Textbook**

v **Sign Offs**

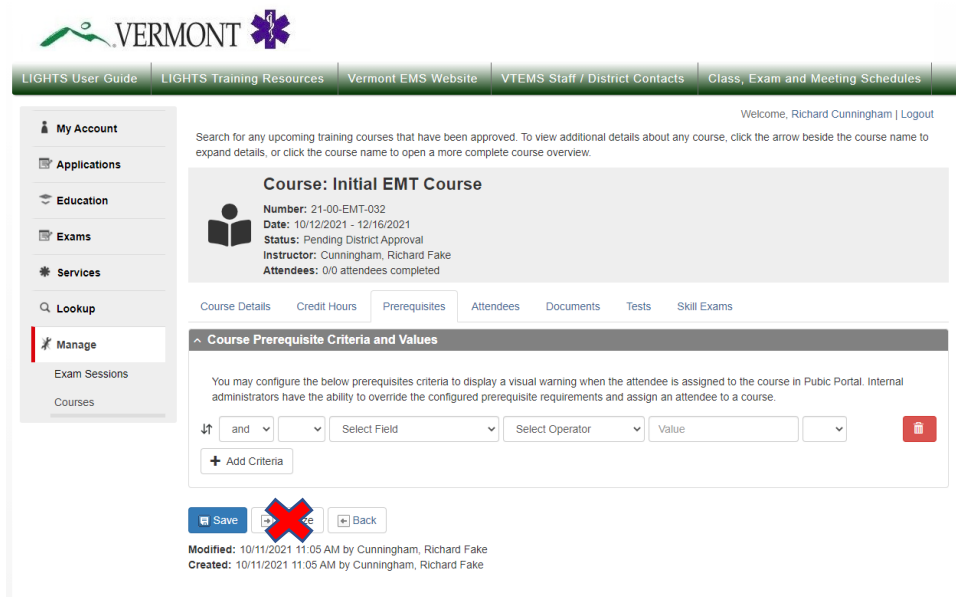
After you have completed the **Course Details** tab, navigate to each of the other tabs across the top of the application. You can save each section and return later **but “finalize” the application only from the Course Details tab and only after completing all tabs.**

On the **Credit Hours** screen, select the course name (Initial EMR, Initial EMT, etc.) from the Topic window and the number of course hours, then click on the **Save and Continue** button. **Do not Finalize the application from this tab.**

**NOTE:** This tab allows you to enter several Topics, but it is only necessary to enter the course name for approval purposes. Your course syllabus should include a schedule showing that all required topics will be covered.



If your students must meet certain qualifications before enrolling in the course, you can use the **Prerequisites** tab to set them. **This tab is optional.**



The **Attendees** tab does not need to be completed during the course approval process.



Your students will be added to your course roster when they submit a **Course Enrollment Notification to EMS Office** application during the course registration window. After that, you must add students to the roster manually from the **Attendees** tab.

To add a student, click on the **Add Attendee** button. A student must have a LIGHTS account before you can add them.

VERMONT

LIGHTS User Guide | LIGHTS Training Resources | Vermont EMS Website | VTEMS Staff / District Contacts | Class, Exam and Meeting Schedules

Welcome, Richard Cunningham | Logout

My Account  
Applications  
Education  
Exams  
Services  
Lookup  
Manage  
Exam Sessions  
Courses

Search for any upcoming training courses that have been approved. To view additional details about any course, click the arrow beside the course name to expand details, or click the course name to open a more complete course overview.

**Course: Initial EMT Course**  
 Number: 21-00-EMT-032  
 Date: 10/12/2021 - 12/16/2021  
 Status: Pending District Approval  
 Instructor: Cunningham, Richard Fake  
 Attendees: 0/0 attendees completed

Course Details | Credit Hours | Prerequisites | **Attendees** | Documents | Tests | Skill Exams

+ Add Attendee

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

Q CLEAR

Name	Registered	Attendee Number	Status	Completed Date	PDF	Application	Attendee Email	Attendee Home Phone
No Records								

Bulk Actions | Records 0-0 of 0 | First | Previous | Next | Last | Page 1 | Per Page 10

Finalize Back

Search for the student, then click on the box to the left of their and click on **Add to Course**.

Please bulk select the users to add them to this course:

hopeless Q Select Age Group Select Service Select Certification Level CLEAR

Name	Birth Date	Email	Public Email	Primary Certification Number	Primary Certification Level	Primary Certification Status	Primary
<input type="checkbox"/> Hopeless, Harry		hopelesssharryvt@gmail.com					

+ Add to Course | Records 1-1 of 1 | First | Previous | Next | Last | Page 1 | Per Page 10

**Do not Finalize the course application from this tab.**

Use the **Documents** tab to upload the course syllabus, the clinical affiliation agreement(s) and any other relevant documents. These documents must be included before your application can be approved.

The screenshot shows the Vermont EMS LIGHTS user interface. At the top, there is a navigation bar with links: LIGHTS User Guide, LIGHTS Training Resources, Vermont EMS Website, VTEMS Staff / District Contacts, and Class, Exam and Meeting Schedules. Below this is a sidebar with menu items: My Account, Applications, Education, Exams, Services, Lookup, and Manage (with sub-items Exam Sessions and Courses). The main content area displays course information for 'Initial EMT Course' (Number: 21-00-EMT-032, Date: 10/12/2021 - 12/16/2021, Status: Pending District Approval, Instructor: Cunningham, Richard Fake, Attendees: 0/0 attendees completed). Below the course info are tabs for Course Details, Credit Hours, Prerequisites, Attendees, Documents, Tests, and Skill Exams. The 'Documents' tab is active, showing a 'Create Document' form with fields for Name (filled with 'Fake syllabus'), Description, Document Type (set to 'Course Syllabus'), and File Upload (with a 'Choose File' button and a list of accepted file types). At the bottom of the form are 'Create' and 'Back' buttons.

Click on the **Documents** tab heading to upload each new document.

LIGHTS allows you to track student results on quizzes and exams. To add a Test, click on the **Add New Test** button. **This tab is optional.**

The screenshot shows the Vermont EMS LIGHTS user interface with the 'Tests' tab selected. The course information is the same as in the previous screenshot. The 'Tests' tab is active, showing a '+ Add New Test' button with a red arrow pointing to it. Below the button is a search bar with a dropdown menu containing letters A through Z and 'ALL'. A table lists test results:

Name	Date	Grading Method	Max Test Score	Last Modified On	Last Modified By
Fake Quiz	10/13/2021	Simple Direct Grading	100	10/11/2021	Cunningham, Richard Fake

Below the table is a pagination control showing 'Records 1-1 of 1' and a 'Back' button with a red 'X' over it.

**Do not Finalize the course application from this tab.**

Fill in the fields using the drop-down options, then click on the **Create** button.

The screenshot shows the Vermont EMS LIGHTS user interface. At the top, there is a navigation bar with links: LIGHTS User Guide, LIGHTS Training Resources, Vermont EMS Website, VTEMS Staff / District Contacts, and Class, Exam and Meeting Schedules. Below this is a sidebar with menu items: My Account, Applications, Education, Exams, Services, Lookup, and Manage (with sub-items Exam Sessions and Courses). The main content area displays course information for 'Initial EMT Course' with details like Number (21-00-EMT-032), Date (10/12/2021 - 12/16/2021), Status (Pending District Approval), Instructor (Cunningham, Richard Fake), and Attendees (0/0 attendees completed). Below the course info are tabs for Course Details, Credit Hours, Prerequisites, Attendees, Documents, Tests, and Skill Exams. The 'Create Test' form is active, with fields for Name (Fake Quiz), Description, Testing Date (10/13/2021), Grading Method (Simple Direct Grading), and Total Score (100). A red arrow points to the 'Create' button. The footer includes copyright information for ImageTrend, Inc. and the Vermont Department of Health - EMS Office.

### Skills Exams

The Skills Exam Module is not yet operational in LIGHTS. Stay tuned for updates.

### **Submitting the Application**


When all course information has been entered and all required documents are uploaded, return to the **Details** tab and click on the **Finalize Course Creation** button.

^ **Additional Information**

* Course Fee	<input style="width: 95%;" type="text" value="Free!!"/>
* Textbook	<input style="width: 95%;" type="text" value="Dr. Seuss"/>

^ **Sign Offs**

Service Director	Not signed
Medical Director	Not signed



💾 Save Progress

➡ Finalize Course Creation

⬅ Back

**Modified:** 10/11/2021 11:54 AM by Cunningham, Richard Fake  
**Created:** 10/11/2021 11:54 AM by Cunningham, Richard Fake

### **District Approval**

The chairperson of the EMS District must verify that the District has reviewed and supports your application. Additionally, your Course Medical Director must verify that he or she has agreed to serve in that role. They will receive an email from LIGHTS with instructions.

When your course is approved, you will receive an email from [noreply@imagetrend.com](mailto:noreply@imagetrend.com) with your course number and other important information. Return to **Manage > Courses** to see a list of all your approved courses.

## Student Enrollment

When a student has successfully enrolled in your course, direct them to create a LIGHTS account (if they don't already have one) at <https://vtems.imagetrendlicense.com/lms/public/portal#/login>. Please ensure they do so before the enrollment period closes.

In the left-hand navigation menu, they must select **Applications**, then open the "Course Enrollment Notification to EMS Office." **Be sure they know the course number.** This will add the student to the course roster in LIGHTS.

VERMONT

Welcome, Harry Hopeless | Logout

**My Account**

Below is the Vermont LIGHTS Portal dashboard for your user. The left navigation allows you to do the following:

- **My Account Profile** - View your Demographic Information and update information such as gender, race, and other information
- **My Account Documents** - View and Upload Documents from the Application process
- **Applications** - Start or Continue applications for licensure
- **Training** - View Training Course Information
- **Services** - View Service Affiliation Information
- **Lookup** - Perform a search of the LIGHTS database for Providers, Services or Training Reports

Harry Hopeless  
Emergency Medical Responder  
Number: 10155888  
Issued: 06/18/2019  
Expiration: 12/31/2020

2 Forms pending completion  
18 Applications to be reviewed

0 New training added  
0 Upcoming training this week  
0 Upcoming test this week

I am looking for...  
Personnel  
License Number Name Last Name

Login to Elite for Fake False Hope Ambulance

VERMONT

Welcome, Richard Cunningham | Logout

**Available Applications**

Begin a new application, or click one of the links in the left menu to work with an application you have already begun.

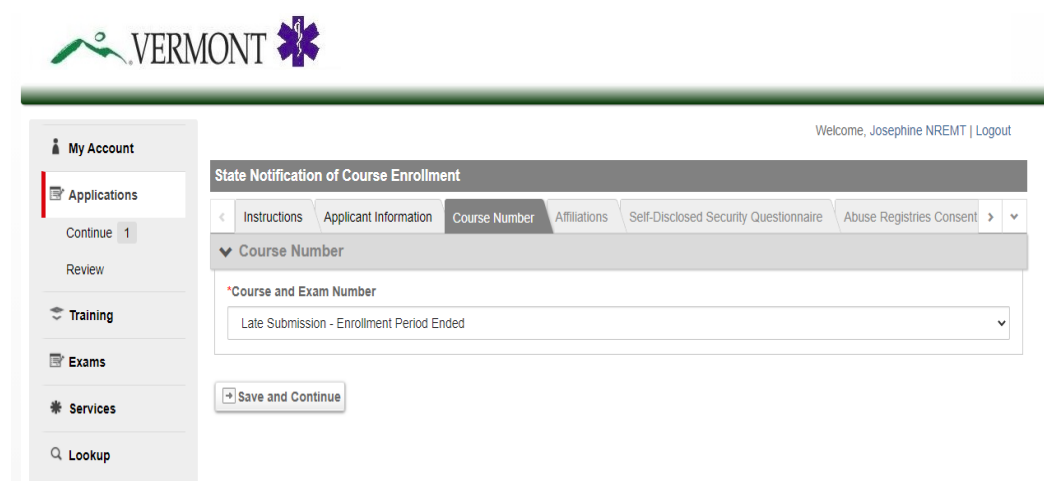
**My Applications** | Service Applications

Cunningham, Richard Fake (E1234567)  
Paramedic  
Issue Date: 12/22/2020  
Expiration Date: 12/31/2022

Applications	Action
<b>Course Enrollment Notification to EMS Office</b> After you enroll in a Vermont EMS course, please complete this form to begin the licensing process. Delay or failure to submit this form will affect your ability to enroll in a practical exam. Click Apply Now to start your application.	Apply Now
<b>Continuing Education Application</b> Use this application throughout your licensure period to submit Continuing Education hours/certificates. At any time, you may run a report in your Vermont LIGHTS profile under "Training" and "Report" to assist you in tracking required hours for renewal of your Vermont license.	Apply Now

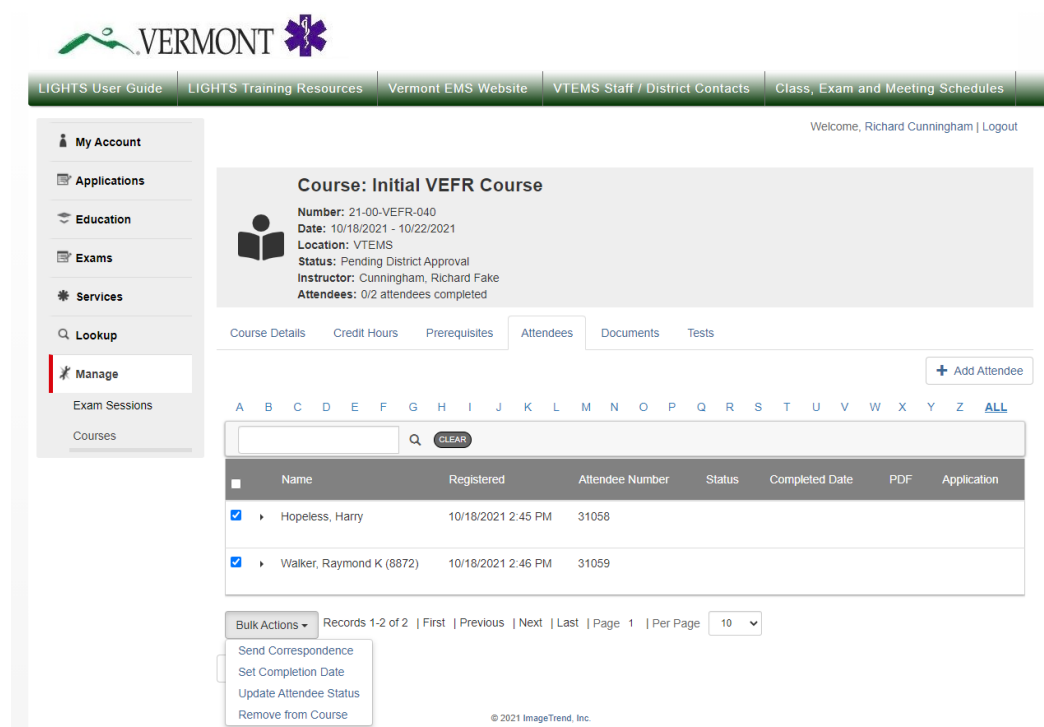
### Late Student Enrollments

Students can select your course number only while the course enrollment window is open. After it closes, students must select “Late Submission – Enrollment Period Ended” as the Course Number, and you must add them to the LIGHTS course roster manually in the **Attendees** tab.



### Student Bulk Actions (Course Completion, Withdrawal, Fail, etc)

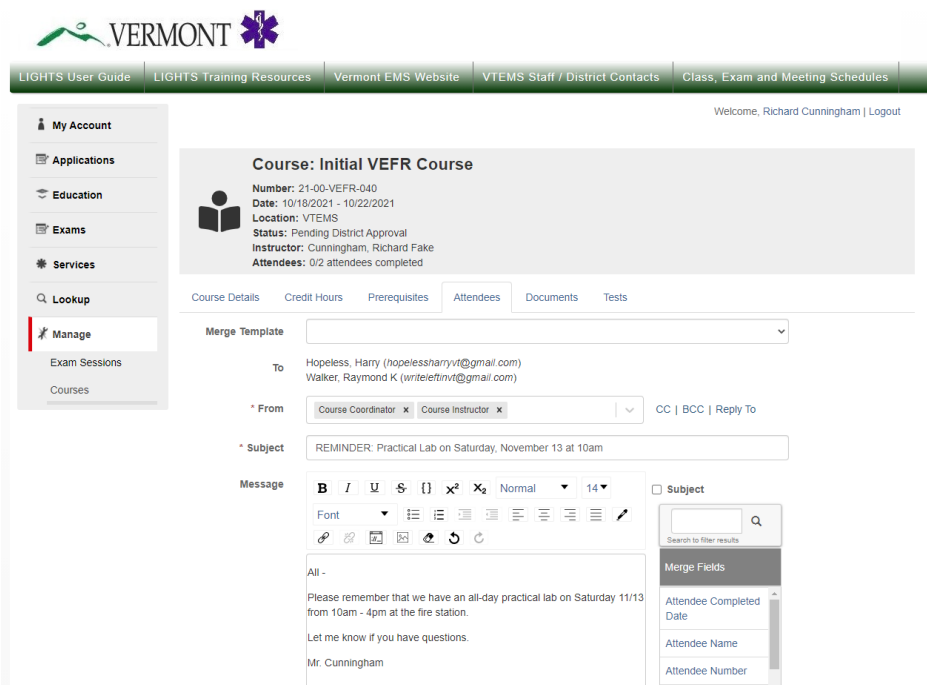
Go to the **Attendees** tab and select student(s) by clicking on the box to the left of their name. Click on the **Bulk Actions** button and select the Action. Some functions can be achieved by more than one option.



### Send Correspondence

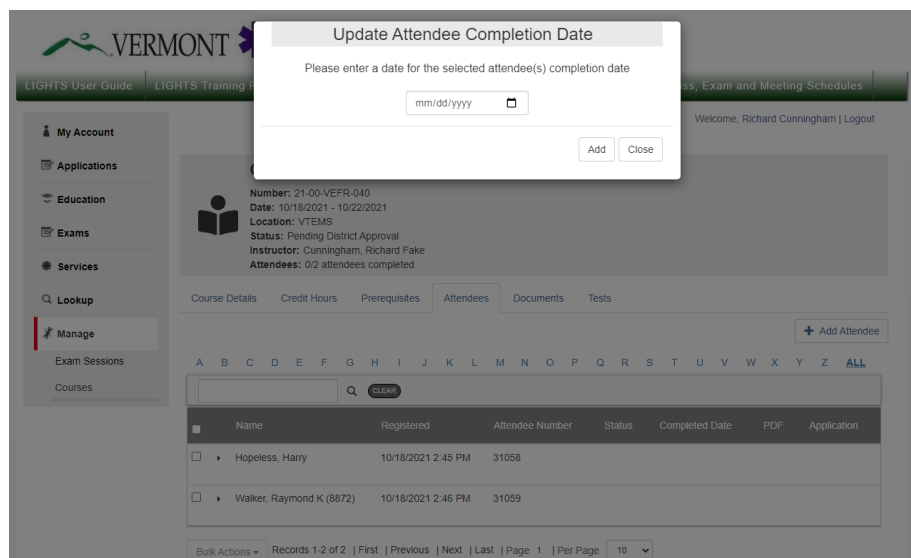
You can use this feature to send bulk emails to your students. Select your role (Course Coordinator, Course Instructor) from the drop-down list in the **From** field, and LIGHTS will identify you as the sender.

If you regularly send a standard email message to students, the EMS Office can help you create a Merge Template.



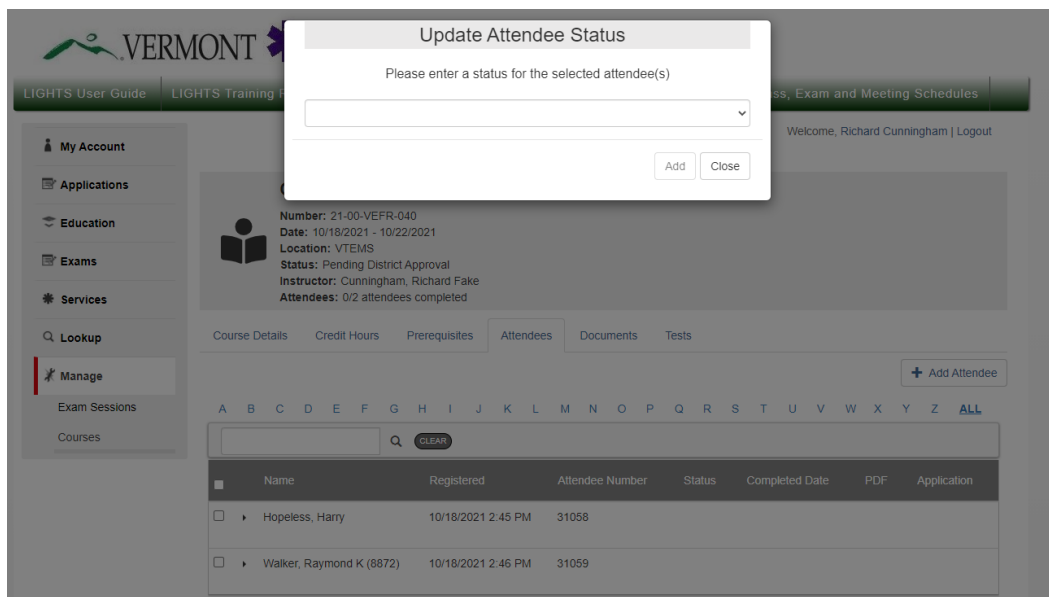
### Set Completion Date

When the course ends, select all students who successfully completed the course then select Set Completion Date from the Bulk Actions drop-down list.



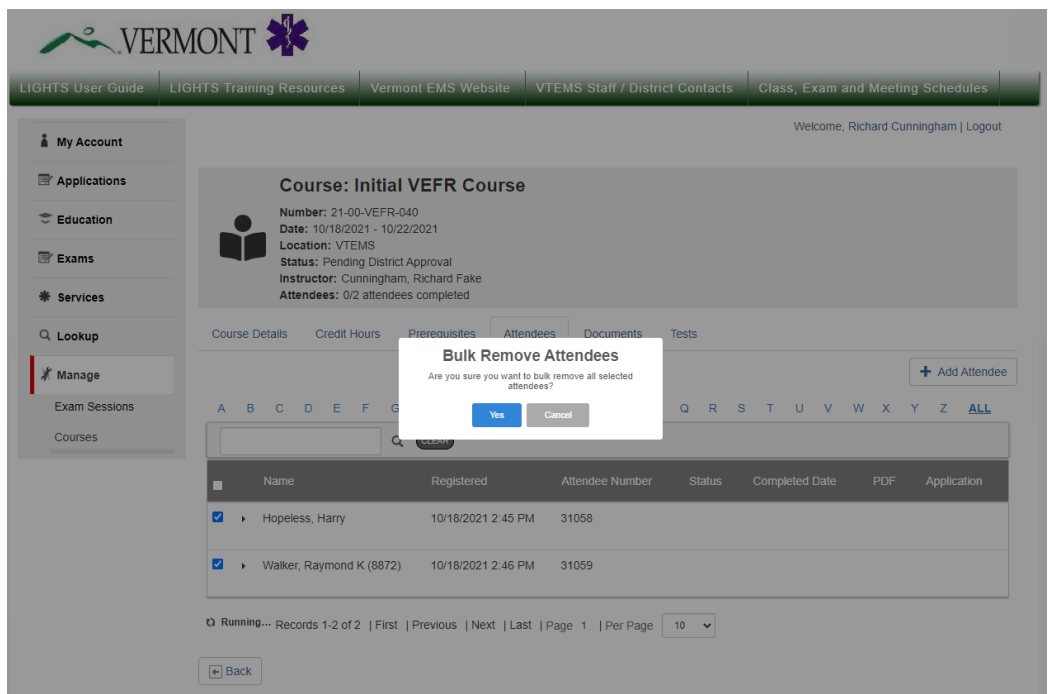
### Update Attendee Status

When a student passes, fails or withdraws from the course, select the student(s) and click on the **Update Attendee Status** in the **Bulk Actions** box.



### Remove from Course

Use this option to delete the student from the course roster.





### Registered Nurse/Physician Assistant/Military Medic Exam Challenge

A Registered Nurse, Physician Assistant or Military Medic can challenge the NREMT exam and obtain a Vermont EMS license without taking a state-approved course as long as a NREMT Program Director verifies to NREMT that the person’s prior training meets the education standards for that license level.

To facilitate verification of the EMR or EMT candidate’s eligibility for the psychomotor exam, an Instructor/Coordinator must create a *RN/PA/Military Medic Exam Challenge* “course”. This course does not need district or EMS office pre-approval and is intended only as a vehicle for the Instructor/Coordinator to tell the EMS office that the candidate is eligible for a EMR or EMT practical exam.

**NOTE:** At the AEMT and Paramedic levels, exam eligibility is arranged entirely and directly with NREMT. There is no state approval component for these levels.

Log into the LIGHTS Public Portal and go to **Manage**, then **Courses**, then click on the **Add New Course** button.

VERMONT

LIGHTS User Guide | LIGHTS Training Resources | Vermont EMS Website | VTEMS Staff / District Contacts | Class, Exam and Meeting Schedules

Welcome, Richard Cunningham | Logout

Search for any upcoming training courses that have been approved. To view additional details about any course, click the arrow beside the course name to expand details, or click the course name to open a more complete course overview.

### Manage Courses

[+ Add New Course](#) [Import Attendees](#)

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

Select Course Type | Select Status | Course Start

Test Date | Select Location | CLEAR

Name	Number	Status	Course Date	Closing Date	Test Date	Instructor	Location	Completed Attendees
Initial EMT Course	21-00-EMT-033	Pending District	10/11/2021		10/20/2021	Cunningham, Richard Fake	VTEMS	0/0

Fill in only the following fields: **Course Type, Course Name, District, Location, Instructor (automatically populated), Start Date and End Date.**

**Create Course**

^ Course Details

\* Course Type

\* Course Name

Course Status - LEAVE BLANK

\* District

\* Location

Coordinator

\* Instructor

Co-Instructors

Medical Director

^ Dates

\* Start Date and Time

End Date and Time

Test Date

Allow Registration  Public Portal Course Lookup  Application Form  
 Apply the selected license when registering through course lookup

Selecting any above option will allow attendees to register for the course through Public Portal

Allow Deregister  Yes  No  
 Turn this setting on to allow attendees to remove themselves from the course registration prior to course start date

Registration Start

Registration End

Capacity

Public users cannot register for the course once the attendee count has reached this capacity setting

[Save & Continue](#) [Back](#)

Click on the **Save and Continue** button.

Select the **Credit Hours** tab at the top of the application and make sure the appropriate topic (RN/PA/Military Gap Material – [EMT, AEMT, Paramedic]) is selected. Click on the **Save** button.

VERMONT

LIGHTS User Guide | LIGHTS Training Resources | Vermont EMS Website | VTEMS Staff / District Contacts | Class, Exam and Meeting Schedules

Welcome, Richard Cunningham | Logout

Search for any upcoming training courses that have been approved. To view additional details about any course, click the arrow beside the course name to expand details, or click the course name to open a more complete course overview.

**Course: RN/PA/Military Exam Challenge - EMT**

Number: RN/PA/Military-EMT-001  
 Date: 10/11/2021 - 10/16/2021  
 Location: VTEMS  
 Status: Pending VTEMS Approval  
 Instructor: Cunningham, Richard Fake  
 Attendees: 0 attendees completed

Course Details | **Credit Hours** | Prerequisites | Attendees | Documents | Tests | Skill Exams

The topic options and credit hours are restricted based on the selected course type in Public Portal

↓ RN/PA/Military Gap Material - ... | 1

+ Add Topic

Save Finalize Back

Modified: 10/12/2021 7:26 AM by Cunningham, Richard Fake  
 Created: 10/12/2021 7:26 AM by Cunningham, Richard Fake

Go to the **Attendees** tab and add the RN/PA/Military Medic(s) to the course roster.

VERMONT

LIGHTS User Guide | LIGHTS Training Resources | Vermont EMS Website | VTEMS Staff / District Contacts | Class, Exam and Meeting Schedules

Welcome, Richard Cunningham | Logout

Search for any upcoming training courses that have been approved. To view additional details about any course, click the arrow beside the course name to expand details, or click the course name to open a more complete course overview.

**Course: RN/PA/Military Exam Challenge - EMT**

Number: RN/PA/Military-EMT-001  
 Date: 10/11/2021 - 10/16/2021  
 Location: VTEMS  
 Status: Pending VTEMS Approval  
 Instructor: Cunningham, Richard Fake  
 Attendees: 0/0 attendees completed

Course Details | Credit Hours | Prerequisites | **Attendees** | Documents | Tests | Skill Exams

+ Add Attendee

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

Name	Registered	Attendee Number	Status	Completed Date	PDF	Application	Attendee Email	Attendee
Hopeless, Harry	10/12/2021 7:32 AM	30946					hopelessharryvt@gmail.com	

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

Finalize Back

Return to the **Course Details** tab and verify all information is correct, then click on the **Finalize Course Creation** button.

**^ Dates**

**\* Start Date and Time** 10/14/2021 [calendar icon] --:-- -- [clock icon]

**End Date and Time** 10/16/2021 [calendar icon] --:-- -- [clock icon]

**Allow Registration**  Public Portal Course Lookup  Application Form  
 Apply the selected license when registering through course lookup [dropdown menu]


Selecting any above option will allow attendees to register for the course through Public Portal

**Allow Deregister**  Yes  No  
Turn this setting on to allow attendees to remove themselves from the course registration prior to course start date

**Registration Start** mm/dd/yyyy --:-- --

**Registration End** mm/dd/yyyy --:-- --

**Capacity** [input field]  
Public users cannot register for the course once the attendee count has reached this capacity setting



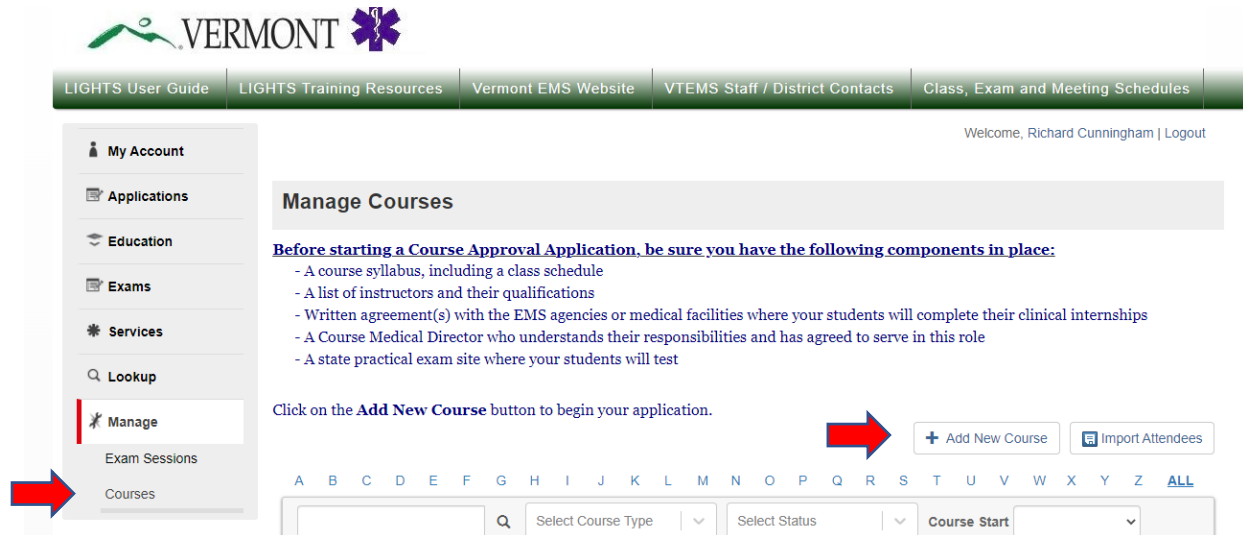
[Save Progress](#) [Finalize Course Creation](#) [Back](#)

**Modified:** 10/12/2021 8:08 AM by Cunningham, Richard Fake  
**Created:** 10/12/2021 8:08 AM by Cunningham, Richard Fake

# **Section Seven: Practical Exam Site Approval and Registration**

**Practical Exam Site Approval**

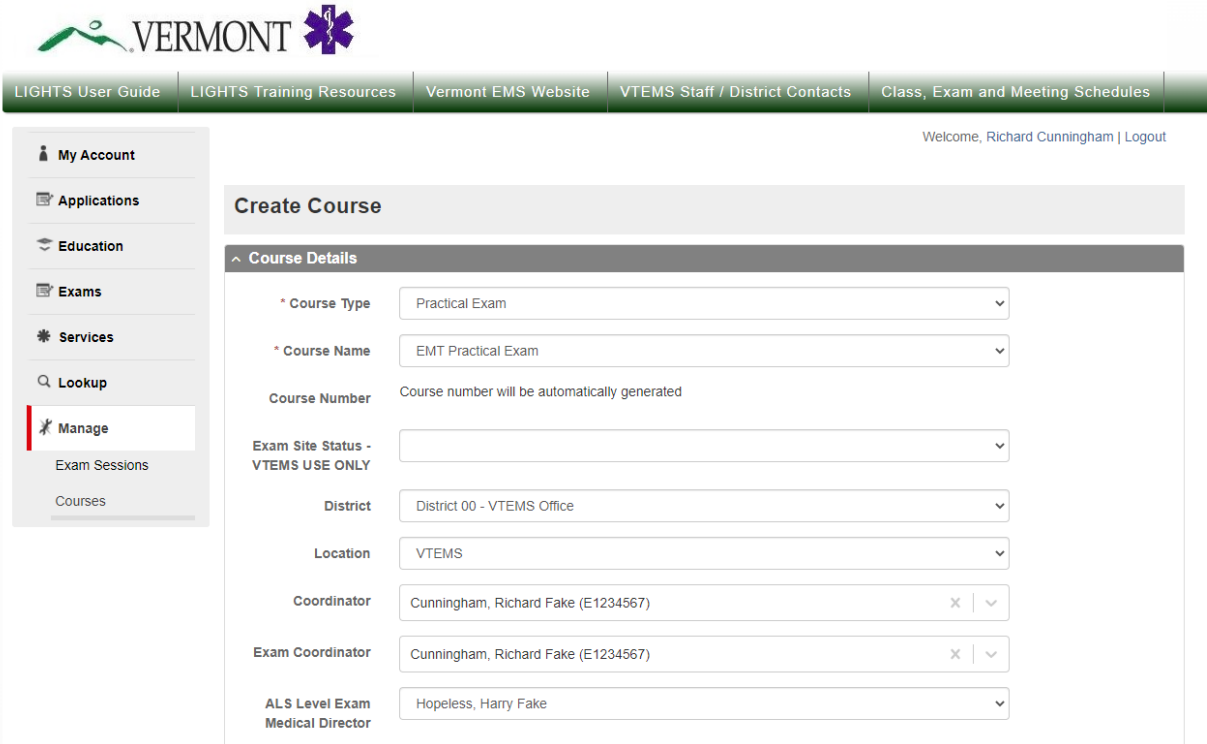
The application process to hold a practical exam site is very similar to applying for EMS course approval. In the left-hand menu, go to **Manage**, then **Courses**, then click on the **Add New Course** button.



In the **Course Type** field, select **Practical Exam**. In the **Course Name** field, select the exam site level.

**NOTE:** You will need to create a separate exam session for each level testing at the exam site.

For instance, if the site will be testing EMRs, EMTs and AEMTs, you will need to create an EMR session, an EMT session and an AEMT session.



If the exam site location does not appear in the **Location** drop-down list, select **“Add New Practical Exam Site”** and then enter the exam location in the **Description** field.

LIGHTS User Guide | LIGHTS Training Resources | Vermont EMS Website | VTEMS Staff / District Contacts | Class, Exam and Meeting Schedules

Welcome, Harry Hopeless | Logout

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Courses

**Create Course**

**Course Details**

\* Course Type: Practical Exam

\* Course Name: AEMT Practical Exam

Course Number: Course number will be automatically generated

Exam Site Status - VTEMS USE ONLY: [Dropdown]

District: District 00 - VTEMS Office

Location: Add New Practical Exam Site (Enter address in Description field)

Coordinator: Hopeless, Harry Fake

NREMT Exam Rep (Assigned by VTEMS): Select...

Exam Medical Director (ALS Exams Only): Cunningham, Richard Fake

Description: Vermont Training Academy, 108 Cherry Street, Burlington

In the **Dates** section, enter the **Exam Date** in the **Start Date** field. Leave the **End Date**, **Closing Date** and **Test Date** fields blank. For **Allow Registration**, select both *Public Portal Course Lookup* and *Application Form*. Enter the registration date window and the enrollment capacity for the specified exam level only. Click on **Save and Continue**.

**Dates**

\* Start Date and Time: 11/27/2021

End Date and Time: mm/dd/yyyy

Closing Date: mm/dd/yyyy  
After this date, the course details will not be editable on the public portal.

Exam Date: mm/dd/yyyy

Allow Registration:  Public Portal Course Lookup  Application Form  
 Apply the selected license when registering through course lookup  
Selecting any above option will allow attendees to register for the course through Public Portal

Allow Deregister:  Yes  No  
Turn this setting on to allow attendees to remove themselves from the course registration prior to course start date

Registration Start: 11/21/2021

Registration End: 11/26/2021

Capacity: 25  
Public users cannot register for the course once the attendee count has reached this capacity setting

Save & Continue | Back

When the screen refreshes, scroll down to the **Additional Information** section. Use this section to enter your fees and payment portal hyperlink, if applicable.


^ **Additional Information**

Exam Fee (for this level)	
Retest Fee (per skill station)	
Payment Portal Hyperlink	

It is not necessary to complete any of the remaining tabs on this application. However, if you wish to limit the enrollment to certain courses, you can use the **Prerequisites** tab. Contact the EMS Office if you need assistance.

At the bottom of the next page, click on the **Finalize Course Creation** button.

Medical Director    Not signed



☰ Save Progress

➔ Finalize Course Creation

⬅ Back

**Modified:** 11/22/2021 8:11 AM by Cunningham, Richard Fake  
**Created:** 11/22/2021 8:11 AM by Cunningham, Richard Fake

### **District and Exam Medical Director Sign-off**

Once you have submitted your exam site approval request, LIGHTS will send an automated email to the District Chairperson who must verify that the district supports holding the exam site in their district.

All AEMT and Paramedic exam sessions must have an Exam Medical Director. This person must be an emergency physician and must be available in person or by phone for the duration of the exam site to advise skills evaluators and settle any disputes over scoring or results. They must attest that they agree to serve in this role. EMR and EMT level exam sites do not require an Exam Medical Director.

The District Chairperson and Exam Medical Director will sign the application the same way they sign off on course approvals.

### **Candidate Enrollment in an Exam Site**

Exam candidates enroll in a practical exam site by submitting a **Practical Exam Registration Application** accessed from **Applications** in their LIGHTS Public Portal. Instructions for the candidate appear in Section One of this User Guide.



If an instructor is the Exam Coordinator for the exam site, they may register their own EMR and EMT students directly using the **Add Attendee** tab. These students are not required to submit a Practical Exam Registration Application.

All AEMT and Paramedic students must complete the Practical Exam Registration Application and provide their NREMT Practical Authorization to Test (PATT) number.

**NREMT Cognitive Exam Fee Payment**

Students who are eligible for a state EMS license may request payment of their NREMT cognitive exam fee using the **NREMT Cognitive Exam Fee Payment Request** application found in **Applications** on the student's LIGHTS Public Portal. They must have a NREMT Application Confirmation ID Number to qualify for fee payment.

# **Section Eight: District Support for EMS Courses and Practical Exam Sites**

When an EMS Instructor/Coordinator applies to hold a course or practical exam site in your district, the District Chairperson and the Course/Exam Medical Director will receive an email from [noreply@imagetrend.com](mailto:noreply@imagetrend.com) notifying them that a request to review the course approval application is awaiting a response.

### **District Chairperson Responsibilities**

The District Chairperson must indicate the EMS District's support for the course or practical exam site. In LIGHTS, the District Chair is referred to as the **Service Director**.

### **Course and Exam Medical Director Responsibilities**

All EMS courses leading to a state license must have a Course Medical Director. If you will serve in this role, you are the ultimate medical authority for the course.

Your primary responsibility is to verify students' cognitive and skill competence, but you are also a liaison to the medical community. As such, you can deepen the students' understanding of course topics and their important role in the health care system by bringing in specialists, teaching classes and creating clinical and field opportunities.

All advanced level practical exam sites (AEMT and Paramedic) must have an Exam Medical Director who is available for the duration of the exam site to advise skill evaluators and help resolve issues such as disputed exam results.

### **Approval Process**

Access the application in the menu on the left side of the Portal home screen under **Manage**, then **Requests**. Click on the course name hyperlink to open the course record.



Welcome, Raymond Walker | Logout

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- Lookup
- Manage**



Courses

### Manage Courses

**Before starting a Course Approval Application, be sure you have the following components in place:**

- A course syllabus, including a class schedule
- A list of instructors and their qualifications
- Written agreement(s) with the EMS agencies or medical facilities where your students will complete their clinical internships
- A Course Medical Director who understands their responsibilities and has agreed to serve in this role
- A state practical exam site where your students will test

Click on the **Add New Course** button to begin your application.

[+ Add New Course](#) [Import Attendees](#)

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](#)

Name	Number	Status	Course Date	Closing Date	Test Date	Instructor	Location	Completed Attendees
Initial EMT Course	21-01-EMT-035	Pending District Approval	11/01/2021 9:00 am		05/01/2022	Choate, Derek Carlos	Add New Course Location (Use Description field for address)	0/0
Initial EMT Course	21-00-EMT-032	Pending District Approval	10/12/2021		12/18/2021	Cunningham, Richard Fake		0/1



Records 1-2 of 2 | [First](#) | [Previous](#) | [Next](#) | [Last](#) | Page 1 | Per Page 10

Review the tabs across the top of the application.



Welcome, Raymond Walker | Logout

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### Course: Initial EMT Course



**Number:** 21-00-EMT-032  
**Date:** 10/12/2021 - 12/16/2021  
**Status:** Pending District Approval  
**Instructor:** Cunningham, Richard Fake  
**Attendees:** 0/1 attendees completed

[Course Details](#) | [Credit Hours](#) | [Prerequisites](#) | [Attendees](#) | [Documents](#) | [Tests](#)



Return to the Course Details tab to the **Sign Offs** section, then click on the **Sign** button below your role.

**NOTE:** For course approval purposes, the District Chairperson is called the Service Director in LIGHTS

**Do NOT click on the Save button.**

^ Sign Offs

Service Director \* Username rwalker

\* Password .....

➔ Sign

Medical Director \* Username rwalker

\* Password .....

➔ Sign

~~Save~~ Back

Modified: 10/11/2021 11:05 AM by Cunningham, Richard Fake

Created: 10/11/2021 11:05 AM by Cunningham, Richard Fake