



State of New Jersey
DEPARTMENT OF HEALTH
OFFICE OF EMERGENCY MEDICAL SERVICES
PO BOX 360
TRENTON, N.J. 08625-0360

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www.nj.gov/health

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Emergency Medical Technician Elective Continuing Education

Definitions

Continuing Education Course means an organized block of continuing education materials, consisting of objectives, outline, schedule, audio visual media, handouts, reference materials, text, evaluations, and instructor requirements complementing the National EMS Scope of Practice, the National EMS Core Content, and the National EMS Education Standards.

Continuing Education Class means a scheduled offering of an approved continuing education course offered at a particular time and location, with the required complement of resources for the class size.

How do I obtain Instructor Level access to apply for EMT continuing education credits?

1. Complete and sign a Learning Management System (LMS) User Agreement and return it to:
 - o New Jersey Department of Health
Office of Emergency Medical Services
PO Box 360
Trenton, NJ 08625; or
 - o Email the document(s) with **SUBJECT LINE: CEU** to ems@doh.nj.gov
2. You will receive an email (from a send-only account) with your 6-digit LMS Instructor number and password.

How do I apply for a new continuing education course?

1. Submit the following information to OEMS (at the address above) for review:
 - o Your 6-digit LMS Instructor number
 - o Course name;
 - o Course outline;
 - o Course time frame(s);
 - Include all breaks.
 - No course shall exceed 8 hours of education over a 24-hour period.
 - o Course objectives;
 - o Mapping of course to the National EMS Education Standards, Core Competencies, and Scope of Practice;
 - o Course pre-requisites;
 - o Course Instructor(s)
 - o Course Instructor(s) credentials
2. You will receive an email (from a send-only account) once the course has been approved.
 - o Make note of the 4-digit number preceding the course name for future reference.

How do I apply for a continuing education class?

1. Log into the website www.njoemscert.com utilizing your 6-digit LMS Instructor number and password.
2. Click on "**Course Authoring**";
3. Click on "**Classroom Scheduler**";
4. Click on "**Add Class**", complete information and submit class for approval
5. Tips for submitting classes:
 - o Class/Section Name cannot be duplicated. This should be your unique name for the class.
 - o Click on Course magnifying glass to search and select the course you are looking to schedule.
 - o Click on Location magnifying glass to search and select class location and select a room.
 - o If you cannot find the class location, you desire click on the drop-down box under "**Scheduler Navigation**" and select "**Location/Classroom Administration**" and hit "**Go**".
 - Click on "**Add Location**" and complete information.
 - o If you added a new location, you will need to also add a classroom:
 - Click on "**Add Classroom**" and complete information.

How do I manage an approved class?

1. Log into the website www.njoemscert.com utilizing your 6-digit LMS Instructor number and password.
2. Click on "**Course Authoring**"
3. Click on "**Classroom Scheduler**"
4. Enter at least one field under "**Course/Class Search**" and hit "**Search**"
5. Click "**Edit**" under Register
 - o Type 6-digit EMS ID # or student last name in the "**Contains Text**" box and hit "**Search**"
 - o The student name will appear under "**Not Registered**".
 - o Click on the student name then "**Update Students**"
 - o The student will then appear in the "**Registered**" box.
6. Click "**View**" under Attendance
 - o Mark student attendance "**Yes**" or "**No**" and Update
 - **NOTE:** If the class is more than one day you will need to click on the drop-down box under "**Recurrence**", select and update attendance for each day.
7. Click "**View**" under Roster
8. Click on drop-down box under "**Progress**" and select one of the following for each student and "**Update Student Status**":
 - o Not Attempted
 - o Incomplete
 - o In Progress
 - o Completed
 - **NOTE:** Completed will not appear unless the student has been marked in attendance for every day of the class.
9. Provide all students with a course completion certificate containing:
 - o Student Name & EMS ID number
 - o Class name
 - o Class completion date
 - o Class Coordinator and Instructor (Signatures)
 - o Class 9-digit OEMS approval number
 - o Class location
 - o # of CEU's awarded

How to I know if my class has been approved or denied?

1. Log into the website www.njoemscert.com utilizing your 6-digit LMS Instructor number and password.

2. Click on "**Course Authoring**"
3. Click on "**Class Approval Queue**"
4. Click on the drop-down box and select "**Class Approved**" or "**Class Denied**"
 - **NOTE:**
 - You will also receive an email (from a send-only account) verifying class approval or denial.
 - If a class was denied, click on the "**Class Denied**" link under "**Action**" and view Responder Comments.