

Step-by-Step Instructions Retrieving Provider Continuing Education Information

These instructions describe how to access your continuing education data if you used the CE tracking system to record provider continuing education information. To access the CE Tracking system please visit the Ohio Division of EMS website (<http://www.ems.ohio.gov/index.aspx>) and follow the instructions provided below.

State of Ohio EMS Homepage: Select “Training & Education” from left side menu.

The screenshot shows the Ohio EMS homepage. The top navigation bar includes links for DIVISIONS, MEDIA, SERVICES, RULES, ABOUT ODPS, CAREERS, and CONTACT. The main header features the EMS logo and a welcome message. The left sidebar, titled 'AskEMS', lists various categories, with 'Training & Education' selected and indicated by a black arrow. The central content area displays a 'CRITICAL INFORMATION' section with four items, each preceded by a red exclamation mark icon. The right sidebar contains a list of topics including ZIKA VIRUS, EMS CARE TO ANIMALS, CURRENT EMS GRANT AWARDS, EBOLA VIRUS, and HALL OF FAME AWARDS.

State of Ohio Training & Education Section: Select “EMS & Fire Service Providers”.

The screenshot shows the Ohio Training & Education section. The top navigation bar is the same as the homepage. The left sidebar, titled 'AskEMS', has 'Training & Education' selected, and a sub-menu is open with 'EMS & Fire Service Providers' highlighted by a black arrow. The main content area features a 'Training & Education' header and a breadcrumb trail: Home / Training & Education / Overview. Below this is the 'TRAINING & EDUCATION OVERVIEW' section, which includes a detailed paragraph about certification requirements. The paragraph states: "In accordance with section 4765.30 of the Ohio Revised Code, individuals must be issued a certificate to practice to provide emergency medical services (provider or instructor). EMS certifications are issued by the State Board of Emergency Medical, Fire, and Transportation Services through the Ohio Department of Public Safety, Division of Emergency Medical Services. In accordance with section 4765.55 of the Ohio Revised Code individuals must possess a certificate to provide fire services (firefighting, fire safety inspector, or instructor). Fire service certifications are issued by the executive director of the Division of Emergency Medical Services. Successful completion of training through an Ohio EMS accredited training program or chartered fire training program is required to be eligible for certification, although the state of Ohio may issue a certification to an applicant who receives training in another state, U.S. territory, or from the U.S. military through reciprocity. All certifications require continuing education to be eligible for renewal. Continuing

State of Ohio Training & Education Section: Select “HERE” (arrow) to access the CE Tracking System.

CE Tracking System ▾	EMS & Fire Service Providers (who are using this system to track personal CE)
EMS & Fire Service Providers	
Fire Chiefs & EMS Program Directors	
Certification Audits	The purpose of this EMS/Fire CE Tracking System was to provide a tool for EMS/Fire providers to voluntarily track the Continuing Education (CE) courses they attended.
Certificates to Teach	Use of this system does not remove providers from their responsibility to maintain documentation of their continuing education. If audited, you are required to provide acceptable documentation of CE training, as outlined in the Ohio Administrative Code.
Training & Education Resources	The system will not be accepted as documentation of CE hours in the event of an audit. The Division of EMS will not monitor or change any information entered into the system.
Laws & Rules	Click HERE to log in to the EMS/Fire CE Tracking System.
Frequently Asked Questions	<p>NOTE: Due to discontinued Microsoft support for the software and limited usage, this system will not be available for this purpose after December 31, 2016. If you are using this system to track your own CE, you should copy the information you have recorded so that you will have it after the system is discontinued.</p> <p>Click HERE for instructions on how to retrieve your EMS and fire service provider continuing education information.</p> <p>If you are not currently a user of this section of CE Tracking, you <u>should not</u> establish an account to track your own CE as it will not be available after December 31, 2016.</p>

If you have any trouble logging in or would like assistance retrieving data, contact the Division of EMS at 800-233-0785 or via email at [EMS Education](#) or [Fire Education](#).

CE Tracking System Sign-In Screen: If you have used the CE Tracking system as a tool to track your CE courses you will have an account and can sign in using your account email address and password. **Note:** If you forgot either your account user name (email address) or password you can use the “Forgot username/password” link in the middle of the sign in screen. See below.



Ohio EMS and Fire Certification Renewal

Log in here to review/update your continuing education using your email address and password that you have used in the past.

Email Address:

Password:

(Password is case sensitive)

This CE Tracking site will only be available until December 31, 2016. You should copy the information you have recorded, so that you will have it after the system is discontinued.

New accounts may no longer be established to track personal continuing education.

[Forgot username/password](#)

[EMS Homepage](#)

[New Link to EMS and Fire Certification Renewal](#)
[New Link to Certification Verification Application](#)
[New Link to Online Initial EMS Application](#)

CE Tracking System Home Page: Once signed in, the CE Tracking home page is displayed. Select “Review/Update Continuing Education” link.



Ohio EMS and Fire Certification Renewal

Click here to [Review/Update Continuing Education](#)

[EMS Homepage](#)

[New Link to EMS and Fire Certification Renewal](#)
[New Link to Certification Verification Application](#)
[New Link to Online Initial EMS Application](#)

Continuing Education Details Screen: This screen contains a list of courses entered into CE Tracking for recordkeeping. CE Tracker does not provide a way to print these details so you will need to transfer the information manually to paper. Alternatively you can print a screen shot of the information or capture an image of the details and save it to your computer. Information for electronic retrieval is provided in the “Tips” section.



Division of Emergency Medical Services

Review and Record Continuing Education

Ohio Cert.#

Course Information

Location Not Found

Select School

- 178 FW Ang Fire Dept
- 179th A.W. Fire Department
- 5694th Eng Det FF HQ
- 88th ABW Wright Patterson AFB

Narrow by County:

All Counties ▾

Narrow by Type:

All ▾

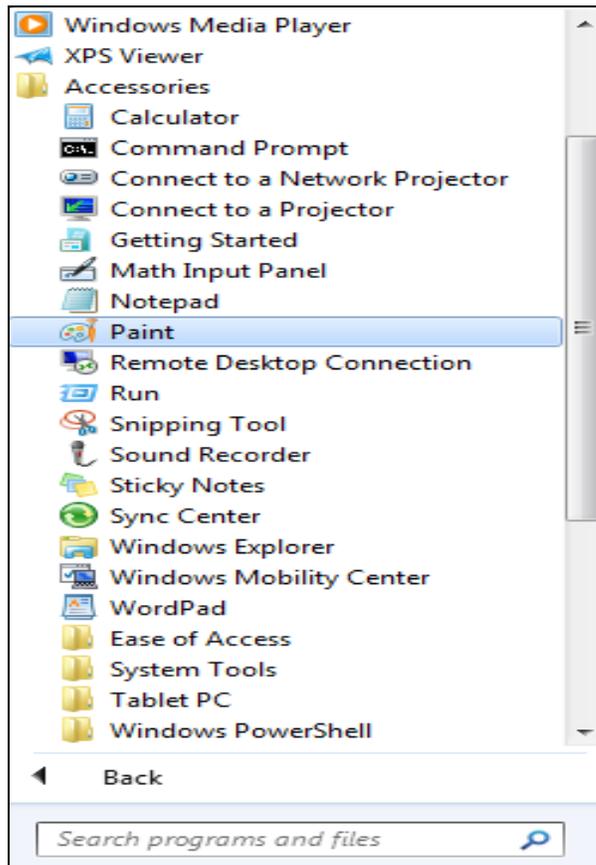
Course Type	Course Topic		
Select Course Type ▾	▾		
Instructor	Start Date	End Date	Total Hours

Course Type	Course Topic	Start Date	End Date	Hours	Location	Instructor	Edit
EMT (Emergency Medical Responder)	EMT Basic CE-General	1/1/2000	2/2/2000	8.00	Advance Care Ambulance	NV Instructor	Edit
EMT (Emergency Medical Technician)	EMT Basic CE-Geriatric	2/1/2001	2/9/2001	50.00	American Township Fire Department	John	Edit
EMT (Emergency Medical Technician)	EMT Paramedic CE-Cardiology	3/1/2002	3/21/2002	80.00	American Township Fire Department	Ron	Edit
EMT (Emergency Medical Technician)	First Responder CE-Airway Management	3/3/2003	4/5/2003	80.00	179th A.W. Fire Department	Jack	Edit

Tips for Printing or Capturing/Saving an Image of the CE Data:

1. **Printing Screen Contents:** To print what you see on the screen follow the steps below:
 - a. **Step 1:** Take a screen shot by selecting “Ctrl” (lower, left on keyboard) and “PrtScn” (upper, right side of keyboard) at the SAME TIME. The screen image is now saved to your computer clipboard.
 - b. **Step 2:** Open the Start menu (lower, left) and open a document to paste the screen shot into. Any software such as Word, Excel, WordPad, etc. will work.
 - c. **Step 3:** Once the application is open select the “paste” symbol (usually upper, left menu item) and the contents will be pasted into the application document. You can resize the image as needed.
 - d. **Step 4:** Open the menu on the top, far left of the application screen and select the “Print” function to print out the contents of the screen image.

2. **Modifying and Saving an Electronic Version of CE Details:** You can copy/paste a screen image of your CE Tracking course details into a program like Microsoft Paint that allows you to select only a portion of the screen image to save (for instance, only the list of courses taken). From here you can paste the selected data into another document for printing and long term electronic storage. General instructions are as follows:
 - a. **Step 1:** Take a screen shot by selecting “Ctrl” (lower, left on keyboard) and “PrtScn” (upper, right side of keyboard) at the SAME TIME.
 - b. **Step 2:** Open the Start menu (lower, left), open “Accessories” and select “Paint” (see image below).



- c. **Step 3:** When the Paint application is open select the “Paste” button (upper, left) to paste the CE Tracking image into Paint. Drag the image (hold left mouse click down) to position it so that the CE list details are within the display area. Next, hit the “Select” dropdown menu and select “Rectangular Selection”. See image below.

The screenshot shows the Microsoft Paint application interface. The 'Home' tab is active, and the 'Select' dropdown menu is open, with 'Rectangular selection' highlighted. The background content includes the text 'Ohio Cert.# 10000' and a 'Course Information' form with the following details:

Course Information

Location: SAFETY • SERV

Select School:

- 178 FW Ang Fire Dept
- 179th A.W. Fire Department
- 5694th Eng Det FF HQ
- 88th ABW Wright Patterson AFB

Narrow by County: All Counties

Narrow by Type: All

Course Type: Select Course Type

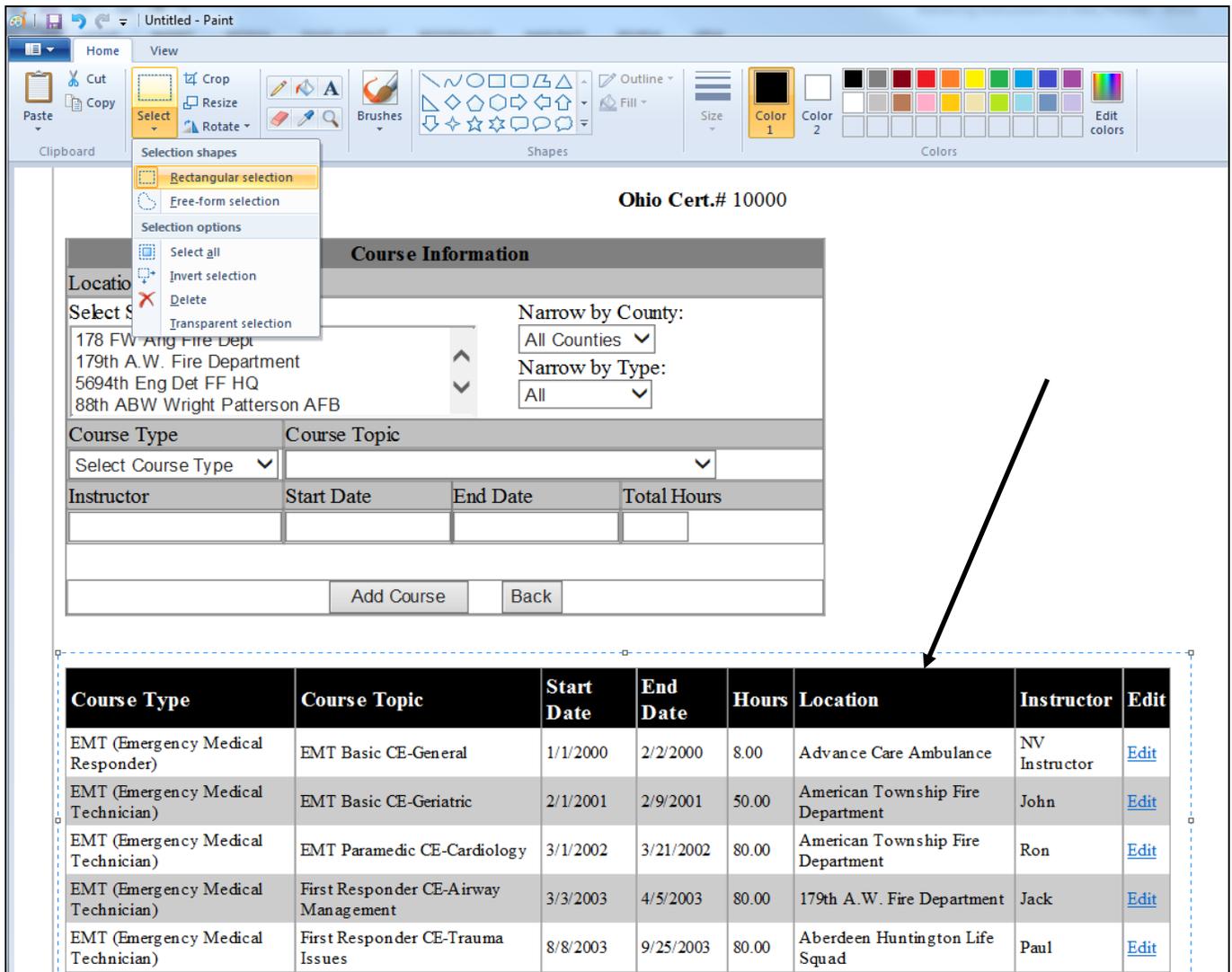
Course Topic: [Dropdown]

Instructor	Start Date	End Date	Total Hours

Buttons: Add Course, Back

Course Type	Course Topic	Start Date	End Date	Hours	Location	Instructor	Edit
EMT (Emergency Medical Responder)	EMT Basic CE-General	1/1/2000	2/2/2000	8.00	Advance Care Ambulance	NV Instructor	Edit
EMT (Emergency Medical Technician)	EMT Basic CE-Geriatric	2/1/2001	2/9/2001	50.00	American Township Fire Department	John	Edit
EMT (Emergency Medical Technician)	EMT Paramedic CE-Cardiology	3/1/2002	3/21/2002	80.00	American Township Fire Department	Ron	Edit
EMT (Emergency Medical Technician)	First Responder CE-Airway Management	3/3/2003	4/5/2003	80.00	179th A.W. Fire Department	Jack	Edit
EMT (Emergency Medical Technician)	First Responder CE-Trauma Issues	8/8/2003	9/25/2003	80.00	Aberdeen Huntington Life Squad	Paul	Edit

- d. **Step 4:** Now select a portion of the image you want to save. For instance, place your mouse pointer on the upper left of the course list and with the left mouse click held down, drag the dotted lines left to right until you have outlined all of the CE list details. The dotted blue line in the screen below is what you should see. Place the mouse within the outlined image, right click the mouse and select "Copy" from the dropdown menu. You now have a copy of the outlined course details.



- e. **Step 5:** You can paste this copy of CE course details into any WordPad, Excel or other application. The image of the course details copied from Paint is pasted in this document as shown below.

Course Type	Course Topic	Start Date	End Date	Hours	Location	Instructor	Edit
EMT (Emergency Medical Responder)	EMT Basic CE-General	1/1/2000	2/2/2000	8.00	Advance Care Ambulance	NV Instructor	Edit
EMT (Emergency Medical Technician)	EMT Basic CE-Geriatric	2/1/2001	2/9/2001	50.00	American Township Fire Department	John	Edit
EMT (Emergency Medical Technician)	EMT Paramedic CE-Cardiology	3/1/2002	3/21/2002	80.00	American Township Fire Department	Ron	Edit
EMT (Emergency Medical Technician)	First Responder CE-Airway Management	3/3/2003	4/5/2003	80.00	179th A.W. Fire Department	Jack	Edit
EMT (Emergency Medical Technician)	First Responder CE-Trauma Issues	8/8/2003	9/25/2003	80.00	Aberdeen Huntington Life Squad	Paul	Edit

- f. **Step 6:** Once the CE course details are contained within a document you can save the document by going to the “File” selection at top, left menu and selecting the “Save” option from the dropdown menu. A save function will be displayed (see below) that lets you name the document and save it to either your desktop or within a Documents folder (or other folder of your choice). The CE course details are now saved electronically.

