



National Registry of EMTs

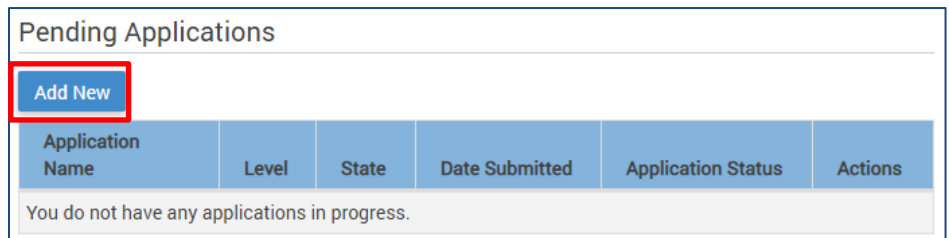
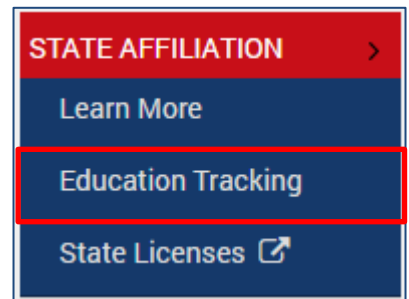
Provider – Completing a SETS Application

The State Education Tracking System (SETS), offered through the National Registry, allows State EMS offices to designate state-required education topics. If your state utilizes the SETS, you will be required to complete and submit a SETS application. Some states may require SETS for both initial and continued licensure. Check with your state EMS office to determine your state’s unique requirements.

Here’s how to do it:

To find the SETS application required by your state:

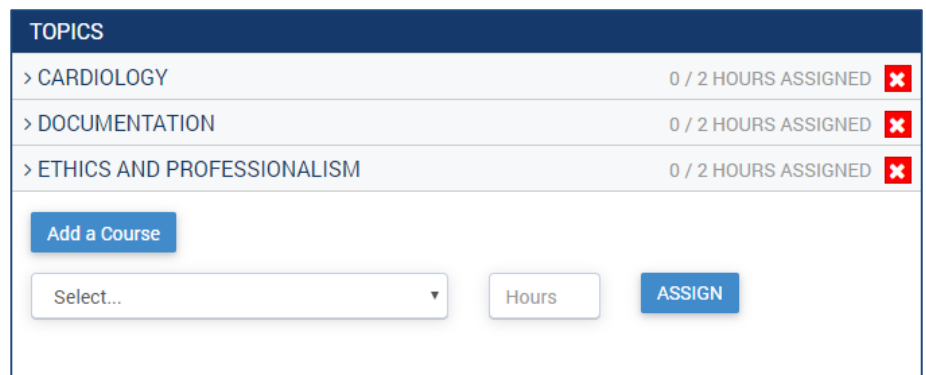
1. Log in with your user name and password.
2. Under "My Current Role", select **My Certification**
3. Expand left menu’s **State Affiliation tab** and choose **Education Tracking**
4. On the following screen, under *Pending Applications*, select **Add New**.
5. From the search bar, search for the SETS application required by your state for your certification/license level. Once located, you can click “View Requirements’ to ensure this application is applicable to you.
6. Click **Begin App**.



To complete your SETS application:

7. On the following screen, you will see the topic area requirements designated by the state EMS office. You may expand the sections to enter course hours.

***Note** You may add courses directly to the application or select from your transcript. Courses added to the application directly will be added to your personal education transcript.





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8. As you continue to add courses to the required topic areas the **SETS Progress** bar above the application will continue to fill.

SETS Progress

13% Complete

TOPICS

> CARDIOLOGY	0 / 2 HOURS ASSIGNED	<input type="checkbox"/>
> DOCUMENTATION	0 / 2 HOURS ASSIGNED	<input type="checkbox"/>
> ETHICS AND PROFESSIONALISM	2 / 2 HOURS	<input checked="" type="checkbox"/>

9. Topic areas will convert from red to green as they are completed.

10. When all topic areas have been completed, click **Next**.

To submit your SETS application:

11. On the following page, you will select the agency (or agencies) which will receive your application.

Agency Name	Address	Training Officers	Medical Directors	Select
Test Agency	6610 Busch Blvd. Columbus, OH 43229	<ul style="list-style-type: none"> <input type="checkbox"/> Cole Corley <input type="checkbox"/> John Williams <input type="checkbox"/> Natalie Smith <input type="checkbox"/> Cynthia Miller <input type="checkbox"/> Mike Tiger 	<ul style="list-style-type: none"> <input type="checkbox"/> Mike Dupuy <input type="checkbox"/> Eric Bourgois 	<input checked="" type="checkbox"/>

12. Once you've made your selection(s), click **Submit Application**.

To check the status of your SETS application:

13. Return to the **Education Tracking** page.

14. Once action has been taken on your application, it will show in the Completed Applications section, showing either 'Approved' or 'Denied'.

Completed Applications						
Application Name	Level	State	Date Submitted	Date Approved	Application Status	Actions
EMT Recertification - National Registry Testing	EMT	OH	8/16/2019, 3:50:09 PM	8/16/2019, 3:54:02 PM	Approved	<input type="button" value="View"/>

15. Select **View** to expand the application.

16. Within the application's expanded view, you can view:

- The TO and/or MD who took action on the application.
- The date and time at which the action(s) were taken
- All education submitted as part of the SETS application



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For a more detailed walkthrough of the SETS application process, we encourage you view the *State Education Tracking System (SETS) Provider Walkthrough* video, viewable here:

<https://www.youtube.com/watch?v=77w8nUZ9XA8&feature=youtu.be>