

Vermont EMS LIGHTS

(Licensing InteGrated with otHer daTa Systems)



User Guide

Version 1.3
Updated June 11, 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

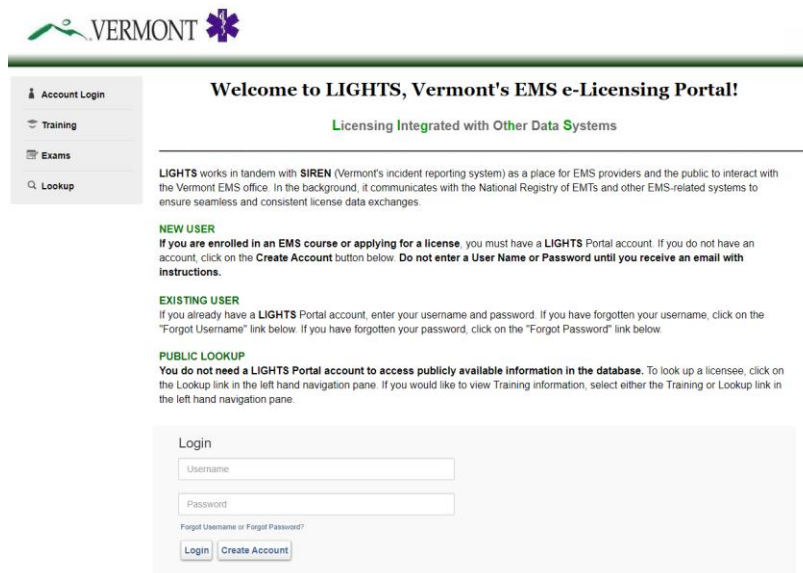
The Vermont LIGHTS system operates best in Google Chrome but will function in other browsers. If you have difficulty with functionality, try using a different browser before seeking technical assistance.

Section One: Getting Started

Logging In for the First Time

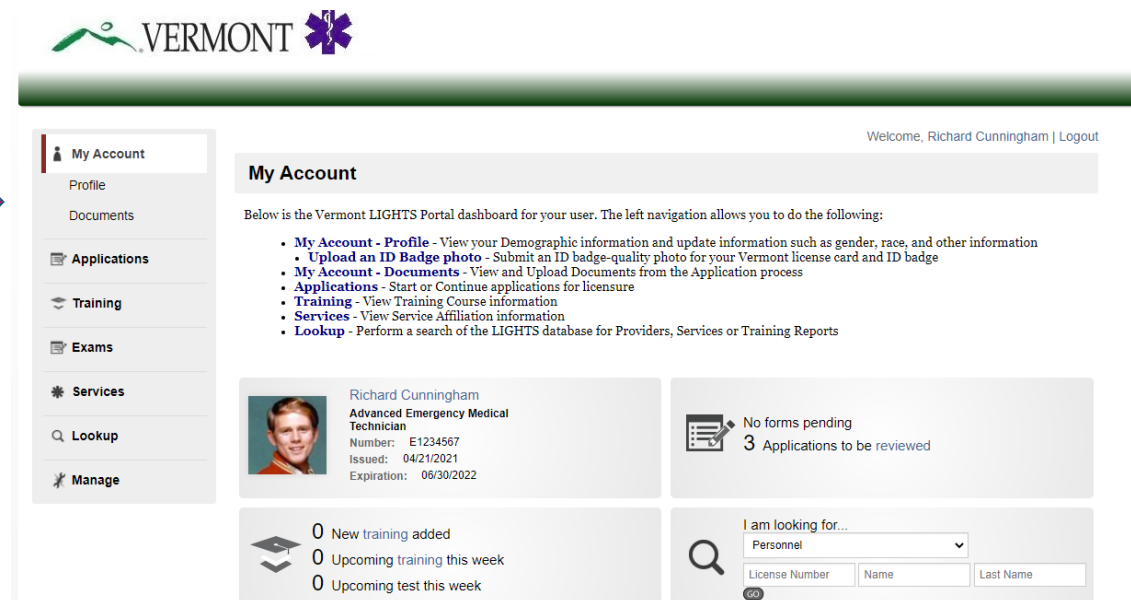
If you have ever taken a Vermont EMS course or held a Vermont EMS license, you already have a LIGHTS account. If you have a SIREN account, your login information will also open LIGHTS. If you don't have a SIREN account, click on the **Forgot Username** option.

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



The screenshot shows the 'Welcome to LIGHTS, Vermont's EMS e-Licensing Portal!' page. On the left is a navigation menu with links: Account Login, Training, Exams, and Lookup. The main content area includes a 'NEW USER' section with instructions for creating an account, an 'EXISTING USER' section for logging in, and a 'PUBLIC LOOKUP' section for searching the database. At the bottom is a login form with fields for Username and Password, and buttons for 'Login' and 'Create Account'.

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

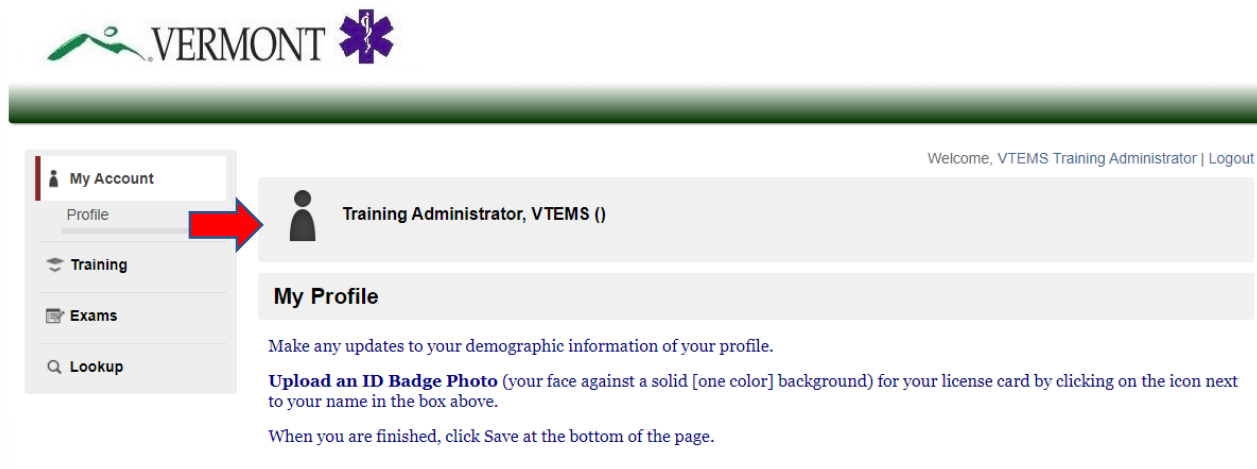


The screenshot shows the 'My Account' dashboard. A red arrow points to the 'My Account' link in the left-hand navigation menu. The dashboard includes a welcome message for Richard Cunningham, a list of actions to take (Profile, Documents, Applications, Training, Services, Lookup, Manage), and a summary of account information (Advanced Emergency Medical Technician, License Number: E1234567, Issued: 04/21/2021, Expiration: 06/30/2022). It also shows 'No forms pending' and '3 Applications to be reviewed'. At the bottom, there are statistics for training and tests, and a search bar for personnel.

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.



VERMONT

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.

AEMT (Advanced Emergency Medical Technician) LICENSE RENEWAL 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.	Apply Now
Paramedic LICENSE RENEWAL 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.	Apply Now
Update Demographics Information Please select this application to update your Name, Address, Email, Phone Numbers, or Driver's License Information.	Apply Now
Provisional EMR License Application (with OEC Certification) Use this application to apply for provisional EMR or EMT license (valid until December 31, 2021).	Apply Now
Provisional License Application - AEMT/Paramedic Use this application to apply for provisional AEMT or Paramedic license (valid until December 31, 2021).	Apply Now

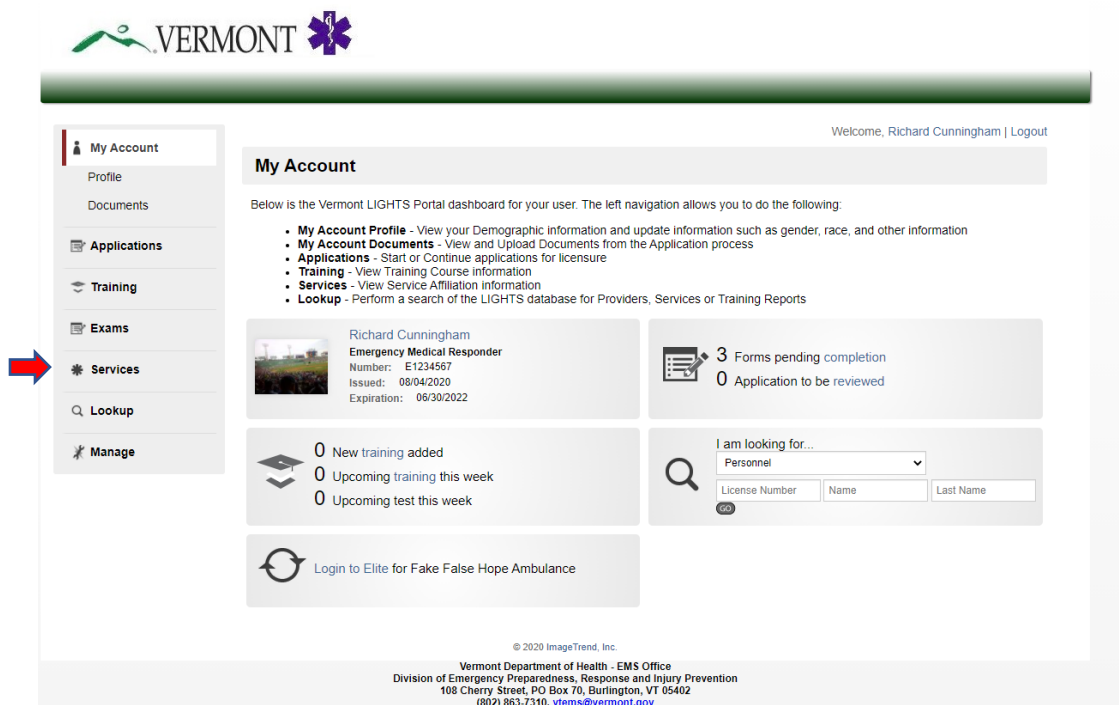
Fill out the information, date and sign the application and click on the **Submit** button. Your record will be automatically updated with the new information.

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@imagerend.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

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

Status: Pending Agency Verification
 Number: 105010
 Level(s): Emergency Medical Responder
 Forms: 0 of 2 completed

Initiated On: Dec 11, 2020
 Issue Date:
 Expiration Date:

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		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:

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.

Agency License Renewal Application - (Fake False Hope Ambulance)

Status: Application In Process
Number: Fake Agency License #1
Level(s): Paramedic - Critical Care Endorsement
Forms: 0 of 4 completed

Initiated On: Dec 11, 2020
Issue Date:
Expiration Date:

Service Application Package			
Form	Requested	Completed	Action
*Operations and System Integration	Dec 11, 2020		Start
Vehicles Form	Dec 11, 2020		Start
Personnel Roster and Qualifications Form	Dec 11, 2020		Start
*Instructions and General Agency Information	Dec 11, 2020	Dec 11, 2020	View PDF

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)

Status: Application In Process
Number: Fake Agency License #1
Level(s): Paramedic - Critical Care Endorsement
Forms: 0 of 6 completed

Initiated On: Dec 11, 2020
Issue Date:
Expiration Date:

Service Application Package			
Form	Requested	Completed	Action
*Operations and System Integration	Dec 11, 2020	Dec 11, 2020	View PDF
Vehicles Form	Dec 11, 2020	Dec 11, 2020	View PDF
Personnel Roster and Qualifications Form	Dec 11, 2020	Dec 11, 2020	View PDF
*Instructions and General Agency Information	Dec 11, 2020	Dec 11, 2020	View PDF

Additional Forms			
Form	Requested	Completed	Action
Statements of Compliance and Signature Form	Dec 11, 2020		Start
Vermont Agency Certificate	Dec 11, 2020	Dec 11, 2020	View PDF

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](#)

- In "Action to take" field in the Vehicle Information section below, select "**Add record to the service**"
- 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.

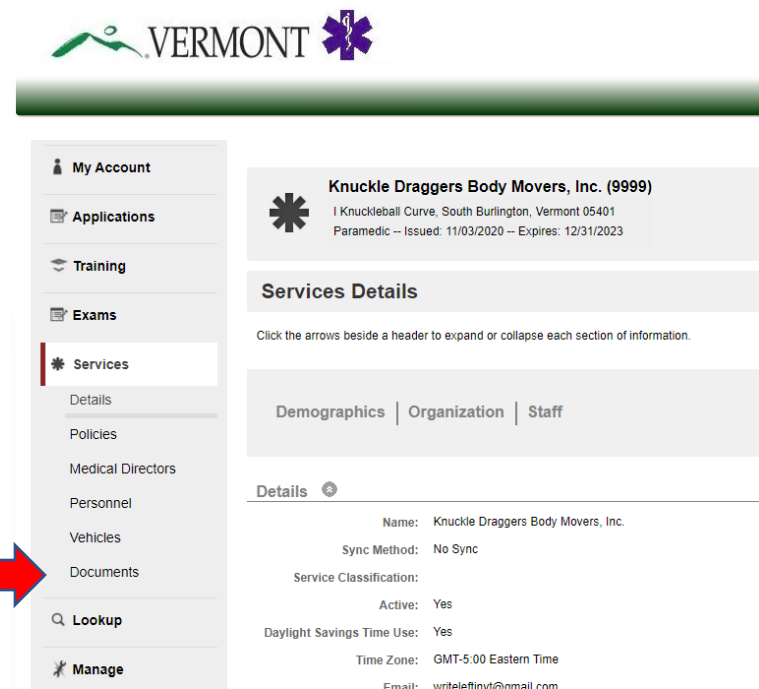
*Vehicle Information (Please click the green + symbol at the end of this box to add vehicle information)

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 displays the Vermont EMS LIGHTS web application. At the top is the Vermont state logo and a purple Star of Life. Below this is a navigation menu on the left with options: My Account, Applications, Training, Exams, Services (highlighted with a red arrow), Lookup, and Manage. The 'Services' section is expanded, showing details for 'Knuckle Draggers Body Movers, Inc. (9999)'. The details include the address '1 Knuckleball Curve, South Burlington, Vermont 05401', license type 'Paramedic', issue date '11/03/2020', and expiration date '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 fields: Name (Knuckle Draggers Body Movers, Inc.), Sync Method (No Sync), Service Classification, Active (Yes), Daylight Savings Time Use (Yes), Time Zone (GMT-5:00 Eastern Time), and Email (wrtaleffinut@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.

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."**




Welcome, Richard Cunningham | Logout

My Account
Applications
Continue
Review
Training
Exams
Services


Available Applications

Click "View My Applications" to view your personnel applications, or click one of the "View Service Applications" buttons to view the service licenses you can apply to for that service.




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

[View My Applications](#)



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

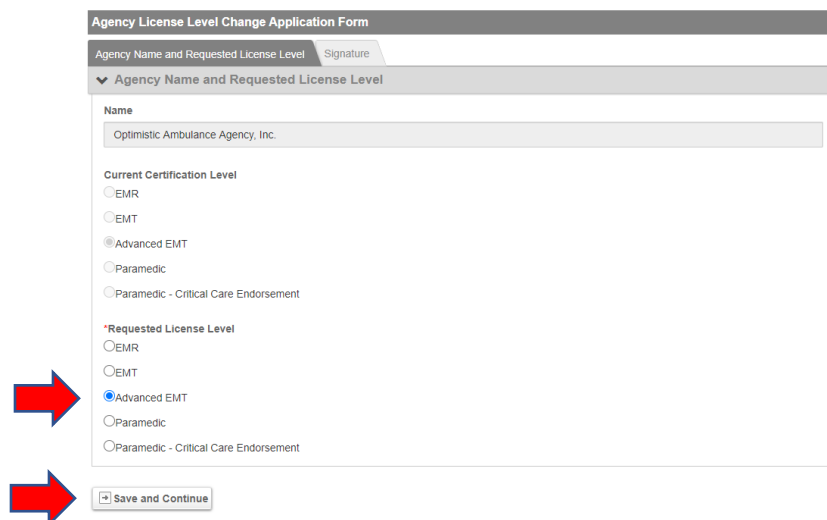
[View Services Applications](#)



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

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

☐ EMT

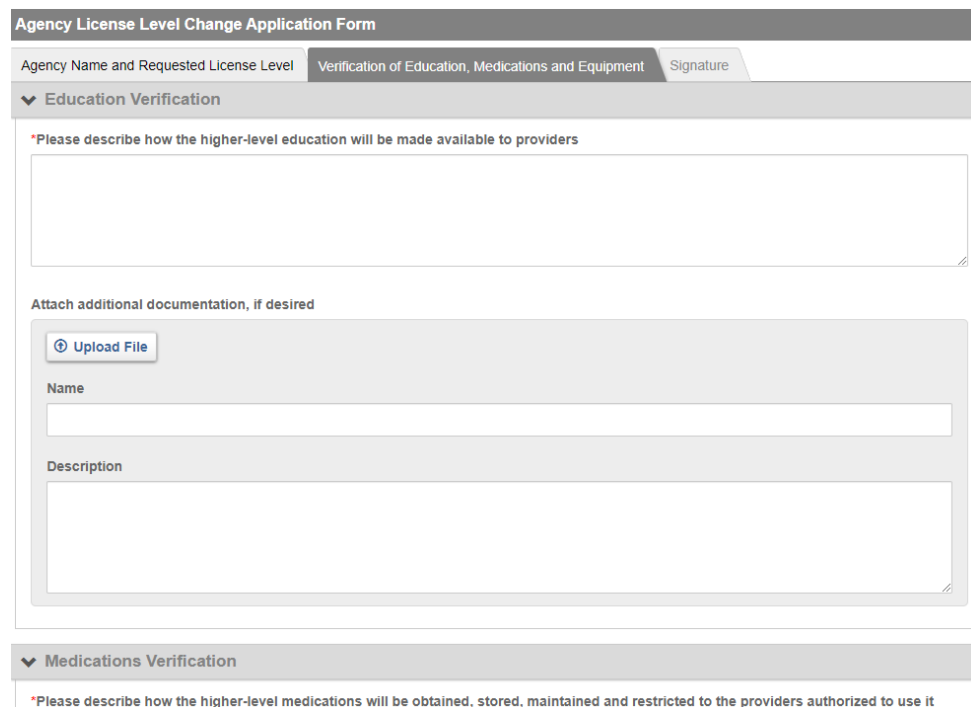
☒ Advanced EMT

☐ Paramedic

☐ Paramedic - Critical Care Endorsement

Save and Continue

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

Upload File

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

+ Add Another

*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

Done

Remove

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

[Back To Services](#)

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
<input type="checkbox"/>	Cunningham, Richard Fake (E1234567)		E1234567	Advanced Emergency Medical Technician	04/21/2021	06/30/2022	Current		
<input type="checkbox"/>	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

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: hopelesssharryt@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 (None) ▼



Happy Days Ambulance Service

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

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
Update Agency Demographic Information Use this form to update your agencies addresses and contact information	 Apply Now


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
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



*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, 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.



Welcome, Richard Cunningham | Logout

My Account

Profile

Documents

Applications

Training

Exams

Services

Lookup

Manage

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

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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



Welcome, Fake VT DMA | Logout

My Account

Applications

Training

Exams

Services

Lookup

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 - VTMS 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@imagnetrend.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.)

VERMONT  

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.

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
 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	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, Fake VT DMA | Logout

District Medical Advisor Verification

DMA Verification

DMA Verification and Signature

*Do you attest that the Applicant meets local medical direction requirements and should be licensed at the Paramedic level?

☐ Yes
☐ No

*Signature Date
 mm/dd/yyyy Today

*DMA Signature

Username: FVTDMA
 Password:

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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	View PDF
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 gray 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.



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	View PDF
District Medical Advisor Verification	Dec 28, 2020		Start

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



Welcome, Fake VT DMA | Logout

My Account

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

District Medical Advisor Verification

DMA Verification

DMA Verification and Signature

*Do you attest that the Applicant meets local medical direction requirements and should be licensed at the Paramedic level?

☐ Yes
☐ No

*Signature Date

mm/dd/yyyy

*DMA Signature

Username: FVTDMA

Password:

☒ Submit

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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@imagnetrend.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.)

VERMONT

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

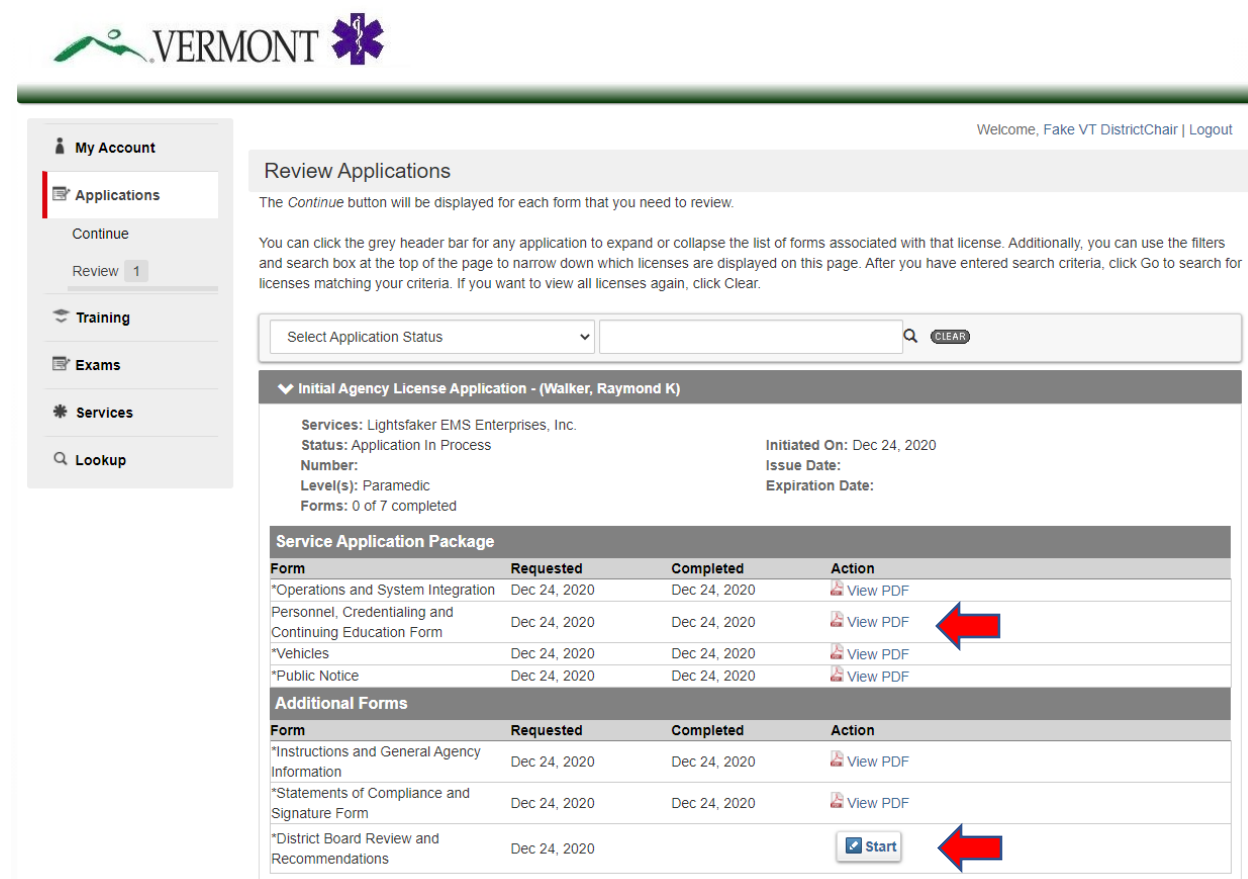
Login to Elite for Fake False Hope Ambulance

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 shows the 'Review Applications' page in the Vermont EMS LIGHTS system. The left sidebar contains navigation links: My Account, Applications (selected), Continue, Review 1, Training, Exams, Services, and Lookup. The main content area is titled 'Review Applications' and includes a search bar with 'Select Application Status' and a 'CLEAR' button. Below the search bar, the application details for 'Initial Agency License Application - (Walker, Raymond K)' are displayed, including Services, Status, Number, Level(s), and Forms. A table titled 'Service Application Package' lists the forms and their completion status. A red arrow points to the 'View PDF' link for the 'Personnel, Credentialing and Continuing Education Form'. Another red arrow points to the 'Start' button for the 'District Board Review and Recommendations' form.

Welcome, Fake VT DistrictChair | 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

Initial Agency License Application - (Walker, Raymond K)

Services: Lightsfaker EMS Enterprises, Inc.
 Status: Application In Process
 Number:
 Level(s): Paramedic
 Forms: 0 of 7 completed

Initiated On: Dec 24, 2020
 Issue Date:
 Expiration Date:

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:

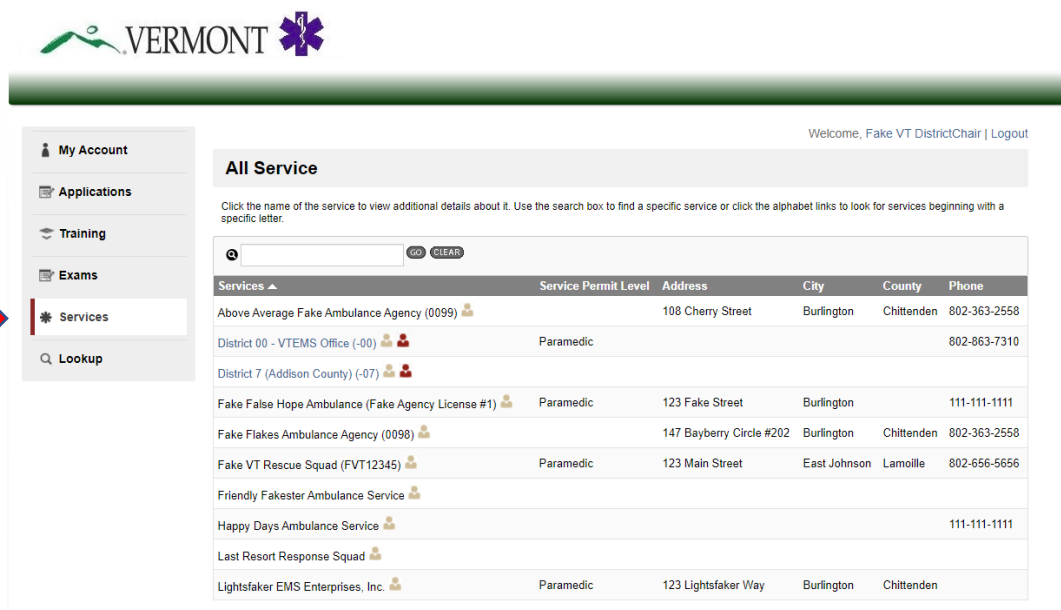
☒ Submit

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).



VERMONT

Welcome, Fake VT DistrictChair | Logout

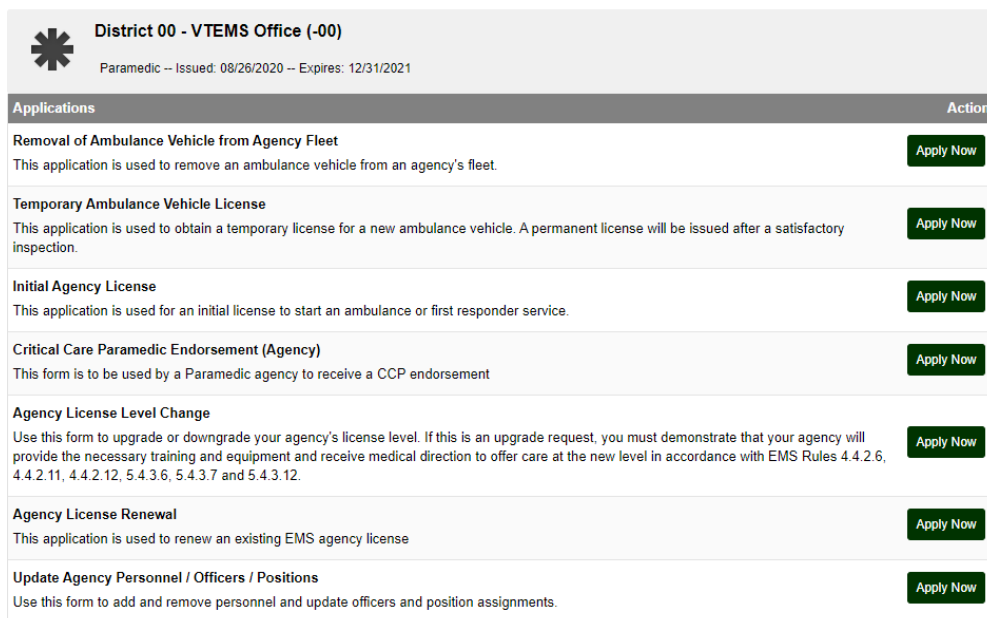
All Service

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.

GO CLEAR

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
District 7 (Addison County) (-07)					
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					
Lightsfaker EMS Enterprises, Inc.	Paramedic	123 Lightsfaker Way	Burlington	Chittenden	

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**.



District 00 - VTEMS Office (-00)
Paramedic -- Issued: 08/26/2020 -- Expires: 12/31/2021

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

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

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 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

+ Add Another

*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

Done

Remove

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.

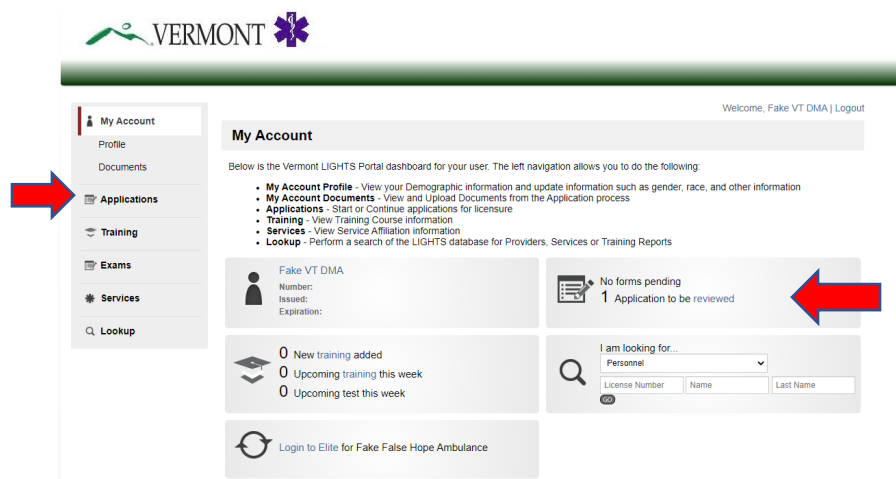
Section Five: Training Officer

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.

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

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

Status: Pending Education Approval
 Number: 105009
 Level(s): Emergency Medical Technician (EMT)
 Forms: 0 of 2 completed

Initiated On: Dec 11, 2020
 Issue Date:
 Expiration Date:

Form	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, 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

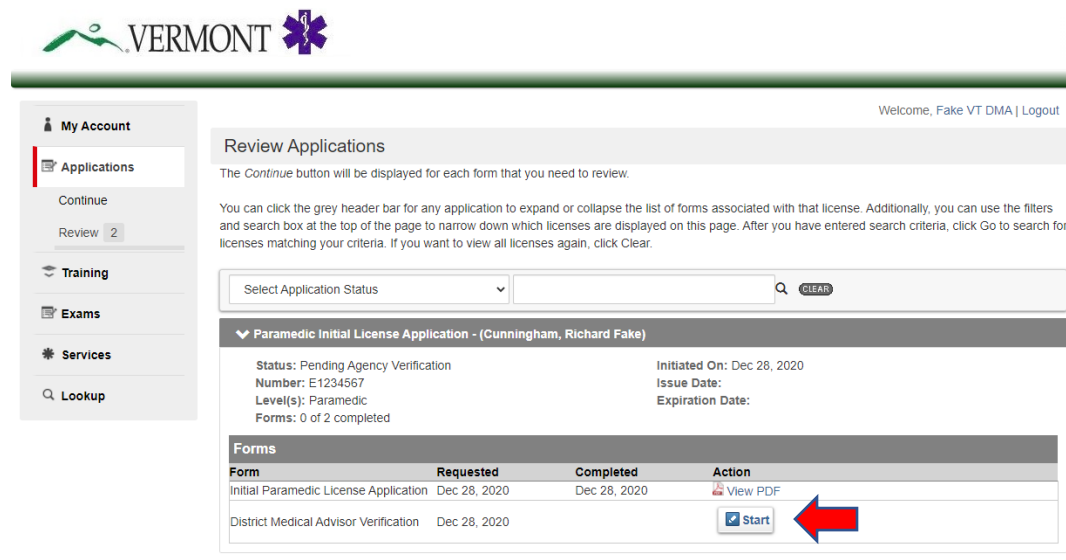
Continuing Education Certificates

☒ Fake CE: EMS Plan.docx

☒ Faker CE: VT EMS District and Agency Leadership.xlsx

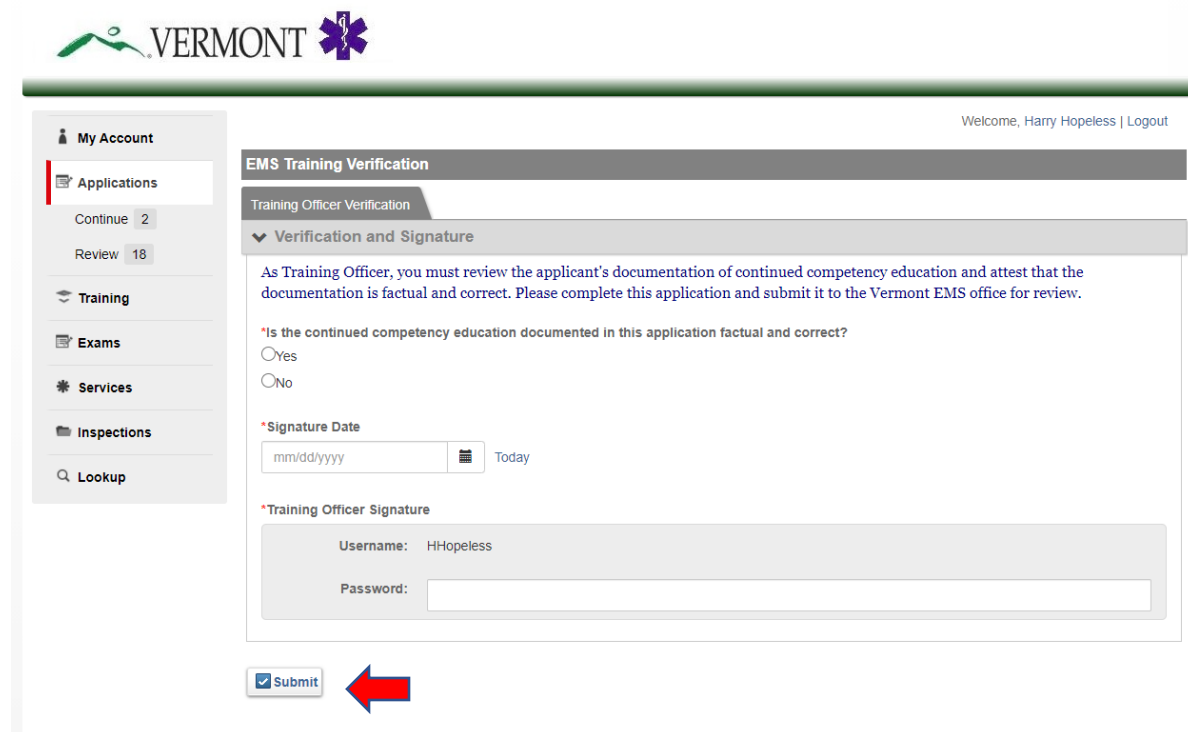
Self-Disclosed Security Questionnaire

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.



The screenshot shows the 'Review Applications' page in the Vermont EMS LIGHTS system. The left sidebar contains navigation links: My Account, Applications (selected), Training, Exams, Services, and Lookup. The 'Applications' section shows 'Continue' (2) and 'Review' (2). The main content area is titled 'Review Applications' and includes a search bar for 'Select Application Status'. Below the search bar, a section titled 'Paramedic Initial License Application - (Cunningham, Richard Fake)' displays application details: Status: Pending Agency Verification, Number: E1234567, Level(s): Paramedic, Forms: 0 of 2 completed, Initiated On: Dec 28, 2020, Issue Date, and Expiration Date. A table titled 'Forms' lists two forms: 'Initial Paramedic License Application' and 'District Medical Advisor Verification'. The 'Initial Paramedic License Application' form has a 'View PDF' link. The 'District Medical Advisor Verification' form has a 'Start' button, which is highlighted with a red arrow.

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



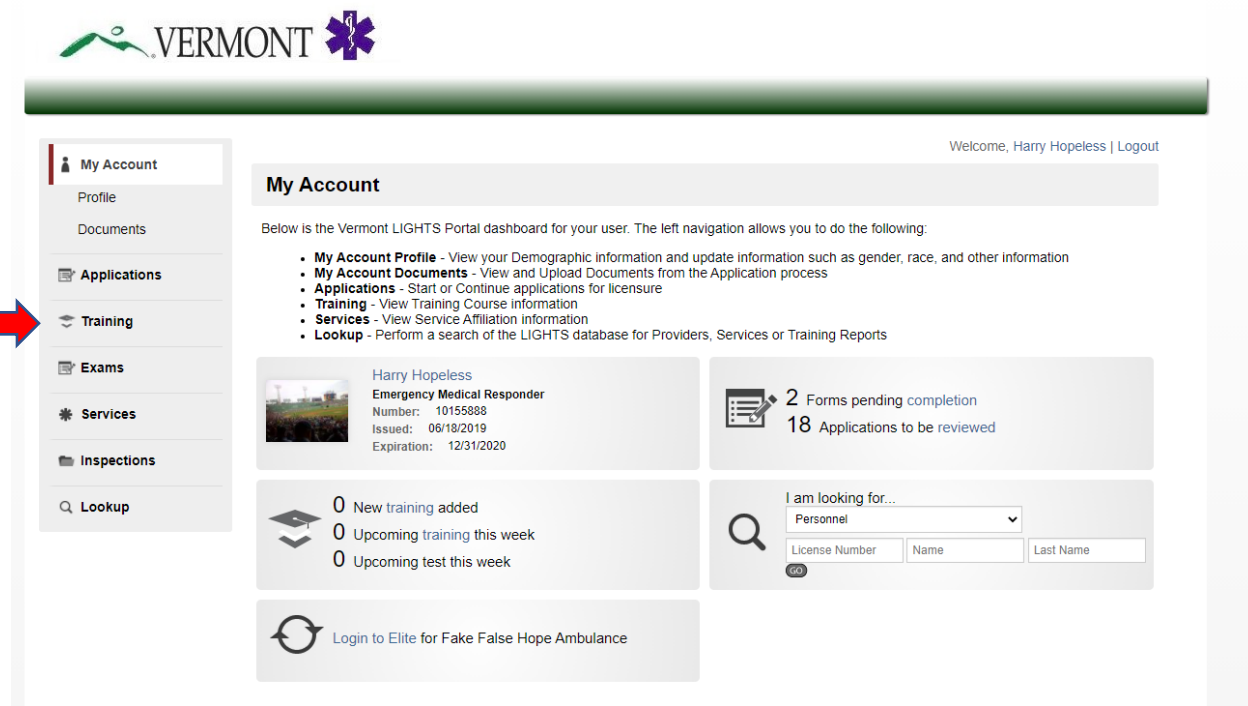
The screenshot shows the 'EMS Training Verification' page in the Vermont EMS LIGHTS system. The left sidebar contains navigation links: My Account, Applications (selected), Training, Exams, Services, Inspections, and Lookup. The 'Applications' section shows 'Continue' (2) and 'Review' (18). The main content area is titled 'EMS Training Verification' and includes a section titled 'Training Officer Verification'. Below this, a section titled 'Verification and Signature' contains the following text: '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.' There are two radio buttons for 'Is the continued competency education documented in this application factual and correct?': 'Yes' and 'No'. Below this, there is a 'Signature Date' field with a date picker set to 'Today'. At the bottom, there is a 'Training Officer Signature' section with a 'Username' field containing 'HHopeless' and a 'Password' field. A 'Submit' button is located at the bottom left, highlighted with a red arrow.

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.



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

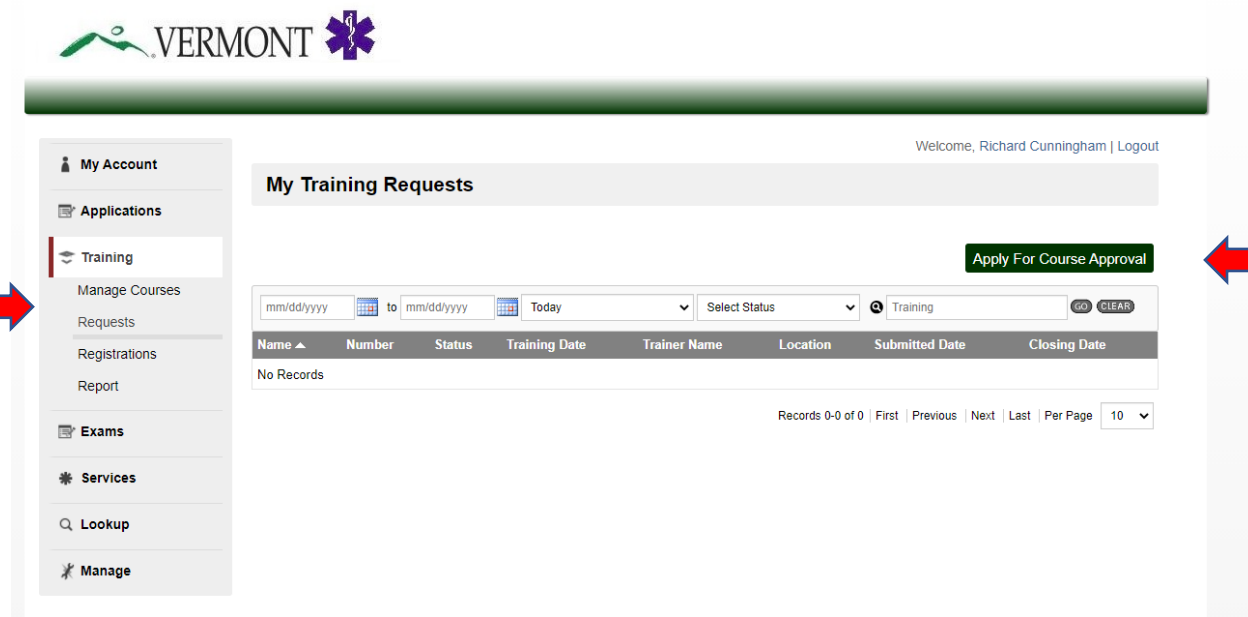
Harry Hopeless
Emergency Medical Responder
Number: 10155888
Issued: 06/18/2019
Expiration: 12/31/2020

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
GO

Login to Elite for Fake False Hope Ambulance



VERMONT

Welcome, Richard Cunningham | Logout

My Training Requests

Apply For Course Approval

mm/dd/yyyy to mm/dd/yyyy Today Select Status Training GO CLEAR

Name ▲	Number	Status	Training Date	Trainer Name	Location	Submitted Date	Closing Date
No Records							

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

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



My Account

Applications

Training

Manage Courses

Requests

Registrations

Report

Exams

Services

Lookup

Manage

Welcome, Richard Cunningham | Logout

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 Training/Course Details, select the following information from the drop down menus or fields:

- Course Type
- Course Name
- Training Sponsor [District Approving]
- Location
- Trainer [Instructor]
- Co-Instructor
- Medical Director
- Start Date/Time
- End Date/Time
- Attendee Maximum Count

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.



If the Training Location does not appear in the drop down list, select "Add New Course Location (Use Course Description for Address)". Please supply the address of the Training/Course Location in the Description field. Vermont EMS will add this Location into the LIGHTS Training Location database for future course requests.

Leave the "Region Held" and "Approving Region" fields blank and select the relevant EMS District from the drop down list in the "Training Sponsor" field.

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

Add/Edit Training Details

* Course Type:

* Course Name:

Select a Course Type

Training Number:

Region Held:

Approving Region:

Training Sponsor:

* Location:

* Trainer:

Co-Instructor:

Medical Director:

Description:

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.



Welcome, Richard Cunningham | Logout

My Account

Applications

Training

Manage Courses

Requests

Registrations

Report

Exams

Services

Look up

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.

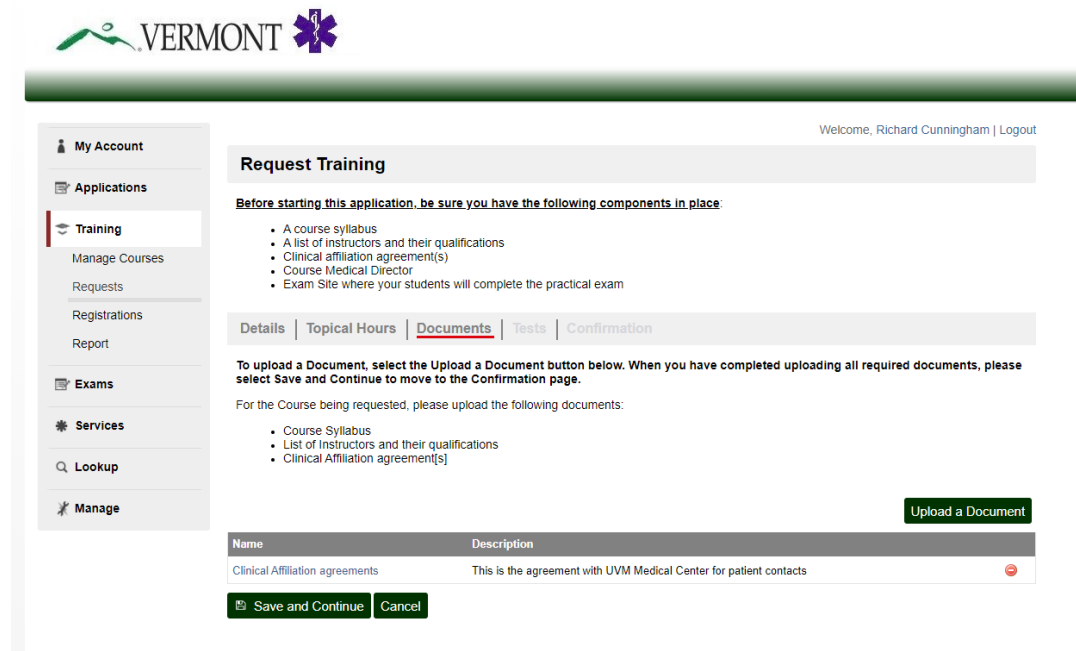
Add Topic

Topics	Completed Hours
<div style="display: flex; align-items: center;"> <div style="border: 1px solid #ccc; padding: 2px 5px; margin-right: 5px;">--- Topic ---</div> <div style="flex-grow: 1; border-bottom: 1px solid #ccc;"></div> <div style="margin-left: 10px; color: red;">✖</div> </div>	

 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.



VERMONT

Welcome, Richard Cunningham | Logout

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

To upload a Document, select the Upload a Document button below. When you have completed uploading all required documents, please select Save and Continue to move to the Confirmation page.

For the Course being requested, please upload the following documents:

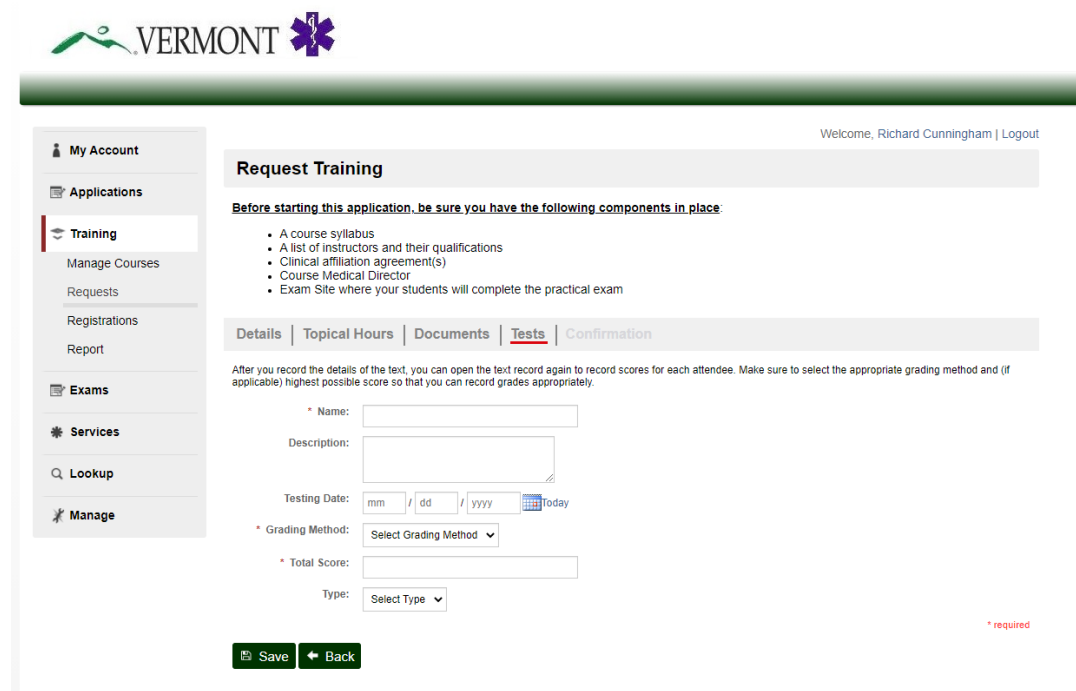
- Course Syllabus
- List of Instructors and their qualifications
- Clinical Affiliation agreement(s)

Upload a Document

Name	Description
Clinical Affiliation agreements	This is the agreement with UVM Medical Center for patient contacts

Save and Continue Cancel

The next screen provides the option for attaching Tests to your application. This page is not required but is available for your use.



VERMONT

Welcome, Richard Cunningham | Logout

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

After you record the details of the text, you can open the text record again to record scores for each attendee. Make sure to select the appropriate grading method and (if applicable) highest possible score so that you can record grades appropriately.

* Name:

Description:

Testing Date: / / Today

* Grading Method:

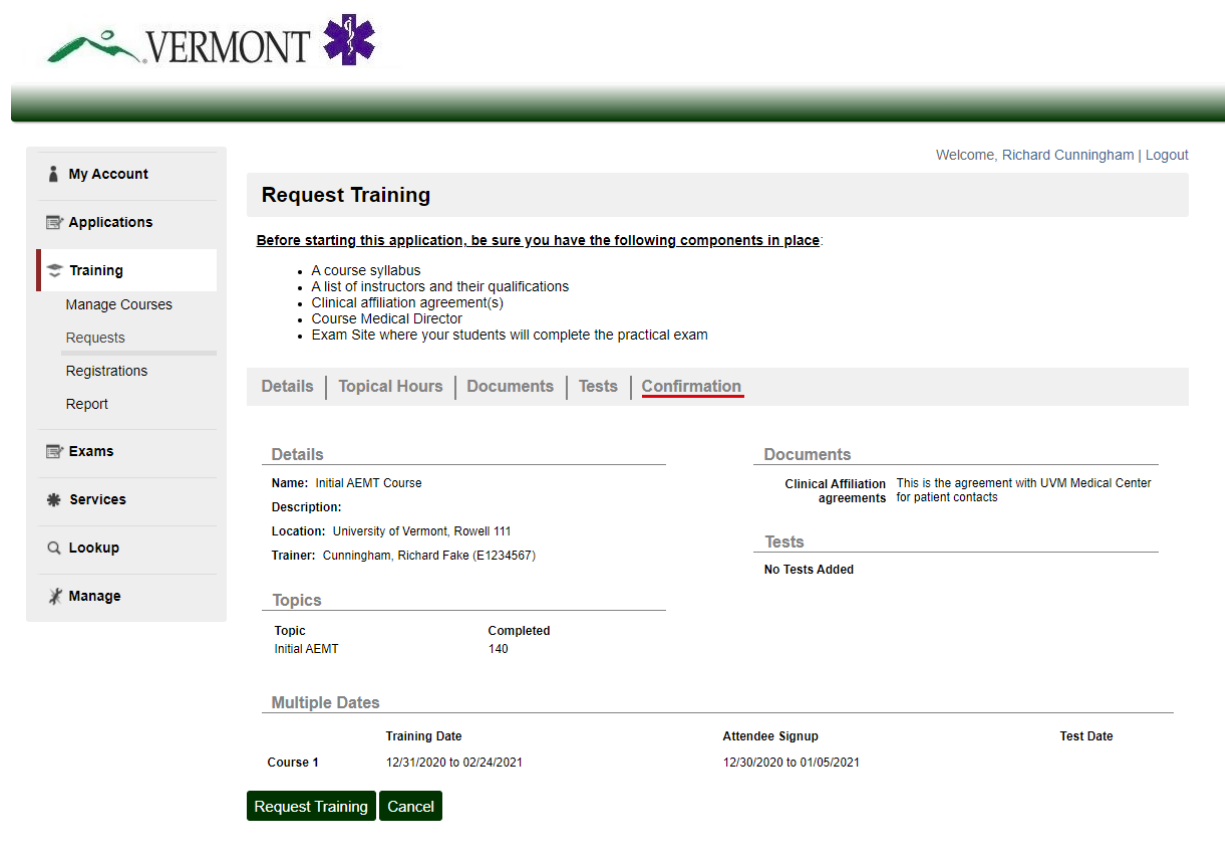
* Total Score:

Type:

Save Back

* required

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.



The screenshot shows the 'Request Training' page in the Vermont EMS LIGHTS system. The page has a blue header with the Vermont logo and a green gradient bar. A sidebar on the left contains navigation links: My Account, Applications, Training (selected), Manage Courses, Requests, Registrations, Report, Exams, Services, Lookup, and Manage. The main content area is titled 'Request Training' and includes a welcome message for Richard Cunningham. Below the title, there is a section for 'Before starting this application, be sure you have the following components in place:' with a bulleted list of requirements. A horizontal tab bar allows switching between Details, Topical Hours, Documents, Tests, and Confirmation (which is underlined). The 'Details' tab is active, showing course information: Name (Initial AEMT Course), Description, Location (University of Vermont, Rowell 111), and Trainer (Cunningham, Richard Fake). The 'Documents' tab shows 'Clinical Affiliation agreements' with a note about the agreement with UVM Medical Center. The 'Tests' tab shows 'No Tests Added'. The 'Topics' tab shows a table with one row: 'Initial AEMT' with a 'Completed' count of 140. The 'Multiple Dates' tab shows a table with columns for Course, Training Date, Attendee Signup, and Test Date. At the bottom, there are 'Request Training' and 'Cancel' buttons.

VERMONT

Welcome, Richard Cunningham | Logout

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

Details

Name: Initial AEMT Course
 Description:
 Location: University of Vermont, Rowell 111
 Trainer: Cunningham, Richard Fake (E1234567)

Documents

Clinical Affiliation agreements This is the agreement with UVM Medical Center for patient contacts

Tests

No Tests Added

Topics

Topic	Completed
Initial AEMT	140

Multiple Dates

Course	Training Date	Attendee Signup	Test Date
Course 1	12/31/2020 to 02/24/2021	12/30/2020 to 01/05/2021	

Request Training Cancel

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.

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
Course Enrollment Notification to EMS Office 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
Continuing Education Application 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.

VERMONT

Welcome, Josephine NREMT | Logout

My Account

Applications

Continue 1

Review

Training

Exams

Services

Lookup

State Notification of Course Enrollment

Instructions Applicant Information Course Number Affiliations Self-Disclosed Security Questionnaire Abuse Registries Consent

Course Number

*Course and Exam Number

Late Submission - Enrollment Period Ended

Save and Continue

Manual Roster Entries

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

VERMONT

Welcome, Raymond Walker | Logout

My Account

Applications

Training

Manage Courses

Requests

Registrations

Report

Exams

Services

Lookup

Manage

Manage Training Courses

To narrow down the training courses displayed on this page, use the filters and search box and click Go. To view all training courses again, click Clear. Click its name to view the details.

Apply For Course Approval

03/01/2021 to mm/dd/yyyy Select Training Created On Training GO CLEAR

Name	Number	Status	Training Date	Closing Date	Trainer	Location	Completed Attendees
Initial AEMT Course	21-00-AEMT-031	Approved - AEMT	04/01/2021 - 07/01/2021		Mark Lightfak	Add New Course Location (Use Description Field for Address)	1 / 5
Initial EMR Course	21-00-EMR-012	Approved - EMR	03/31/2021 - 06/26/2021		Raymond Walker	VTEMS	3 / 3
Initial EMT Course	21-00-EMT-008	Approved - EMT	03/08/2021 - 06/28/2021		Chris Lightfak	NETS Facility	0 / 3
Initial EMT Course	21-00-EMT-009	Approved - EMT	04/01/2021 - 09/30/2021		Carl Lightfak	Add New Course Location (Use Description Field for Address)	0 / 0
Initial EMT Course	21-00-EMT-	Approved -	03/01/2021 at 7:00 PM		Mike Light	VTEMS	0 / 0

Select **Attendees**. Under the **Add Attendees** 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.

Welcome, Raymond Walker | Logout

Course 19-03-05-EMT (19-03-05-EMT)
 Training Dates: 01/15/2019 - 05/01/2019
 Attendees: 0 of 1 completed
 Last Updated: 12/11/2018

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 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**

GO CLEAR

Selected Attendees

Attendees	Registered	Completed On	Attendee Status	Action
		mm / dd / yyyy Today	Select Attendee Status	Apply To All
Administrator, Ray (VT2018041000001)	12/30/20 2:38 PM	mm / dd / yyyy Today	Select Attendee Status	Delete

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.

Selected Attendees

Attendees	Registered	Completed On	Attendee Status	Action
		mm / dd / yyyy Today	Select Attendee Status	Apply To All
NREMT, Dan Fake (105010)	12/31/20 9:16 AM	12 / 31 / 2020 Today	Pass	Delete
NREMT, Josephine Fake (105009)	12/31/20 9:16 AM	12 / 31 / 2020 Today	Fail	Delete
NREMT, Kerry Fake (none)	12/31/20 9:16 AM	12 / 31 / 2020 Today	Fail Remediation	Delete

Save Training 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 at these levels.

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

Manage Training Courses

To narrow down the training courses displayed on this page, use the filters and search box and click Go. To view all training courses again, click *Clear*. Click its name to view the details.

[Add New Course](#)[Apply For Course Approval](#)

mm/dd/yyyy		to	mm/dd/yyyy		Today	▼		Training		
------------	---	----	------------	---	-------	---	---	----------	---	---


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


Add New Training

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

Details | Topical Hours | Documents | Tests | Confirmation

Add/Edit Training Details

* Course Type: 

* Course Name: 
Please select from the course names


Training Number:


Status:

Region Held:

Approving Region:

Training Sponsor:

* Location: 

* Trainer: 



Co-Instructor:


Medical Director:


Description:

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: / /  Today 

End Date and Time: / /  Today

Test Date: / /  Today

Allow Registration: Yes ☐ No ☒
Selecting "Yes" will allow public users to register for this class.

Attendee Signup Start: / /  Today

Attendee Signup End: / /  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



 Save and Continue

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

Enter the Topical Hours

RENEE, RN/PA/EMT-C | Log Out

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

Course	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: / / Today

Search Provider to Add to Training:

Full Name	Email	Certification Number	Birth Date
<input type="checkbox"/> Lightsfaker MD, Doctor Fake	None	None	None
<input checked="" type="checkbox"/> Lightsfaker, Abigail	abiy3515@gmail.com	105012	07/24/1997
<input type="checkbox"/> Lightsfaker, Alan	alan@uppervalleyambulance.com	105020	05/14/1967
<input checked="" type="checkbox"/> Lightsfaker, Carl	carl.matteson@gmail.com	105019	09/30/1973
<input type="checkbox"/> Lightsfaker, Charlene	lутwіns30@gmail.com	105015	12/30/1974
<input type="checkbox"/> Lightsfaker, Chelsea Danger	chelsea.dubie@vermont.gov	105024	09/17/1987
<input type="checkbox"/> Lightsfaker, Chris	chris@netsvt.com	105016	10/23/1966
<input type="checkbox"/> Lightsfaker, Dan	dwolfson2@gmail.com	None	12/04/2020
<input type="checkbox"/> Lightsfaker, Dan	wolfsondaniel@yahoo.com	None	11/16/2020
<input checked="" type="checkbox"/> Lightsfaker, Donna Doofus	vttoad05452@yahoo.com	111222	12/10/2020

Records 1-10 of 17 | [First](#) | [Previous](#) | [Next](#) | [Last](#) | Page | Per Page



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: / / Today

Search Provider to Add to Training:

Selected Attendees

Attendees	Registered	Completed On	Attendee Status	Action
		<input type="text" value="03"/> / <input type="text" value="29"/> / <input type="text" value="2021"/> Today	<input type="text" value="Pass"/>	<input type="button" value="Apply To All"/>
Lightsfaker, Abigail (105012)	3/29/21 3:47 PM	<input type="text" value="03"/> / <input type="text" value="29"/> / <input type="text" value="2021"/> Today	<input type="text" value="Pass"/>	<input type="checkbox"/> Delete
Lightsfaker, Carl (105019)	3/29/21 3:47 PM	<input type="text" value="03"/> / <input type="text" value="29"/> / <input type="text" value="2021"/> Today	<input type="text" value="Pass"/>	<input type="checkbox"/> Delete
Lightsfaker, Donna Doofus (111222)	3/29/21 3:47 PM	<input type="text" value="03"/> / <input type="text" value="29"/> / <input type="text" value="2021"/> Today	<input type="text" value="Pass"/>	<input type="checkbox"/> Delete



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@imagnetrend.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**.



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to

Name ▲	Number	Status	Training Date	Trainer Name	Location	Submitted Date	Closing Date
Initial AEMT Course	20-00-AEMT-027	Pending District Approval	08/01/2021 - 08/26/2021	Raymond Walker	Chelsea Fire Department	12/28/2020	
Initial AEMT Course	20-00-AEMT-025	Pending District Approval	10/25/2020 - 11/06/2020	Richard Cunningham	VTEMS	10/20/2020	
Initial EMR Course	20-00-EMR-009	Pending District Approval	03/13/2020 - 11/26/2020	Raymond Walker	Alburgh Volunteer Rescue	10/22/2020	
Instructor/Coordinator Course	20-I/C-007	Pending District Approval	08/26/2020	Raymond Walker	Alburgh Volunteer Rescue	08/26/2020	

Records 1-4 of 4 | [First](#) | [Previous](#) | [Next](#) | [Last](#) | Per Page

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.



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Initial AEMT Course (20-00-AEMT-027)

Training Dates: 08/01/2021 - 08/26/2021
Attendees: 0 of 0 completed
Last Updated: 12/28/2020

Request Details

For Training/Course Details, select the following information from the drop down menus or fields:

- Course Type
- Course Name
- Training Sponsor [District Approving]
- Location
- Trainer [Instructor]
- Co-Instructor
- Medical Director
- Start Date/Time
- End Date/Time
- Attendee Maximum Count

If the Training Location does not appear in the drop down list, select "Add New Course Location (Use Course Description for Address). Please supply the address of the Training/Course Location in the Description field. Vermont EMS will add this Location into the LIGHTS Training Location database for future course requests.

Leave the "Region Held" and "Approving Region" fields blank and select the relevant EMS District from the drop down list in the "Training Sponsor" field.

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

[Details](#) | [Topics](#) | [Documents](#)

General Information

Course Type: Initial AEMT Course
Course Name: Initial AEMT Course
Course Number: 20-00-AEMT-027
Level:
Status: Pending District Approval
Training Dates: 08/01/2021 - 08/26/2021
Attendee Signup Date: 12/23/2020 - 12/30/2020
Region Held:
Approving Region:
Training Sponsor: District 00 - VTEMS Office
Location: Chelsea Fire Department
Description:
Created On: Monday, December 28, 2020 at 11:30 AM by Richard Cunningham
Last Modified: Monday, December 28, 2020 at 11:30 AM by Richard Cunningham

Instructor

Primary Instructor: Raymond Walker
Instructor Phone: (802) 363-2558
Instructor Email: write@fvtv@gmail.com
Co-Instructors:
Course Medical Director: Fake VT DMA

Additional Information

Course Fee:
Textbook:

Training Coordinated By: Richard Cunningham

Service Director Signoff

In order for this training to move to "Requested" status, the service director must sign off.

Medical Director Signoff

Username: fvtvma
Password: ☐ Display characters

Approve