

- Bureau of Motor Vehicles
- Emergency Management Agency
- **Emergency Medical Services**
- Office of Criminal Justice Services
- Ohio Homeland Security
- Ohio State Highway Patrol



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Program Directors,

As announced last month, the Division of EMS will be implementing a new EMS course management software. The new software, tentatively called EMS Education, will replace the current **CE (COURSE) TRACKING SYSTEM**. The actual date of implementation is targeted for Monday, December 19, 2016. The new software will not only provide better security and confidentiality for the data, it will feature a much more intuitive user interface.

The implementation is set to occur Monday, December 19, 2016 at approximately 7AM. While it may not take more than a couple of hours to upload and test, it is recommended that program directors plan on the accredited program site being unavailable that day.

It is important to note, the **CE (COURSE) TRACKING SYSTEM** will be decommissioned on Monday, December 19, 2016 at 7AM as well. Please make sure that you obtain all data for EMS or Fire **CE** courses that you may need. While it will be archived, once decommissioned, the data will no longer be available to view or print through the online software. Data retrieval assistance can be found on the Division of EMS website at http://www.ems.ohio.gov/links/ems_Chief-DirectorRetrieveCE.pdf.

PROGRAM DIRECTORS – CRITICAL ACTIONS

1. For EMS programs that are currently being conducted and that will not be completed until after the Monday, 12/19/16, implementation date, you should make sure that all students and student information is entered into the **CE (COURSE) TRACKING SYSTEM** prior to Friday, 12/16/16. On 12/19/16 the **initial course data that is in the current system** will be migrated into the EMS education software.
2. Students in any class that will not be completed prior to 12/19/16 should **NOT** fill out an application until they complete the National Registry exam (written and practical) along with any required NIMS courses.
3. Any program that will not be starting (first day of class) prior to 12/12/16 **SHOULD NOT** complete a course request until 12/20/16.

PROCESS CHANGES

Program Requirements

Starting 12/19/16, course requests must be received 14 days prior to the first day of class. If you have a class starting between 1/2/17 and 1/6/17, and you cannot place the request prior to the 14 day requirement, select a course start date 14 days from the your submission date. Once the course is submitted, contact the Division of EMS for assistance in correcting the course to the appropriate start date. This will be available only for classes starting during this time period.

Mission Statement

"to save lives, reduce injuries and economic loss, to administer Ohio's motor vehicle laws and to preserve the safety and well being of all citizens with the most cost-effective and service-oriented methods available."

The program director will be required to upload/attach the Course Syllabus, Course Schedule and Course Handbook to the course request.

You will be required to add your students to the course content within 14 days of the start of the course.

Benefits as of 12/19/16

This transition will provide added data security and confidentiality.

The program director will be able to see all courses past and present (as long as they have previously been entered).

The program director will be able to sort class data and records based on course date, course ID, course level and course status. The program director will also be able to search for specific students.

The data will be linked so that an update by the students regarding their certification will result in an update to the student records. This will provide updated alumni records to the program director.

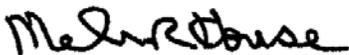
Going forward, once the program director updates a student record to include successful completion of the course, the National Registry (written and practical), the required NIMS courses, and attests to the accuracy of the record, an email will be generated to the student. The email will provide the student with the information necessary to complete an application for State certification.

Starting 90 days after the student's course completion date, program directors will receive monthly notifications that one or more students have not yet filed the State application, allowing the program director to assist the student as needed.

The Division of EMS is currently working on developing a program director webinar that will be offered two or three times. We are also developing a job aid to assist you in working through the process. There will be additional communications sent prior to implementation to update you on timetables and processes as new information becomes available. If you have any questions, please call John Molnar at 614-387-0649 or write the Division of EMS at emseducation@dps.ohio.gov.

Thank you for your continued efforts and support.

Sincerely,



Melvin R. House, Executive Director
Ohio Department of Public Safety
Division of Emergency Medical Services