Vermont EMS LIGHTS

(Licensing InteGrated with otHer daTa Systems)

User Guide

Version 1.2
June 2021

Table of Contents

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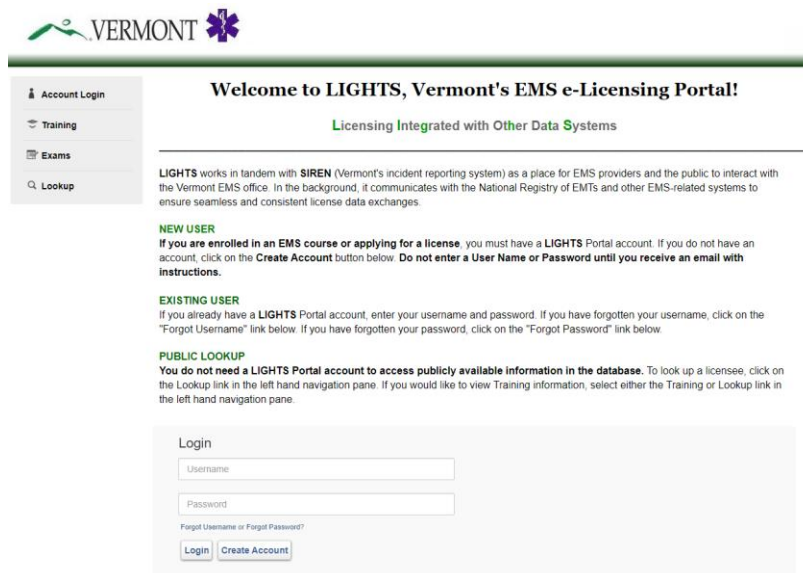
Browsers
The Vermont LIGHTS system operates best in Google Chrome but will function in other browsers. If you have difficulty with functionality, try using a different browser before seeking technical assistance.
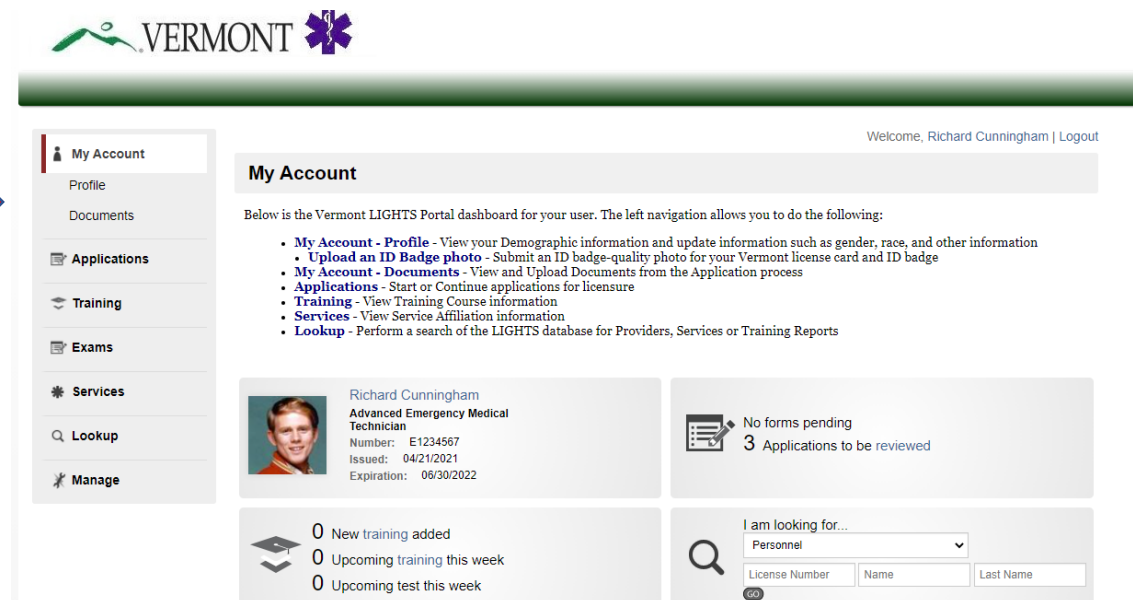
Section One:
Getting Started

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.
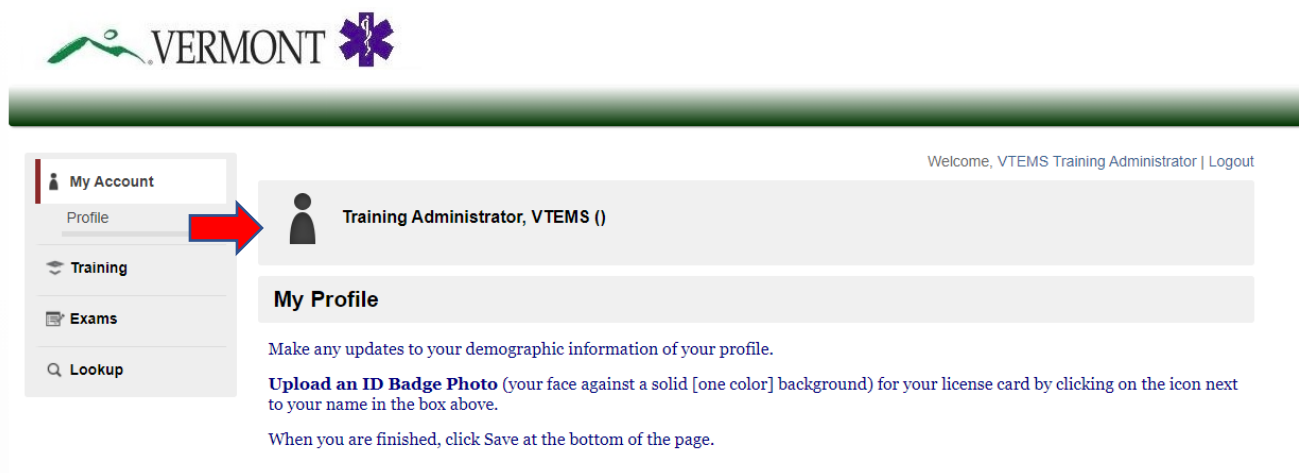
Section Two:
Head of Service

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

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 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.

At the next screen, answer the question, record the date, enter your LIGHTS password and click **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
Removal of Ambulance Vehicle from Agency Fleet This application is used to remove an ambulance vehicle from an agency's fleet.	Apply Now
Temporary Ambulance Vehicle License Application 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
Initial Agency License Application This application is used for an initial license to start an ambulance or first responder service.	Apply Now
Critical Care Paramedic Endorsement Application (Agency) This form is to be used by a Paramedic agency to receive a CCP endorsement	Apply Now
Agency License Level Change Application 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
Agency License Renewal Application This application is used to renew an existing EMS agency license	Apply Now
Update Agency Personnel / Officers / Positions Use this form to add and remove personnel and update officers and position assignments.	Apply Now

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.

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.

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

Fake False Hope Ambulance

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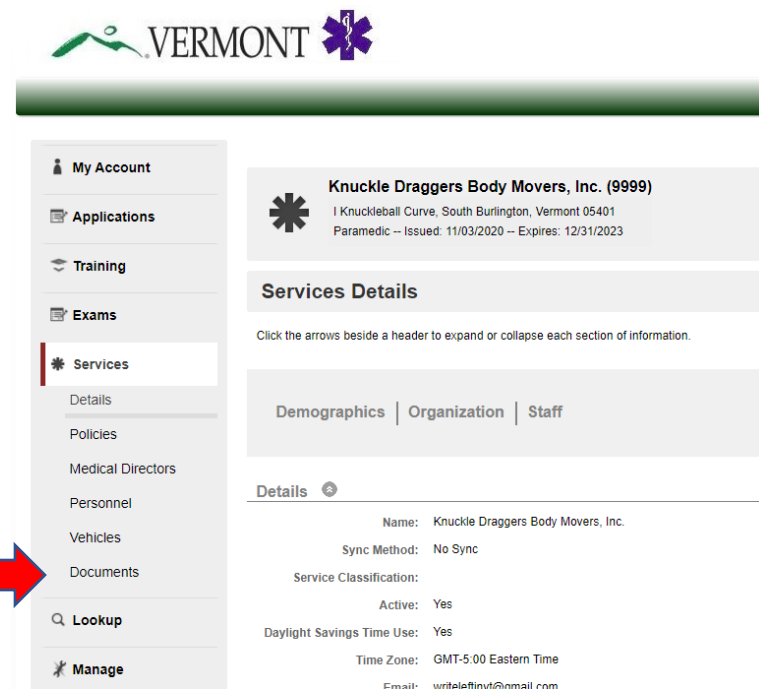
*****Vehicle Information (Please click the green + symbol at the end of this box to add vehicle information)**
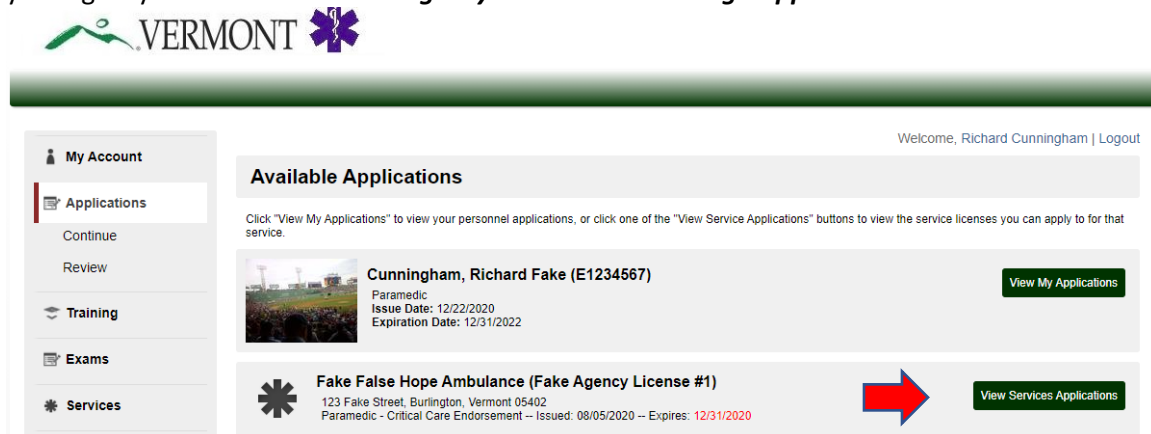
Find	➕

⮕ 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.

<u>NOTE</u>: 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.

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.

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."*

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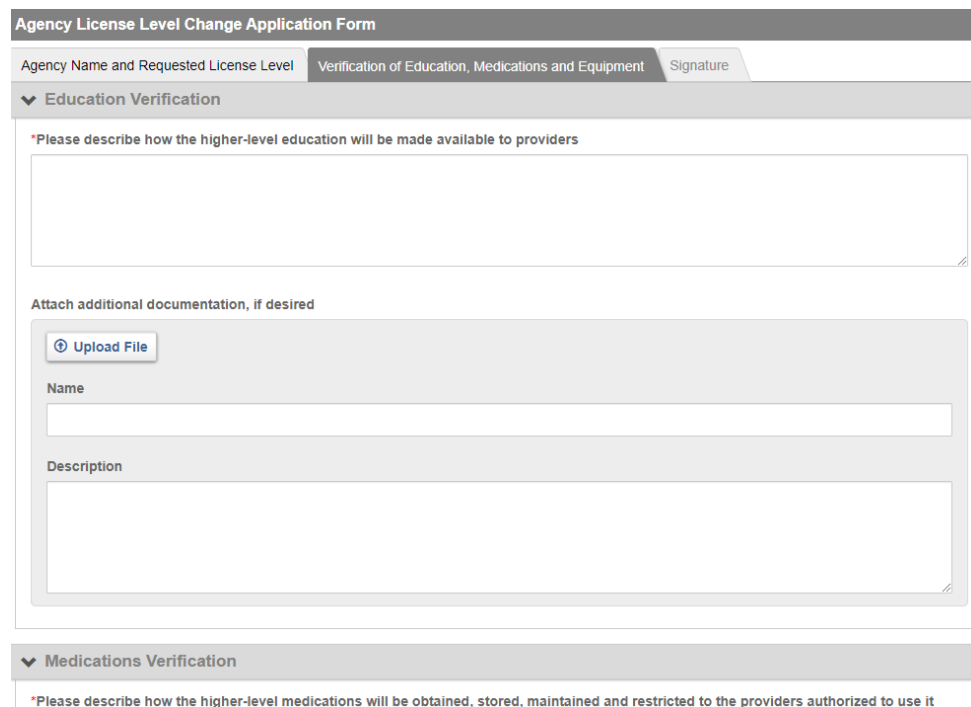
On Upgrade applications, a new tab will appear on the application. On the new tab, describe how the agency will obtain the necessary training, supplies, medication and equipment. If you wish, you may upload additional documents. Click on **Save and Continue** (at the bottom of the page), then sign and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

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.**

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.

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.

Demographic and Organization information should not change often, but if they do, please contact the EMS office to update the record. Update the Staff information using the *"Update Personnel/Officers/Positions"* form in **Applications.**

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
Removal of Ambulance Vehicle from Agency Fleet This application is used to remove an ambulance vehicle from an agency's fleet.	Apply Now
Temporary Ambulance Vehicle License 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
Initial Agency License This application is used for an initial license to start an ambulance or first responder service.	Apply Now
Critical Care Paramedic Endorsement (Agency) This form is to be used by a Paramedic agency to receive a CCP endorsement	Apply Now
Agency License Level Change 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
Agency License Renewal This application is used to renew an existing EMS agency license	Apply Now
Update Agency Personnel / Officers / Positions Use this form to add and remove personnel and update officers and position assignments.	Apply Now

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

Optimistic Ambulance Agency, Inc.

Please select "Paramedic - Critical Care Endorsement" below.

*Requested License Level
◉ Paramedic - Critical Care Endorsement

→ Save and Continue

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

⊕ Upload File

*Name

⬚ Save and Continue

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@imagetrend.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.

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 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.)

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**.**

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

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 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.)

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.

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

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

| mm/dd/yyyy | 🗓 | Today |

*District Chair Signature

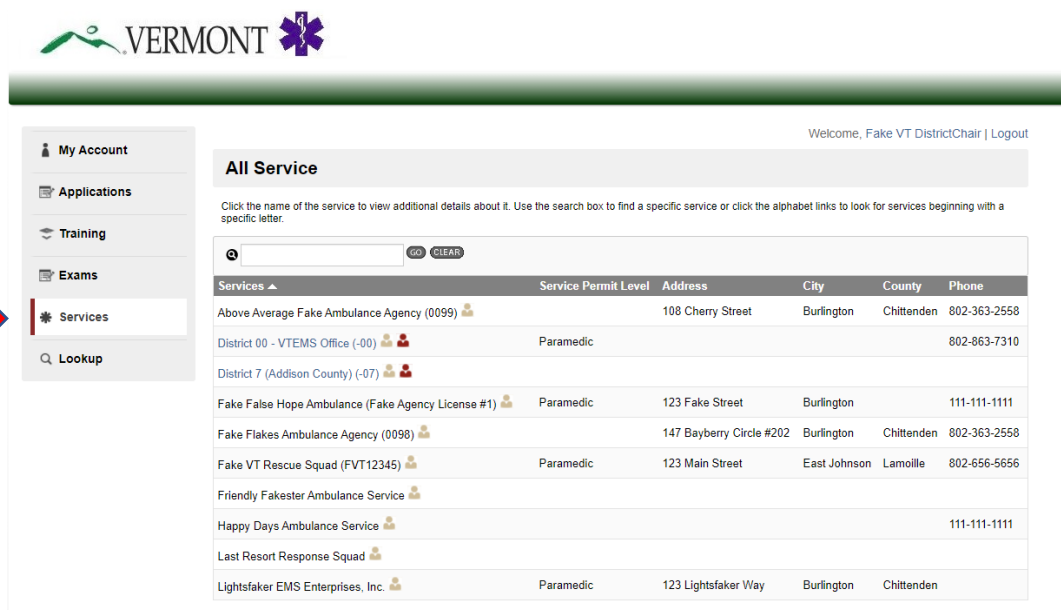Username: FVTDistrictChair

Password: [   ]

☑ Submit

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**.

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.

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

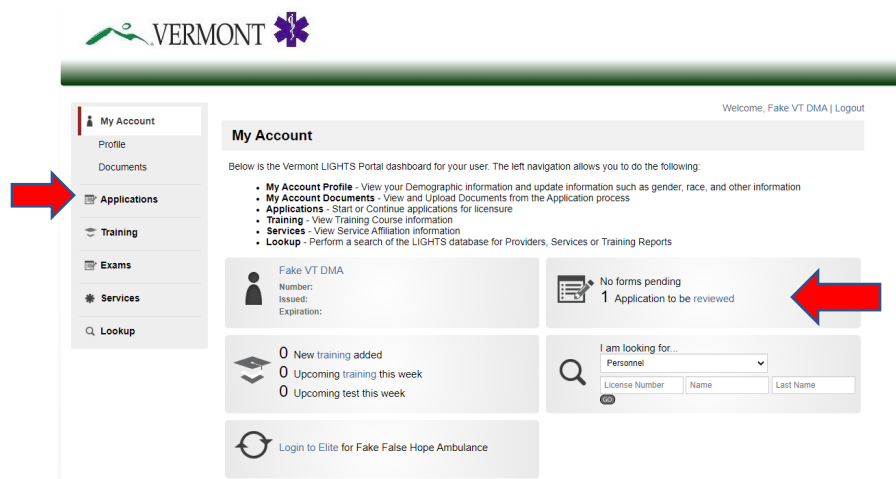All changes will become effective immediately.

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.

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 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). To initiate the affiliation verification, click on the **Start** button.

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, followed by a Training History section (training name, date, location and topic) and PDFs of continuing education certificates.

Continuing Education

Continuing Education
Do NOT upload your Certificates in each Training record. Please upload ALL Certificates using the File Upload at the bottom of this page.

Supplemental Training

Applying Level: Emergency Medical Technician (EMT)

Training Requirements: Complete

∧ EMT Renewal - National - Airway/Ventilation

Topics	Required	Max	Completed	Remaining
National-Airway-Ventilation	1.00	-	1.00	0.00
National-Airway-Oxygenation	0.50	-	1.00	0.00
Requirement Total:	**1.50**	**-**	**1.50** *(0.50)*	**0.00**

+ Add Training

AND

∧ EMT Renewal - National - Cardiovascular

Topics	Required	Max	Completed	Remaining
National-Cardiovascular-Post Resuscitative Care	0.50	-	1.00	0.00
National-Cardiovascular-Stroke	1.00	-	2.00	0.00
National-Cardiovascular-Cardiac Arrest	2.00	-	2.00	0.00
National-Cardiovascular-Pediatric Cardiac Arrest	2.00	-	2.00	0.00
National-Cardiovascular-VADs	0.50	-	1.00	0.00
Requirement Total:	**6.00**	**-**	**6.00** *(2.00)*	**0.00**

+ Add Training

AND

Training History:
Trainings from 12/22/18 to 12/22/20 are valid towards the above requirements.

Course Name	Date	Location	Certificate	Topic Hours
Fake	2/21/20			EMR-State/Local District/Agency Specific Topic - 1.00
Fake	2/21/20			EMR-Individual Topic - 4.00
Instructor/Coordinator Course	6/6/19	Chelsea Fire Department		Instructor/Coordinator Initial Course - 40.00

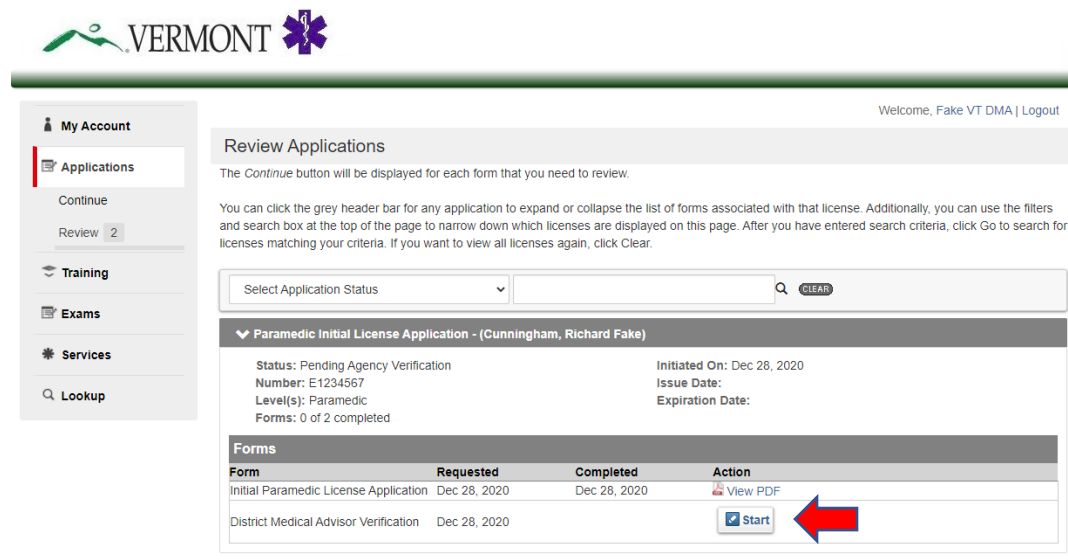**Continuing Education Certificates**
☑ Fake CE: EMS Plan.docx
☑ Faker CE: VT EMS District and Agency Leadership.xlsx
Self-Disclosed Security Questionnaire

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.

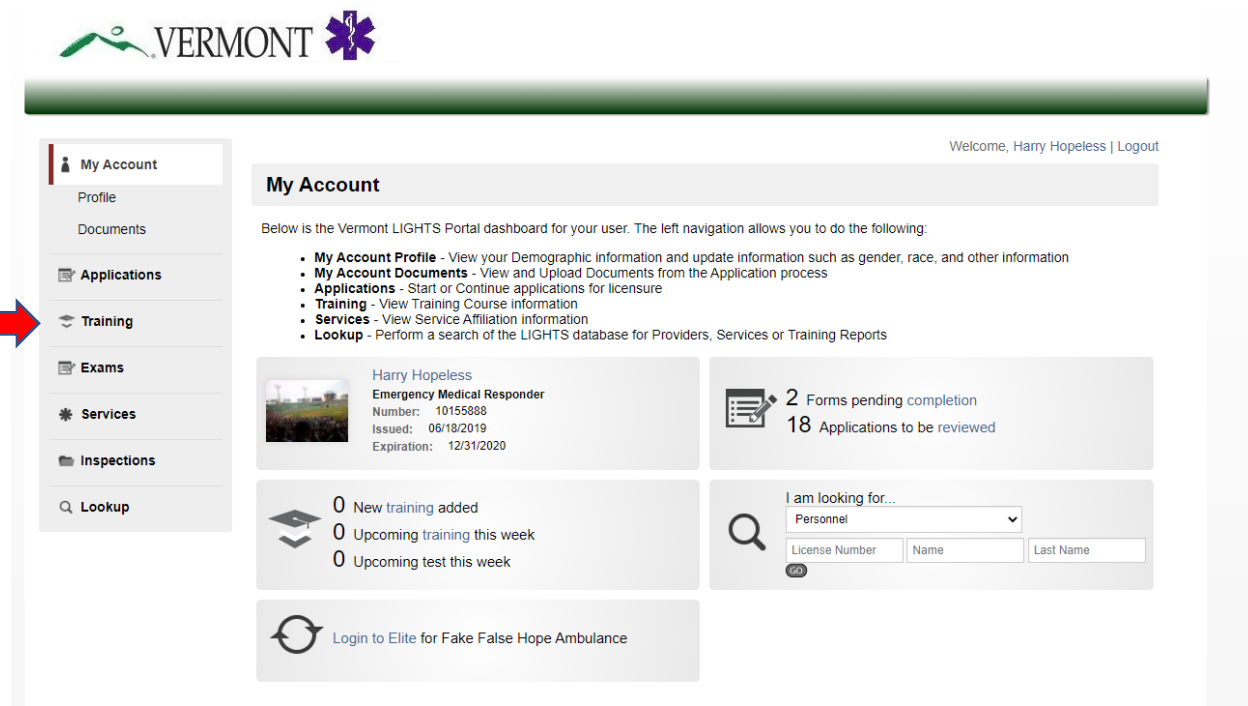At the next screen, answer the question, record the date, enter your LIGHTS password and click **Submit.**

Section Six:
Instructor/Coordinator

Applying for EMS Course Approval

After logging into your account, select **Applications**, then **Training** from the left-hand navigation menu to reach the screen below. At the next screen, select **Manage Courses** (or **Requests)**, then click on the **Apply for Course Approval** button.

Before starting the course approval application, be sure you have all the necessary information listed below.

The current version of the Training Module in LIGHTS has some limitations, and not all fields below are relevant to Vermont EMS courses. Pay close attention to the instructions about how to complete this section. *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.* When you have entered all the information, click on the **Save and Continue** button.

Dates

Multiple Dates:	Yes ○ No ●
	Selecting "Yes" will add the Multiple Dates tab allowing you to replicate this training for multiple dates
* **Start Date and Time:**	mm / dd / yyyy ▦Today
End Date and Time:	mm / dd / yyyy ▦Today
Test Date:	mm / dd / yyyy ▦Today
Allow Registration:	○Yes ●No
	Selecting 'Yes' will allow public users to register for this class.
Attendee Signup Start:	mm / dd / yyyy ▦Today
Attendee Signup End:	mm / dd / yyyy ▦Today
Attendee Max Count:	
	Public users can not register for the training once the max count has been reached.

Additional Information

Course Fee:	
Textbook:	

Notes

Internal Note:	

Training Coordinated By: Richard Cunningham

* required

[🖫 Save and Continue] [Cancel]

On the next screen, select the course name from the Topic window and the number of course hours, then click on the **Save and Continue** button.

VERMONT ✚

My Account

Applications

Training
  Manage Courses
  Requests
  Registrations
  Report

Exams

Services

Lookup

Manage

Request Training

Before starting this application, be sure you have the following components in place:

- A course syllabus
- A list of instructors and their qualifications
- Clinical affiliation agreement(s)
- Course Medical Director
- Exam Site where your students will complete the practical exam

Details | **Topical Hours** | Documents | Tests | Confirmation

For the course being requested, please select a Topic from the drop down menu and enter the number of hours to be completed for the course.

When you have completed this section, click on the **Save and Continue** button at the bottom of the page to move to the Documents section.

[Add Topic]

Topics	Completed Hours	
--- Topic --- ▾		⊖

[🖫 Save and Continue] [Cancel]

Use the next screen to upload the Course Syllabus, a list of your instructors (if applicable) and the clinical affiliation agreement(s) for student clinical internships and patient contacts. These documents must be included before your application can be approved. When all documents are uploaded, click on the **Save and Continue** button.

The next screen provides the option for attaching Tests to your application. This page is not required but is available for your use.
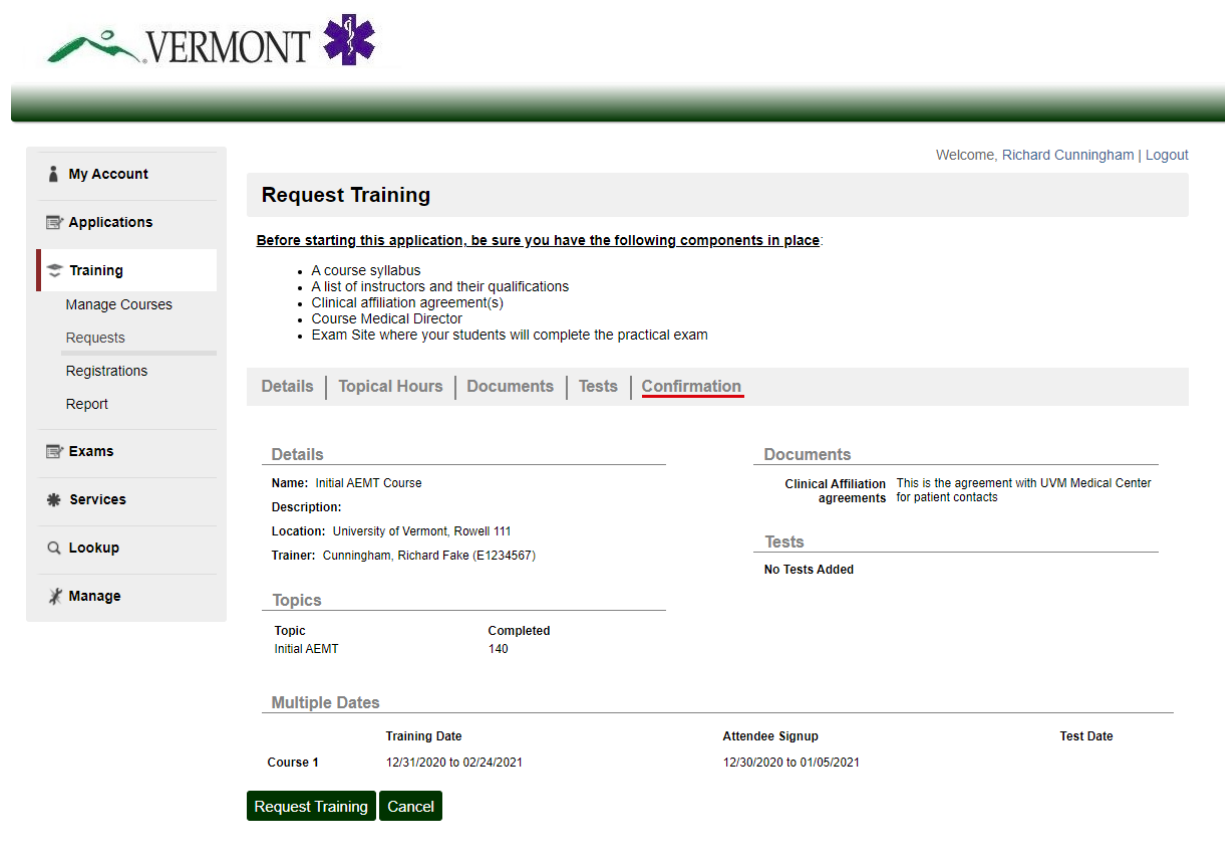
Use the next screen to review the components of your application. If you need to revise a section, click on the header in the light gray bar (Details, Topical Hours, Documents, Tests) to return to that page. If the application is complete, click on the **Request Training** button.

District Approval

The chairperson of the EMS District (Training Sponsor) 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 with your course number and other important information.   Return to **Manage Courses** on the main **Training** page 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 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.

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.

Manual Roster Entries

In the left-hand menu from your home screen, select **Training > Manage Courses,** then select the course.

Select **Attendees**. Under the <u>Add Attendees</u> header, enter the student's name and click on the **GO** button. Click on the **Add Selected Providers** button, then the **Save Training Roster** button. Do not enter a date in the *Completed On* field.

NOTE: A student must have a LIGHTS account to be added to the Course Roster.

Course Completion Verification

Use the bottom section of this page to manage the roster, including the students' Pass/Fail statuses, then click on the **Save Training Roster** button. This information will be used to verify your students' eligibility to register for the practical examination.

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 at these levels.

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

Fill in only the following fields: **Course Type, Course Name, Location, Trainer, Start Date, End Date.**

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

Enter the Topical Hours

Add New Training

Record the details of the training you want to add to the system.

Details | **Topical Hours** | Documents | Tests | Confirmation

View and update the number of hours that are applicable to each topic for this training.

[Add Topic]

Topics	Completed Hours	
RN/PA/Military Gap Material ⌄	* 8	⊖

[💾 Save and Continue] [Cancel]

Continue through the tabs, as appropriate, hitting the **Save and Continue** button at the end of each screen until you reach the *Confirmation* screen, then click on the **Add Training** button.

Add New Training

Record the details of the training you want to add to the system.

Details | Topical Hours | Documents | Tests | **Confirmation**

Details
Name: RN/PA/Military Medic Exam Challenge
Description:
Location: VTEMS
Trainer: Walker, Raymond K (8872)

Documents
No Document Uploaded

Tests
No Tests Added

Topics
Topic	Completed
RN/PA/Military Gap Material	8

Multiple Dates

	Training Date	Attendee Signup	Test Date
Course 1	03/29/2021 to 03/29/2021		

[Add Training] [Cancel]

Click on the relevant course name, use the Search function to find the candidate(s), then click on the **Add Selected Providers** button.

RN/PA/Military Medic Exam Challenge (RN/PA/Military-008)
Training Date: 03/29/2021
Attendees: 0 of 0 completed
Last Updated: 03/29/2021

Training Attendees

To add attendees, begin typing their names in the *Search Providers* box and select the appropriate name when it appears. To save a date of completion and status to all new attendees, enter the information before you click *Save*. Alternatively, after you click *Save* the providers will be added and you can add this information individually to each attendee.

Details | Topical Hours | Attendees | Documents | Tests | Skill Exams

To make additions to this course attendee roster, search for providers with the text box below, check them, and then click 'Add Selected Providers'.
You can search by name, email, or certification number.

Add Attendees

Completed On: mm / dd / yyyy Today

Search Provider to Add to Training:	lightsfaker	GO CLEAR	
Full Name	**Email**	**Certification Number**	**Birth Date**
☐ Lightsfaker MD, Doctor Fake	None	None	None
☑ Lightsfaker, Abigail	abiyy3515@gmail.com	105012	07/24/1997
☐ Lightsfaker, Alan	alan@uppervalleyambulance.com	105020	05/14/1967
☑ Lightsfaker, Carl	carl.matteson@gmail.com	105019	09/30/1973
☐ Lightsfaker, Charlene	luvtwins30@gmail.com	105015	12/30/1974
☐ Lightsfaker, Chelsea Danger	chelsea.dubie@vermont.gov	105024	09/17/1987
☐ Lightsfaker, Chris	chris@netsvt.com	105016	10/23/1966
☐ Lightsfaker, Dan	dwolfson2@gmail.com	None	12/04/2020
☐ Lightsfaker, Dan	wolfsondaniel@yahoo.com	None	11/16/2020
☑ Lightsfaker, Donna Doofus	vttoad05452@yahoo.com	111222	12/10/2020

Records 1-10 of 17 | First | Previous | Next | Last | Page 1 ⌄ | Per Page 10 ⌄

Add Selected Providers   ⚠ Changes have not yet been saved

Set the candidate(s)'s course completion status and click on the **Save Training Roster** button.

Training Attendees

To add attendees, begin typing their names in the *Search Providers* box and select the appropriate name when it appears. To save a date of completion and status to all new attendees, enter the information before you click *Save*. Alternatively, after you click *Save* the providers will be added and you can add this information individually to each attendee.

Details | Topical Hours | Attendees | Documents | Tests | Skill Exams

To make additions to this course attendee roster, search for providers with the text box below, check them, and then click 'Add Selected Providers'. You can search by name, email, or certification number.

Add Attendees

Completed On: mm / dd / yyyy Today

Search Provider to Add to Training: search by name, email, or certification number GO CLEAR

Add Selected Providers   Save Training Roster

lightsfaker   GO CLEAR

Selected Attendees

Attendees	Registered	Completed On	Attendee Status	Action
		03 / 29 / 2021 Today	Pass	Apply To All
Lightsfaker, Abigail (105012)	3/29/21 3:47 PM	03 / 29 / 2021 Today	Pass	☐ Delete
Lightsfaker, Carl (105019)	3/29/21 3:47 PM	03 / 29 / 2021 Today	Pass	☐ Delete
Lightsfaker, Donna Doofus (111222)	3/29/21 3:47 PM	03 / 29 / 2021 Today	Pass	☐ Delete

💾 Save Training Roster

Section Seven:
District Support for EMS Courses

When an EMS Instructor/Coordinator applies to hold a course in your district, the District Chairperson and the Course Medical Director will receive an email from 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. In LIGHTS, the District Chair is referred to as the **Service Director**.

Course 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.

Approval Process
Access the application in the menu on the left side of the Portal home screen under **Training/Requests.** Select the relevant course(s) from the list under **My Training Requests.**

Review the course details (See the *Details, Topics* and *Documents* headers), then go to the bottom of the page and click **Approve** under the **Service Director Signoff** (District Chairperson) or **Medical Director Signoff** heading.