

# IGEMS USER MANUAL

## Public Portal

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# IGEMS Login Page

**IGEMS**  
IDAHO'S GATEWAY FOR EMERGENCY MEDICAL SERVICES  
BUREAU OF EMERGENCY MEDICAL SERVICES & PREPAREDNESS

IdahoEMS.org NREMT TRAIN Idaho CHU Background Check Provider Licensure Education EMSPC EMSAC

Account Login  
Lookup

**Welcome to the Idaho Gateway for EMS license management system for EMS Personnel and Agencies in the State of Idaho.**

We are very excited to launch our new licensure system and the efficiencies it will create. But with any significant change, complications are to be expected initially. We ask for your patience and hope that you will help us identify issues by communicating those to us as you experience them. Contact information is at the bottom of each page. With your help, we can streamline processes within IGEMS to make it the most user-friendly license management system.

**\*\*If you have been a student or licensed as an EMS provider prior to October 24th, 2016 you can use the Claim Account option to match your imported information to your IGEMS account.\*\***

Check to see if you have information already imported to IGEMS. [Personnel Lookup](#) If so, then [Claim Account](#).

**Login**

Username:

Password:

[Forgot Username or Forgot Password?](#)

[Login](#) [Create Account](#)

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If you have any questions or concerns while using IGEMS, you can contact the Idaho Bureau of EMS & Preparedness at EMSPROVLIC@dhw.idaho.gov or 1-877-554-3367 toll free.

**IDAHO DEPARTMENT OF HEALTH & WELFARE**  
**DIVISION OF PUBLIC HEALTH**

## Public Lookup

Use the Public Lookup to see if you have any records imported from our previous data base.

**IGEMS**  
IDAHO'S GATEWAY FOR EMERGENCY MEDICAL SERVICES  
BUREAU OF EMERGENCY MEDICAL SERVICES & PREPAREDNESS

IdahoEMS.org NREMT TRAIN Idaho CHU Background Check Provider Licensure

Account Login  
Training  
Lookup  
Personnel  
Agency

**Public Lookup**

Enter your search criteria to locate a specific person or agency.

Type: Personnel

Provider Number:

First Name:

\* Last Name:

[Search](#)

**Only required field for public lookup.**

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**IDAHO DEPARTMENT OF HEALTH & WELFARE**  
**DIVISION OF PUBLIC HEALTH**

**Personnel: If you do, then you need to claim your account instead of creating a new one.**

IdahoEMS.org NREMT TRAIN Idaho CHU Background Check Provider Licensure

Account Login  
Training  
Lookup  
Personnel  
Agency

### Public Personnel Lookup

Enter any search criteria to find the public profile of any other personnel.

Provider Number:   
First Name:   
\* Last Name:

Search Clear

**Public Lookup will show all matching results.  
Click on a name to see additional information or for a printable page of the look up results.**

Search Results

Name	License Status	License Level	Expiration Date
MacGyver, Idaho	Active	Paramedic 2011	03/31/2019

Records 1-1 of 1 | First | Previous | Next | Last | Per Page | 10

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If you have any questions or concerns while using IGEMS, you can contact the Idaho Bureau of EMS & Preparedness at EMSPROVLIC@dhw.idaho.gov or 1-877-554-3367 toll free.

## Claim Your Account

IdahoEMS.org NREMT TRAIN Idaho CHU Background Check Provider Licensure

Account Login  
Lookup

### Forgot Username

Check IGEMS for account information in the database by using these unique identifiers.  
An email will be generated to email address of record for security purposes. Obtain Login information by accessing that email account.

\* Date of Birth:  /  /

\* Last Name:

\* Social Security Number:  -  -  Show SSN

Lookup Back

**If you found your information on the public look up, claim your account by entering the unique identifiers. An email will be sent to the email address you have provided to the Bureau. If you don't have an email address in our database, you will be prompted to enter a unique email address. You cannot share an email address with someone else in the IGEMS system.**

**If you can't access the email account identified on the next page, contact the Bureau at 1-877-554-3367 for further instructions on how to modify your unique email address.**

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If you have any questions or concerns while using IGEMS, you can contact the Idaho Bureau of EMS & Preparedness at EMSPROVLIC@dhw.idaho.gov or 1-877-554-3367 toll free.

## Create an Account: Enter the required information to create your account.

IdahoEMS.org NREMT TRAIN Idaho CHU Background Check Provider Licensure

Account Login  
Training  
Lookup

### Create Your Account

Please enter your address and email in the Address and Email sections. Your mailing address and email address will be used by the EMS office to send you official communications regarding your account and license but will not be shared publicly.

#### Account Demographics

\* First Name:   
Middle Name:   
\* Last Name:   
Suffix:   
Maiden Name:   
Preferred Name:   
\* Social Security Number:  -  -   Show SSN  
What is this?  
\* Birth Date:  /  /    
\* Highest Education Level:

#### Address Information

Country:

\* Address:

\* Postal Code:

Click "Lookup" to select City, County, and State for this postal code

\* City:   
County:   
\* State:

#### Contact Information

\* Email:   
\* Verify Email:   
\* Primary Phone:  -  -   
Work Phone:  -  -   
Cell Phone:  -  -   
\* Username:

\*required

## Forgot Username/Password

IdahoEMS.org NREMT TRAIN Idaho CHU Background Check Provider Licensure

Account Login  
Lookup

### Forgot Username

Check IGEMS for account information in the database by using these unique identifiers.  
An email will be generated to email address of record for security purposes. Obtain Login information by accessing that email account.

\* Date of Birth:  /  /    
\* Last Name:   
\* Social Security Number:  -  -   Show SSN

If you found your information on the public look up, claim your account by entering the unique identifiers. An email will be sent to the email address you have provided to the Bureau. If you don't have an email address in our database, you will be prompted to enter a unique email address. You cannot share an email address with someone else in the IGEMS system.

If you can't access the email account identified on the next page, contact the Bureau at 1-877-554-3367 for further instructions on how to modify your unique email address.

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If you have any questions or concerns while using IGEMS, you can contact the Idaho Bureau of EMS & Preparedness at EMSPROVLIC@dhw.idaho.gov or 1-877-554-3367 toll free.

# My Account

## My Account Menu

**IGEMS**  
IDAHO'S GATEWAY FOR EMERGENCY MEDICAL SERVICES  
BUREAU OF EMERGENCY MEDICAL SERVICES & PREPAREDNESS

IdahoEMS.org NREMT TRAIN Idaho CHU Background Check Provider Licensure

Welcome, Idaho MacGyver | Logout

**My Account**

- Profile
- Applications
- Training
- Agency
- Lookup

**Profile:** Make updates to your account information on your profile. View Certification specifics.

**Applications:** View applications for Personnel and Agencies based on your authorization.

**Training:** Personnel can enter CE hours, Instructors can update course information, and Education Program Directors can request courses and exams.

**Agency:** Personnel can see their Agency affiliation. Agency Administrators can expand this section to see agency specific information and update Agency information and roster.

4 New trainings added  
0 Upcoming training this week  
0 Upcoming test this week

I am looking for...  
Personnel  
Provider Number First Name  
Last Name GO

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If you have any questions or concerns while using IGEMS, you can contact the Idaho Bureau of EMS & Preparedness at EMSPROVLIC@dhw.idaho.gov or 1-877-554-3367 toll free.

## My Account Dashboard

**IGEMS**  
IDAHO'S GATEWAY FOR EMERGENCY MEDICAL SERVICES  
BUREAU OF EMERGENCY MEDICAL SERVICES & PREPAREDNESS

IdahoEMS.org NREMT TRAIN Idaho CHU Background Check Provider Licensure Education EMSPC EMSAC

Welcome, Elroy E-MT | Logout

You are logged in. Welcome Elroy E-MT.

**My Account**

<b>Personnel</b>	Applications	Add CE Hours	Pay Fees <b>New</b>
	Check App Status	CE Tracker	

Elroy E-MT  
EMT 2011  
Number: 208-160006  
Issued: 10/19/2016  
Expiration: 03/31/2020

No forms pending

3 New trainings added  
2 Upcoming trainings this week  
0 Upcoming test this week

I am looking for...  
Personnel  
Provider Number First Name  
Last Name GO

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If you have any questions or concerns while using IGEMS, you can contact the Idaho Bureau of EMS & Preparedness at EMSPROVLIC@dhw.idaho.gov or 1-877-554-3367 toll free.

# Profile- Demographic

Make updates to your demographic information of your profile.

IdahoEMS.org NREMT TRAIN Idaho CHU Background Check Provider Licensure

Welcome, Idaho

**My Account**  
Profile  
Applications  
Training  
Agency  
Lookup

**MacGyver, Idaho (208-160007)**  
Paramedic 2011  
Issue Date: 10/21/2016  
Expiration Date: 03/31/2019

### My Profile

Make updates to your account information on your profile. Click Save at the bottom of the page.

Demographics | Certifications

#### Account Demographics

\* First Name: Idaho  
Middle Name:  
\* Last Name: MacGyver  
Suffix:  
Maiden Name:  
Preferred Name: Mac  
\* Social Security Number: - - - - - Show SSN  
What is this?  
\* Birth Date: 03 / 17 / 1998  
\* Gender: Male  
Highest Education Level: Bachelor Degree

#### Address Information

Country: United States  
\* Address: 2224 Old Penitentiary Rd  
\* Postal Code: 83712 **Lookup**  
Click "Lookup" to select City, County, and State for this postal code  
\* City: Boise (corporate name Boise City)  
County: Ada  
\* State: Idaho

#### Contact Information

\* Email: idahoems@dhw.idaho.gov  
Primary Phone: 208 - 334 - 4000 Preferred  
Work Phone: - - - Preferred

# Certifications

Personnel Licensing information for your current or most recent Idaho license.

Idaho EMS Website NREMT Website

Welcome, Elroy E-MT | Logout

**My Account**  
Profile  
Applications  
Training  
Agency  
Lookup

**E-MT, Elroy George (208-160006)**  
E-MT 2011  
Issue Date: 10/19/2016  
Expiration Date: 03/31/2020

### My Profile

Personnel Licensing information for your current or most recent Idaho license.

Demographics | Certifications

#### Personnel Licensing 16.01.07

Provider Number: 208-160006  
License Level: EMT 2011  
License Status: Active  
Effective Date: 10/19/2016  
Expiration Date: 03/31/2020

#### Instructor Certification 16.01.05

Instructor Certificate Number:  
Instructor Level:  
Instructor Status: Pending  
Issue Date:  
Expiration Date:

#### Instructor Information

Instructor: Yes  
Instructing Topics: CE - C1: Airway Preparation and Ventilation  
CE - C2: Cardiovascular  
CE - C3: Trauma  
CE - C4: Medical  
CE - C5: Operations: Landing Zone & Extrication Awareness  
CE - C6: Pediatrics  
Instructing Locations: \*CE Hours Reporting  
Administrator Location: None  
Locations: \*\*required

**Back**

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Email questions to [EMSPROVLC@dhw.idaho.gov](mailto:EMSPROVLC@dhw.idaho.gov) or call 208-334-4000 for urgent issues or concerns.

# Applications

## Available Applications- My Applications

IdahoEMS.org NREMT TRAIN Idaho CHU Background Check Provider Licensure

Welcome, Elroy E-MT | Logout

### Available Applications

Begin a new application, or click one of the links in the left menu to continue an existing application.

My Applications | Service Applications

**E-MT, Elroy George (208-160006)**  
EMT 2011  
Issue Date: 10/19/2016  
Expiration Date: 03/31/2020

Applications	Action
<b>Provider ALS License - Initial</b> AEMT & Paramedic - Application for initial 2 year license based on Idaho EMS Course, Reciprocity, or National Registry. **Must be over 18 years old**	<a href="#">Apply Now</a>
<b>Ambulance Based Clinician</b> Ambulance Based Clinicians (ABC) are professionally licensed as an RN, RT, PA, or Other qualifying professional licenses already and have completed the ABC Curriculum or EMT Initial Course.	<a href="#">Apply Now</a>
<b>Shortened Cycle Request</b> Request to reduce the duration of current license	<a href="#">Apply Now</a>
<b>Reversion</b> Request to revert current licensure to a lower level.	<a href="#">Apply Now</a>

Records 1-4 of 4

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If you have any questions or concerns while using IGEMS, you can contact the Idaho Bureau of EMS & Preparedness

## Agency (Service) Applications

Applications and forms that allow the Agency or Medical Director to make updates automatically.

IdahoEMS.org NREMT TRAIN Idaho CHU Background Check Provider Licensure

Welcome, Idaho MacGyver | Logout

### Available Applications

Click "Apply Now" next to one of the licenses to apply to that license for that agency.

My Applications | Service Applications

Filter By Service: AAA Archer Air Ambulance (None)

**AAA Archer Air Ambulance**  
2220 Old Penitentiary Rd, Boise City (corporate name for Boise Advanced 85

Applications	Action
<b>Agency License - Renewal</b> State approved EMS agency license.	<a href="#">Apply Now</a>
<b>Agency License - Initial</b> License for new agencies or agencies changing operational declarations.	<a href="#">Apply Now</a>
<b>Optional Modules Addendum</b>	<a href="#">Apply Now</a>
<b>Unaffiliate Personnel</b> Form to unaffiliate personnel.	<a href="#">Apply Now</a>
<b>Education Program</b> State of Idaho approved EMS Education Program for Initial Courses	<a href="#">Apply Now</a>

Records 1-5 of 5

# Continue

IdahoEMS.org NREMT TRAIN Idaho CHU Background Check Provider Licensure

Welcome, Elroy E-MT | Logout

My Account

Applications

Continue 1

Checkout

Review

Training

Agency

Lookup

Application created successfully.

### Continue My Applications

This section allows you to work with the forms for applications you have already started. Click Start to work with forms you have not yet started filling out, Continue for forms that are still in progress or the PDF icon to view a form you already completed.

You can click the grey header bar for any license application. You can use the filters and search box at the top of the page to filter by criteria, click Go to search for licenses matching your criteria.

You have 1 forms to complete.

Application

GO CLEAR

Provider ALS License - Initial		
Status: Initiated	Initiated On: 10/21/2016	
Number: 208-160008	Issue Date:	
Forms: 0 of 1 completed	Expiration Date:	
Forms - Blank		
Form	Requested	Completed
Initial Provider	Fri 10/21/16	Completed

Start

Records 1-1 of 1

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IdahoEMS.org NREMT TRAIN Idaho CHU Background Check Provider Licensure

Welcome, Elroy E-MT | Logout

My Account

Applications

Continue 3

Checkout 1

Review 1

Training

Agency

Lookup

Form saved successfully.

### Continue My Applications

This section allows you to work with the forms for applications you have already started. Click Start to work with forms you have not yet started filling out, Continue for forms that are still in progress or the PDF icon to view a form you already completed.

You can click the grey header bar for any license application. You can use the filters and search box at the top of the page to filter by criteria, click Go to search for licenses matching your criteria.

You have 3 forms to complete.

Application

GO CLEAR

Provider ALS License - Initial		
Status: Fee Payment Required	Initiated On: 10/21/2016	
Number: 208-160008	Issue Date:	
Forms: 1 of 6 completed	Expiration Date:	
Forms - Blank		
Form	Requested	Completed
Initial Provider	Fri 10/21/16	Fri 10/21/16
Fee Payment Method	Fri 10/21/16	Completed
Out of State License Verify		
Form	Requested	Completed
Out of State License Disclosure - Required	Fri 10/21/16	Completed
Forms - Blank		
Form	Requested	Completed
Standardized Exam Proof	Fri 10/21/16	Completed

Start

Start

Start

Records 1-1 of 1

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# Fill-out and Submit Applications

Initial Provider

Page 1 Page 2

### Application for Initial Idaho EMS License

\* First Name:  
Eroy

\* Last Name:  
E-MT

Date of Birth:  
01 / 02 / 1988  
mm/dd/yyyy

Please select the level of licensure you are seeking

\* Application for License Level:  
- Application for License Level -

#### Educational Requirements

Do you meet one of the following eligibility requirements?

- I passed an Idaho EMS Initial Course and the standards.
- I possess a current EMS License in another state at or above the license level of this application.
- I possess a current National Registry of EMTs (NREMT) registration at or above the license level of this application.

No I have not met any of the 3 requirements.  
 Yes I have met at least one of the 3 requirements.

If Yes, select all that apply:

- I have completed an Idaho Initial Course.
- I have a current EMS license in another state.
- I have a current NREMT registration.

#### IDHW Criminal History Unit Background Check

Have you successfully completed a criminal history background check by the Idaho Department of Health & Welfare's Criminal History Unit (CHU) within the last 36 months?

- No I haven't applied for a CHU background check.
- Yes I have applied for a CHU background check or have cleared a CHU background check within the last 3 years.

#### Idaho EMS Agency Affiliation

Applicants for licensure must have a current affiliation with a licensed Idaho EMS Agency that functions at, or above, the level of licensure being sought by the applicant.

\* Have you obtained affiliation with an Idaho Licensed EMS Agency?:  
 Yes  
 No

If yes, select the qualifying agency you have obtained affiliation for the purpose of licensure.

Agency Affiliation for the purpose of this application:--  
- Agency Affiliation for the purpose of this application. -

#### Check Eligibility to Apply for Licensure

By submitting this eligibility verification, I certify that the information I have provided within, including any attached supplemental information, is true, complete, and correct. I understand that all information is subject to audit and that violation of IDAPA 16.01.07 "Emergency Medical Services - (EMS) Personnel Licensing Requirements" or 16.01.12 "Emergency Medical Services (EMS) - Complaints, Investigations, and Disciplinary Actions" may result in denial, refusal to renew, suspension, or revocation of my EMS license.

**Check Eligibility**

Read the questions on the applications and answer honestly and accurately for the best processing times and to avoid delays in licensing.

# Checkout

## Access Idaho

Allows Personnel to pay application fees online through Access Idaho.

IdahoEMS.org NREMT TRAIN Idaho CHU Background Check Provider Licensure

Welcome, Andy Ad-vanced | Logout

### Checkout

To pay fees online through [Access Idaho](#), select the license(s) and click [Pay Now](#) below to begin the online payment process.

<input checked="" type="checkbox"/> License	Application Date	Total Amount	Balance Due
<input checked="" type="checkbox"/> Provider ALS License - Initial	10/19/2018	\$0.01	\$0.01
<b>Totals:</b>		<b>\$0.01</b>	<b>\$0.01</b>

[Pay now](#)

To pay fees online through [Access Idaho's web service](#) follow the instructions on the page.

Agency Administrators can also pay for fees through Access Idaho after selecting the Providers on their Personnel Roster.

IdahoEMS.org NREMT TRAIN Idaho CHU Background Check Provider Licensure Education EMSAC EMSAC

Welcome, Idaho MacGyver | Logout

Roster updated successfully.

### 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.

[Personnel Roster Status Changes](#)

\* IDAPA 16.01.07.400 authorizes the Idaho Emergency Medical Services (EMS) Bureau to investigate any action, conduct, or failure to act which is inconsistent with the professionalism, and/or standards established by the Rules Governing EMS. In accordance with this responsibility, please notify the EMS Bureau when a licensed EMS provider is terminated for cause or is the subject of local disciplinary action (LDA). This includes a medical director sanction of a limited scope of practice, restriction or withdrawal of medical director approval to function, per IDAPA 16.02.02.300.02. Disclosure of the circumstances will result in an initial review and may lead to a request for further information and full investigation by the EMS Bureau. LDA must be reported within fifteen (15) days per Idaho Code 39-1393.

Add an Existing Personnel to Agency Roster

Personnel:  [Add Existing Personnel to AAA Archer Air Ambulance](#)

Search by Personnel name or License number

<input checked="" type="checkbox"/>	Name	Positions	Level	Issued	Expiration	Docs
<input checked="" type="checkbox"/>	MacGyver, Idaho					
<input type="checkbox"/>	Sawbones, Doc					
<input checked="" type="checkbox"/>	Ad-vanced, Andy (208-180004)					
<input type="checkbox"/>	E-MT, Elroy George (208-180008)					
<input type="checkbox"/>	Admin, Primus (39008)					
<input type="checkbox"/>	EM-R, Rob					
<input type="checkbox"/>	Surjan, Christian					

[Go](#) [CLEAR](#)

1-7 of 7 | First | Previous | Next | Last | Per Page 10

[- I Want To -](#)

- [Remove Selected Users](#)
- [Prepay EMT Renewal for Selected Users](#)
- [Pay License for Selected Users](#)
- [Apply Licenses to Selected Users](#)

= Critical Care Credential  = Primary Agency Contact  = Agency Administration  = Inactive User

Agencies can submit payment for Personnel who have fees from Advanced/ Paramedic License applications by clicking on the box next to their name to check mark it, then selecting from the drop down menu at the bottom of the page the option "Pay License for Selected Users", then clicking the Go button. You will be directed to the same Access Idaho payment options but it will be a list of your Personnel instead of just individual account.

# Payment Method indicates how you are going to pay through Access Idaho.

IdahoEMS.org NREMT TRAIN Idaho CHU Background Check Provider Licensure

Welcome, Andy Ad-vanced | Logout

**My Account**  
Applications  
Continue  
Checkout 1  
Review  
Training  
Agency  
Lookup

### Payment Detail

Access Idaho allows you to pay fees with a credit/debit card or an online check. Their online convenience fees are 3%+ \$1 for credit card transactions or \$2.50 flat fee for an online check.

[Credit Card Fees Example](#)  
\$25 license renewal fee = \$1.75 convenience fee    \$25 license fee x 4 = \$4.00 convenience fee  
\$35 initial license fee = \$2.05 convenience fee    \$35 license fee x 4 = \$5.20 convenience fee

Account \_\_\_\_\_

\* Payment Method:

License	Amount
Provider ALS License - Initial	\$0.01
<b>Totals:</b>	<b>\$0.01</b>

## Access Idaho

A secure service from Idaho.gov

# IDAHO

 Official Payment Site of the State of Idaho

1 Payment Type    2 Customer Info    3 Payment Info    4 Submit

### Payment

Payment Type

Payment Type \*

Customer Information

Payment Info

Follow Access Idaho's instructions for processing payment.

## Review Applications for Approvals

Agency Administrators and Medical Directors will receive notification to review Personnel applications that require agency or Medical Director approval.

IdahoEMS.org NREMT TRAIN Idaho CHU Background Check Provider Licensure

Welcome, Idaho MacGyver | Logout

**My Account**

- Applications
  - Continue 1
  - Checkout 1
  - Review 1
- Training
- Agency
- Lookup

### Review Applications

The Continue button will be displayed for each form that you need to complete.

You can click the grey header bar for any application to expand or collapse the application details. You can also use the filters and search box at the top of the page to narrow down which licenses you want to review. If you want to view all licenses, click the search box.

You have 1 forms to review.

Elroy E-MT : Provider ALS License - Initial

Status: Fee Payment Required  
Number: 208-160006  
Forms: 3 of 7 completed

Issue Date:  
Initiated On: 10/21/2016  
Expiration Date:

Out of State License Verify		
Form	Requested	Completed
Out of State License Disclosure - Required	Fri 10/21/16	Fri 10/21/16

Forms - Blank		
Form	Requested	Completed
Fee Payment Method	Fri 10/21/16	Fri 10/21/16
Initial Provider	Fri 10/21/16	Fri 10/21/16
CHU Placeholder License	Fri 10/21/16	

Out of State License Verify		
Form	Requested	Completed
Out of State Bureau Verify	Fri 10/21/16	

Forms - Blank		
Form	Requested	Completed
Standardized Exam Proof	Fri 10/21/16	
Authorizing Representative Statement- Direct Bill	Fri 10/21/16	

Start

Records 1-1 of 1

# Training

## Personnel: Add CE Hours

### Manage Courses

Welcome, Elroy E-MT | Logout

### Manage Training Courses

Add CE hours by selecting the **Add New Course** button.

**\*\*Add Category Hours, Attendees, and supporting Documents by Clicking on your course from the list below.\*\***

**Add New Course**

Start:  to  - Training Created On -  Training

Name ▲	Number	Status	Training Date	Closing Date	Trainer	Location	Completed Attendees
Continuing Education	CE-16-00008	*CE Hours	10/21/2016		Idaho MacGyver	*CE Hours Reporting	0 / 1
Continuing Education	CE-16-00009	*CE Hours	10/27/2016 at 8:00 AM - 5:00 PM		Second Tester	*CE Hours Reporting	1 / 1
Continuing Education	CE-16-00010	*CE Hours	10/28/2016 at 8:00 AM - 5:00 PM		Second Tester	*CE Hours Reporting	0 / 0
Continuing Education	CEU-2016-00011	*CE Hours	04/06/2016		Elroy E-MT	*CEU Venue: Nationally recognized courses	1 / 1

Records 1-4 of 4 | First | Previous | Next | Last | Per Page

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**Education Program Directors: Request Initial EMS Courses and Exams**  
 State Approved Courses and Exams require approval. When the course or exam is approved it will appear on the Manage Courses page where you can add attendees and update their status.

Welcome, Idaho MacGyver | Logout

### My Training Requests

Education Program Directors can request a state approved Initial EMS Course or request a psychomotor or mobile written exam.

**Apply For Course Approval**

Start:  End:  - Training Created On -  - Status -

Training

Name ▲	Number	Status	Training Date	Trainer Name	Location	Submitted Date	Closing Date
Exam - EMT Psychomotor	EX-EMT-16-004	Submit Request to Bureau	01/07/2017	Idaho MacGyver	College of Western Idaho-test	10/18/2016	
Initial EMR	EMR-2016-0032	Submit Request to Bureau	08/31/2016 - 09/30/2016	Idaho MacGyver	College of Western Idaho-test	08/03/2016	

Records 1-2 of 2 | First | Previous | Next | Last | Per Page

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The steps are the same for Adding CE and Initial Courses/Exams, except only Program Directors can view the Request menu option and have the Initial Courses and Exam Course Types.

### Step 1. Details Tab

## Add New Training

Step 1. Course Type = Continuing Education (CE), Course Name = Course Hours Entry, Status = \*CE Hours, Location = \*CE Hours Reporting, Trainer = \*CE Hour, Reporting

Details | Topical Hours | Documents | Confirmation

#### Add/Edit Training Details

\* Course Type:

\* Course Name:   
Select a Course Type

Training Number:

Status:

Region Held:

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.

#### Notes

Internal Note:

Training Coordinated By: Elroy E-MT

## Step 2. Topical Hours/Documents/Confirmation Tabs

Step 2. **Save and Continue** on **Topical Hours** and **Documents** (entered later). Then on the **Confirmation** page **Add Training**.

Select **Save and Continue**, You'll enter hours later.

Details | Topical Hours | Documents | Confirmation

Update the number of hours that are applicable to each category for this training after you've added the course.

Currently the selected instructor does not have permissions to teach any topics associated with the selected course type

**Add Topic**

Topics	Completed Hours
<input type="text" value="--- Topic ---"/>	<input type="text"/>

**Save and Continue** **Cancel**

Select **Save and Continue**, you can upload Certificates later.

Details | Topical Hours | Documents | Confirmation

**CE Hours Entry:** (Optional) Upload supporting documents for Proof of Completion requirements. Any documents uploaded to IGEM S will be considered to have been provided in the event of an audit.

**Upload a Document**

Name	Description
No records	

**Save and Continue** **Cancel**

Select **Add Training**, and return to the Manage Courses page to continue.

Details | Topical Hours | Documents | Confirmation

<p><b>Details</b></p> <p>Name: CE Hours Entry Description: Location: *CE Hours Reporting Trainer: *CE Hour; Reporting</p>	<p><b>Documents</b></p> <p>No Document Uploaded</p> <p><b>Tests</b></p> <p>No Tests Added</p>
---	---

**Topics**

No Topics Added

**Multiple Dates**

Course	Training Date	Attendee Signup	Test Date
Course 1	12/25/2016 to		

**Add Training** **Cancel**

**Step 3. Click on the course you entered to add CE Hours, Yourself as an attendee, and any supporting Documents like certificates or rosters.**

**Manage Training Courses**

Add CE hours by selecting the **Add New Course** button.

**\*\*Add Category Hours, Attendees, and supporting Documents by Clicking on your course from the list below\*\***

**Add New Course**

Name ▲	Number	Status	Training Date	Closing Date	Trainer	Location	Completed Attendees
<a href="#">CE Hours Entry</a>	CE-16-00018	*CE Hours	10/25/2016		Reporting *CE Hour	*CE Hours Reporting	0 / 0
<a href="#">Continuing Education</a>	CEU-2016-00011	*CE Hours	04/06/2016		Elroy E-MT	*CEU Venue: Nationally recognized courses	1 / 1
<a href="#">Continuing Education</a>	CE-16-00008	*CE Hours	10/21/2016		Idaho MaoGyver	*CE Hours Reporting	0 / 1
<a href="#">Continuing Education</a>	CE-16-00009	*CE Hours	10/27/2016 at 8:00 AM - 5:00 PM		Second Tester	*CE Hours Reporting	1 / 1
<a href="#">Continuing Education</a>	CE-16-00010	*CE Hours	10/28/2016 at 8:00 AM - 5:00 PM		Second Tester	*CE Hours Reporting	0 / 0

Records 1-5 of 5 | First | Previous | Next | Last | Per Page 10 ▼

**Select the Topical Hours Tab**  
**CE Categories are now prepopulated and you can enter CE Hours**

**Training Topical Hours**

Update the number of hours that are applicable to each category for this training after you've added the course.

Details | Topical Hours | Attendees | Documents

Topics	Completed Hours	Delete
CE - C1: Airway, Respiration, and Ventilation	<input type="text" value="0"/>	<input type="checkbox"/>
CE - C2: Cardiovascular	<input type="text" value="0"/>	<input type="checkbox"/>
CE - C3: Trauma	<input type="text" value="0"/>	<input type="checkbox"/>
CE - C4: Medical	<input type="text" value="0"/>	<input type="checkbox"/>
CE - C5: Operations: Landing Zone & Extrication Awareness	<input type="text" value="0"/>	<input type="checkbox"/>
CE - C6: Pediatrics	<input type="text" value="0"/>	<input type="checkbox"/>
- Topic - ▼	<input type="text"/>	

**Save**

## Select the Attendees Tab

Search for your name and check the box next to your name when it comes up. Then click **Add Selected Providers**

**Training Attendees**

[CE Hours Entry](#): Type your name in the Search Providers box and check the box next to your name when it appears. Select the Add Selected Providers button. Then select the Completion Date and update the status to Pass to receive credit for hours and save the roster.

[Education Program Directors and Instructors](#): Search for students and add them to the roster. When they have completed the Initial EMS Course or Exam update the Complete Date and Status then save the roster.

Details | Topical Hours | **Attendees** | Documents

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 Personnel to Add to Training:

Full Name	Email	Birth Date
<input type="checkbox"/> E-MT, Elroy George	IDEMSTest7@gmail.com	01/02/1998

Records 1-1 of 1 | First | Previous | Next | Last | Per Page 10

**Add Selected Providers**

Enter the **Completed Date** and set Status to **Pass**, then **Apply to All** & **Save Training Roster**

Details | Topical Hours | **Attendees** | Documents

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 Personnel to Add to Training:

**Add Selected Providers** **Save Training Roster**

**Selected Attendees**

Attendees	Registered	Completed On	Attendee Status	Action
		<input type="text" value="10"/> / <input type="text" value="25"/> / <input type="text" value="2016"/> Today	Pass	<b>Apply To All</b>
E-MT, Elroy George (208-180008)	Tue 10/25/18 5:10 PM	<input type="text" value="10"/> / <input type="text" value="25"/> / <input type="text" value="2016"/> Today	Pass	<input type="checkbox"/> Delete

**Save Training Roster**

## Select Documents Tab

(Optional) You can upload certificates of completion or signed Training Rosters.

Details | Topical Hours | Attendees | Documents

Upload a Document

Name ▲	Type	File	Size	Modified	User
No Records					

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

## Report: CE Tracker

Select the level of license you want to check requirements and make sure the dates are correct.

**Select the license level requirements you want to check, and verify the date range. Hit the GO button.**

**CE Requirements will change to the level selected. The hours that have been reported in IGEMS by the Provider and Agency will populate the Completed column. Any categories that haven't met the requirements will be in the Remaining column and the Total remaining hours are at the bottom of the Remaining column.**

My Training Report

Click the links at the top of the page to switch between viewing a summary of your credit hours recorded. To narrow down the information displayed on each page, use the Training Levels dropdown and click Go.

1 topic remaining to meet Paramedic Renewal requirement within filtered date range. Click 'Find My Courses' to show you all of the courses that would satisfy your remaining requirements.

Paramedic Renewal Date Range: 05/01/2016 to 03/31/2019 GO

Level	Requirement	Topic/Competency	Required	Max	Completed	Remaining
Paramedic Renewal						
Reporting hours/credits from 05/01/2016 to 03/31/2019						
Category Minimums						
	CE - C1: Airway, Respiration, and Ventilation		1.00	22.00	8.00	0.00
	CE - C2: Cardiovascular		1.00	22.00	8.00	0.00
	CE - C3: Trauma		1.00	22.00	8.00	0.00
	CE - C4: Medical		1.00	22.00	8.00	0.00
	CE - C5: Operations: Landing Zone & Extrication Awareness		1.00	22.00	8.00	0.00
	CE - C6: Pediatrics		8.00	22.00	2.00	6.00
	<b>Requirement Total:</b>		<b>72.00</b>		<b>42.00</b>	<b>30.00</b>
	<b>Level Requirements Total:</b>		<b>72.00</b>		<b>42.00</b>	<b>30.00</b>

# Agency

## Agency Administration & Medical Directors

Access Agency options by selecting Agency from the menu and clicking on the agency name.

The screenshot shows the IdahoEMS.org website interface. At the top, there is a navigation bar with links: IdahoEMS.org, NREMT, TRAIN Idaho, CHU Background Check, Provider Licensure, Education, EMSPC, and EMSAC. On the right side of the page, it says "Welcome, Idaho MacGyver | Logout".

On the left side, there is a sidebar menu with the following options: My Account, Applications, Training, Agency (highlighted with a red arrow), and Lookup.

The main content area is titled "All Service". Below the title, there is a search box with a "GO" button and a "CLEAR" button. Below the search box is a table with the following columns: Agency, Service, Permit Level, Address, City, County, Phone, and Primary. The table contains one row for "AAA Archer Air Ambulance".

Below the table, there is a legend for icons: a person icon for "Credentialed Provider", a person icon with a green checkmark for "OM Credentialed", a person icon with a green checkmark and a plus sign for "Primary Agency Contact", a person icon with a yellow checkmark for "Agency Administration", a person icon with a plus sign for "Medical Director", and a person icon with a red checkmark for "Medical Director Designee".

Agency	Service	Permit Level	Address	City	County	Phone	Primary
AAA Archer Air Ambulance			2220 Old Penitentiary Rd	Boise City (corporate name for Boise)	Ada	208-334-4000	<input type="checkbox"/>

# Agency Information and Licensing

My Account

Applications

Training

**Agency**

Details

Medical Directors

Personnel

Stations

Vehicles

Service Areas

Lookup



## AAA Archer Air Ambulance

2220 Old Penitentiary Rd, Boise City (corporate name for Boise), Idaho 83712  
Advanced 85

[Back To Agency](#)

### Agency Demographics

Demographics | Organization

#### Details

Name: AAA Archer Air Ambulance  
Sync Method: PERCS  
Service Classification: EMS System  
Active: Yes  
Daylight Savings Time Use: Yes  
Time Zone: GMT-7:00 Mountain Time  
Email: idahoemstest2@gmail.com  
Phone: 208-334-4000  
Fax:  
Website:  
Address: 2220 Old Penitentiary Rd  
City: Boise City (corporate name for Boise)  
County: Ada  
State: Idaho  
Postal Code: 83712  
Shipping address same as the base address

#### Certification

##### Agency

Agency License Number:  
3178  
Highest Clinical Level:  
Advanced 85  
Status:  
Active  
Effective Date:  
10/19/2018  
Expiration Date:  
09/30/2018

##### Optional Modules - Agency

Level(s) Approved for OMs:  
Advanced 85, Advanced 85, Advanced 85  
Status:  
Active  
Effective Date:  
Expiration Date:  
03/01/2017  
EMR Approved OMs:

# Agency Medical Director Information

IdahoEMS.org NREMT TRAIN Idaho CHU Background Check Provider Licensure Education EMSPC EMSAC

Welcome, Idaho MacGyver | Logout

**AAA Archer Air Ambulance**  
2220 Old Penitentiary Rd, Boise City (corporate name for Boise), Idaho 83712  
Advanced 85

**Medical Directors**

Click the name of any medical director to view additional details about his or her profile.

Medical Director

Name	Positions	License Level	Expiration Date
Sawbones, Doc ( )	+		

Contact Profile	Positions	Email	Home Phone	Cell Phone	Work Phone	Address
Default	+	idmtmaogyver@gmail.com				2220 Boise Ave Boise (corporate name Boise City), ID 83712 Ada County

+ = Online Medical Director + = Offline Medical Director

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If you have any questions or concerns while using IGEMS, you can contact the Idaho Bureau of EMS & Preparedness at EMSPROVLIC@dhw.idaho.gov or 1-877-554-3367 toll free.

# Agency Personnel Roster

Personnel Roster allows you to add or remove personnel. Their current roles in the agency are indicated by the position icons which are detailed below the roster view.

IdahoEMS.org NREMT TRAIN Idaho CHU Background Check Provider Licensure Education EMSPC EMSAC

Welcome, Idaho MacGyver | Logout

**AAA Archer Air Ambulance**  
2220 Old Penitentiary Rd, Boise City (corporate name for Boise), Idaho 83712  
Advanced 85

**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.

**Personnel Roster Status Changes**

\* IDAPA 16.01.07.400 authorizes the Idaho Emergency Medical Services (EMS) Bureau to investigate any action, conduct, or failure to act which is inconsistent with the professionalism, and/or standards established by the Rules Governing EMS. In accordance with this responsibility, please notify the EMS Bureau when a licensed EMS provider is terminated for cause or is the subject of local disciplinary action (LDA). This includes a medical director sanction of a limited scope of practice, restriction or withdrawal of medical director approval to function, per IDAPA 16.02.02.300.02. Disclosure of the circumstances will result in an initial review and may lead to a request for further information and full investigation by the EMS Bureau. LDA must be reported within fifteen (15) days per Idaho Code 30-1303.

**Add an Existing Personnel to Agency Roster**

Personnel:

Search by Personnel name or License number

- Position -

Name	Positions	Level	Issued	Expiration	Docs
MacGyver, Idaho	+	Paramedic	10/22/2016	03/31/2019	
Sawbones, Doc	+				
Ad-vanced, Andy (208-160004)	+		10/19/2016	03/31/2020	
E-MT, Elroy George (208-160006)	+	Emergency Medical Technician			
Coleman, Derek (208-160010)	+	Ambulance Based Clinician	10/22/2016	10/22/2019	
Admin, Primus (39008)	+	Paramedic			
EM-R, Rob	+	Paramedic			
Surjan, Christian	+	Paramedic			

- I Want To -

Records 1-8 of 8 | First | Previous | Next | Last | Per Page 10

+ = Credentialed Provider + = OM Credentialed + = Primary Agency Contact + = Agency Administration + = Medical Director  
+ = Medical Director Designee + = Inactive User

## 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.

### Personnel Roster Status Changes

\* IDAPA 16.01.07.400 authorizes the Idaho Emergency Medical Services (EMS) Bureau to investigate any action, conduct, or failure to act which is inconsistent with the professionalism, and/or standards established by the Rules Governing EMS. In accordance with this responsibility, please notify the EMS Bureau when a licensed EMS provider is terminated for cause or is the subject of local disciplinary action (LDA). This includes a medical director sanction of a limited scope of practice, restriction or withdrawal of medical director approval to function, per IDAPA 16.02.02.300.02. Disclosure of the circumstances will result in an initial review and may lead to a request for further information and full investigation by the EMS Bureau. LDA must be reported within fifteen (15) days per Idaho Code 39-1393.

### Add an Existing Personnel to Agency Roster

Personnel:     
 Search by Personnel name or License number

Name	Positions	Level	Issued	Expiration	Docs
MacGyver, Idaho		Paramedic	10/22/2016	03/31/2019	
Sawbones, Doc					
Ad-vanced, Andy (208-160004)			10/19/2016	03/31/2020	
E-MT, Elroy George (208-160006)		Emergency Medical Technician			
Coleman, Derek (208-160010)		Ambulance Based Clinician	10/22/2016	10/22/2019	
Admin, Primus (39008)		Paramedic			
EM-R, Rob		Paramedic			
Surjan, Christian		Paramedic			

- I Want To -  Records 1-8 of 8 | First | Previous | Next | Last | Per Page 10

= Credentialed Provider   = OM Credentialed   = Primary Agency Contact   = Agency Administration   = Medical Director  
 = Medical Director Designee   = Inactive User

# Agency Stations

Click on the station name to see more details.

Welcome, Idaho Mac Gyver | Logout

**My Account**

**Applications**

**Training**

**Agency**

- Details
- Medical Directors
- Personnel
- Stations**
- Vehicles
- Service Areas

**Lookup**

**AAA Archer Air Ambulance**  
2220 Old Penitentiary Rd, Boise City (corporate name for Boise), Idaho 83712  
Advanced 85 [← Back To Agency](#)

**Stations**

To sort the list of stations based on the values in a specific column, click the header text for that column. Click again to sort in the opposite direction (e.g., if sorting a-z, clicking again will sort z-a).

Name ▲	Number	City	County	State	Postal Code
<a href="#">AAA Archer Headquarters</a>		Boise City (corporate name for Boise)	Ada	83712	ID

## Details

### Stations

To sort the list of stations based on the values in a specific column, click the header text for that column. Click again to sort in the opposite direction (e.g., if sorting a-z, clicking again will sort z-a).

Name: AAA Archer Headquarters  
Agency Headquarters: True  
Site Address: 2220 Old Penitentiary Rd  
City: Boise City (corporate name for Boise)  
County: Ada  
State: Idaho  
Non-Emergency Site Phone: 208-334-4009

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# Agency Vehicles

Click on the vehicles to see more details.

Welcome, Idaho MacGyver | Logout

**AAA Archer Air Ambulance**  
2220 Old Penitentiary Rd, Boise City (corporate name for Boise), Idaho 83712  
Advanced 85 [← Back To Agency](#)

### Vehicles

To sort the list of vehicles based on the values in a specific column, click the header text for that column. Click again to sort in the opposite direction (e.g., if sorting a-z, clicking again will sort z-a).

Serial Number	Last Inspection	Last Inspection Outcome	Permit Number	Make	Model	Year
912890734FV						1998
<a href="#">VIN:9987367784923</a>				Chevrolet	Bel Air	1956

*Note: Red arrows in the original image point to the 'Vehicles' menu item in the sidebar and the VIN link in the table.*

## Vehicle Details

**AAA Archer Air Ambulance**  
2220 Old Penitentiary Rd, Boise City (corporate name for Boise), Idaho 83712  
Advanced 85 [← Back To Agency](#)

### Vehicles

To sort the list of vehicles based on the values in a specific column, click the header text for that column. Click again to sort in the opposite direction (e.g., if sorting a-z, clicking again will sort z-a).

#### Identification

Unit Number: 5684  
Call Sign: Venkman  
Serial Number: VIN:9987367784923  
Registration Number:  
Status: Active

#### Details

Make: Chevrolet  
Model: Bel Air  
Year: 1956  
Vehicle Type: Ambulance  
Resource Category Type:  
Purchase Date: 10/31/1984  
Mutual Aid Response Type:  
Apparatus Use: Yes

#### Certifications

#### Statistics

Initial Cost: \$0.00  
Yearly Stats: There isn't any Yearly statistical information.

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