# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section One: Getting Started</td>
<td>Upload an ID Photo</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Update Contact Information/Demographics</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Practical Exam Registration and Results Reporting</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>NREMT Cognitive Exam Fee Payment Request</td>
<td>7</td>
</tr>
<tr>
<td>Section Two: Head of Service</td>
<td>Accessing the Agency’s Core Record</td>
<td>11</td>
</tr>
<tr>
<td></td>
<td>Verifying An Applicant’s Agency Affiliation</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>Agency License Applications</td>
<td>13</td>
</tr>
<tr>
<td></td>
<td>Agency License Renewal Application</td>
<td>14</td>
</tr>
<tr>
<td></td>
<td>Temporary Ambulance Vehicle License Application</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>Removing an Ambulance Vehicle</td>
<td>16</td>
</tr>
<tr>
<td></td>
<td>Update Ambulance Vehicle Information</td>
<td>17</td>
</tr>
<tr>
<td></td>
<td>Agency License Level Change</td>
<td>18</td>
</tr>
<tr>
<td></td>
<td>Update Agency Officers / Personnel / Positions</td>
<td>19</td>
</tr>
<tr>
<td></td>
<td>Adding or Removing Personnel from the Roster</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>Updating Agency Demographic Information</td>
<td>21</td>
</tr>
<tr>
<td></td>
<td>Critical Care Endorsement Application</td>
<td>22</td>
</tr>
<tr>
<td>Section Three: District Medical Advisor</td>
<td>Accessing the Agency’s Core Record</td>
<td>28</td>
</tr>
<tr>
<td></td>
<td>Verifying Medical Direction – License Applications</td>
<td>29</td>
</tr>
<tr>
<td></td>
<td>Agency Critical Care Paramedic Endorsement</td>
<td>30</td>
</tr>
<tr>
<td></td>
<td>Course/Exam Medical Director Approval (Section 8)</td>
<td>31</td>
</tr>
<tr>
<td>Section Four: District Chairperson</td>
<td>Agency Licenses: District Board Review and Recommendations</td>
<td>35</td>
</tr>
<tr>
<td></td>
<td>Course/Exam Service Director (District Chair) Approval (Section 8)</td>
<td>36</td>
</tr>
<tr>
<td>Section Five: Training Officer</td>
<td>Verify Continuing Education</td>
<td>40</td>
</tr>
<tr>
<td>Section Six: Instructor/Coordinator</td>
<td>Apply for Course Approval</td>
<td>44</td>
</tr>
<tr>
<td></td>
<td>Student Enrollment and Updating Course Completion Status</td>
<td>45</td>
</tr>
<tr>
<td></td>
<td>RN/PA/Military Medic Exam Challenge</td>
<td>46</td>
</tr>
<tr>
<td>Section Seven: Practical Exam Site Approval and Registration</td>
<td></td>
<td>60</td>
</tr>
<tr>
<td>Section Eight: District Support for EMS Courses</td>
<td></td>
<td>65</td>
</tr>
</tbody>
</table>
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.


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 may also open LIGHTS depending on when your SIREN login was last updated. 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.

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.
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.

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.
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.

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

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

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).
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.

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

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.

**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.

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.

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.
**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.

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, 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.

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).**”

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

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

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 Eight: 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.

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.
At the next screen, indicate the District Board’s support, record the date, enter your LIGHTS password and click 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 Eight: District Support for EMS Courses.
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).
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.

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.

You can find PDFs of the applicant’s course completion certificates between the Continuing Education section and the 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 LiIGHTS password and click **Submit**.
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.

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

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.

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

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.

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.**

**Do not Finalize the course application from this tab.**
Fill in the fields using the drop-down options, then click on the **Create** button.

**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.

<table>
<thead>
<tr>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Fee</td>
</tr>
<tr>
<td>Textbook</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sign Offs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service Director</td>
</tr>
<tr>
<td>Medical Director</td>
</tr>
</tbody>
</table>

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 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.
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 LiIGHTS 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.

**NOTE:** **DO NOT DELETE A STUDENT RECORD FROM THE COURSE.**
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.
Fill in only the following fields: **Course Type, Course Name, District, Location, Instructor (automatically populated), Start Date and End Date.**

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.

Go to the **Attendees** tab and add the RN/PA/Military Medic(s) to the course roster.
Return to the **Course Details** tab and verify all information is correct, then click on the **Finalize Course Creation** button.
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.

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

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<thead>
<tr>
<th>Additional Information</th>
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<tbody>
<tr>
<td>Exam Fee (for this level)</td>
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<tr>
<td>Retest Fee (per skill station)</td>
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<tr>
<td>Payment Portal Hyperlink</td>
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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.

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**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 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.
Review the tabs across the top of the application.
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

Click on the Save button.