

Initial EMR Course Roadmap for Instructors

Applicants who receive compensation of any kind, including t-shirts, uniforms, stipends, banquets, bonuses, equipment, etc. are not considered volunteers according to the law. Applicants who receive any form of compensation, including but not limited to those mentioned above, will be responsible for paying the initial license & renewal fees.

1. Create the course in the IMS prior to beginning the class.
 - a. Have the Program Director approve the course in the IMS
2. At the beginning of the class, have students create their accounts in the BEMS IMS licensing portal, labems.ldh.la.gov
 - a. [CLICK HERE](#) for a short video on how to complete the account registration.
3. Have the students apply for their initial student license
 - a. Student licenses should be completed by the end of the first night
4. Instructors approve affiliation requests for the students
5. Instructors add students to the course roster
 - a. Use the agency roster or the **student's license number** to add them to your training course
 - b. If a student cannot be added, make sure they have completed their student license
 - c. All students should be added to the course roster by the end of the first week of class
6. Upon completion of the course, instructors mark the grades and attendance
 - a. Make sure you have a copy of the sign-in sheets.
 - i. [CLICK HERE](#) for examples of student information and sign-in sheets
7. Students who have successfully passed the course can apply for their license.
 - a. [CLICK HERE](#) for instructions on how to apply for your EMR license
8. Please allow up to 7 business days for applications to be reviewed and processed
Submitted License>Pending Employment Verification>Pending Payment>Pending Review>Approved
 - a. Statuses of applications can be viewed by
 - i. The instructor in the agency's personnel roster (Manage Agency > View/ Edit Personnel Roster)
 1. Click on any column header in the dark gray bar at the top to arrange licenses
 - ii. The Student: Log in to the account, labems.ldh.la.gov, and then look for where it says "View/Print License Application....Status:....."
 - b. Applications that have been returned for corrections will be sent the corrections requested in an email to the applicant
 - i. Applicants can also log in to their account and select "view notifications" to see all emails sent by the IMS.
 - c. Applicants are notified by email when their applications have been processed (Approved, Denied, Canceled, etc.)
9. Licenses can be printed by the student from their BEMS IMS account or by utilizing the public search
 - a. Login to BEMS IMS > Select "View/ Print License Certification or Card"
 - i. Save the license as a PDF to email or print
 - b. Before logging into the account, select "CLICK HERE TO SEARCH LICENSES."
 - i. Enter first and last name or license number if known, then click "search."
 - ii. Click "print license"
 - iii. Save the license as a PDF to email or print
 1. [CLICK HERE](#) for a step-by-step guide

Helpful Tips

- Please [CLICK HERE](#) for the BEMS IMS Licensing Information
- If you are teaching an EMR course and helping your students become NREMT certified, please contact the [Exam Coordinator](#) to schedule a test.
- If your student is having problems accessing their account, you can contact the Credentialing Coordinator by emailing EMS.Credentialing@LA.Gov or calling 225-925-7216
 - Please have the student include their first and last name, date of birth, license number, and reason for calling.
 - **Voicemails and emails can take up to 24 hours to return. Please do not call multiple offices, as this may delay response time.**
- If your student has an affirmative answer to the legal questions on page 3 of the application, consider extending your course end date and emailing the [Education Manager](#) so that the student can be added once he or she has been cleared by the EMSC.
- Students who have questions regarding their affirmative answers to the legal questionnaire can [email](#) or call 225-925-7224 for assistance
- At the end of our course, consider saving your course sign-in sheets and a copy of the licenses to a file and uploading to the course under your syllabus for future auditing purposes