



# Training Officer/Medical Director

## Review and Approve a State Education Tracking Application

Dependent on an individual state's rules, Training Officers and Medical Directors may be required to review and approve education submitted as part of the State Education Tracking System (SETS) This document details the steps necessary to review and take action on SETS applications submitted by agency affiliates.

### Here's how to do it:

#### To review and take action on a SETS Application:

1. Login with your username and password.
2. Under "My Current Role", select **Training Officer (or Medical Director)**.
  1. The instructions for how to create an account and to add the Training Officer or Medical Director role to existing account are found on the *INFORMATION FOR: TRAINING OFFICER / MEDICAL DIRECTOR* pages on NREMT.org. A link to the pages can be found in the footer of the website.

3. From your *Training Officer (or Medical Director) Dashboard*, select the appropriate agency (if necessary) and click 'View' next to **Education and Skills Verification**.

The screenshot shows the NREMT dashboard for a Training Officer. The 'My Current Role' dropdown is set to 'Training Officer'. The 'DASHBOARD' menu is active. A sidebar on the left contains navigation options: DASHBOARD, MESSAGE CENTER, EDUCATION, VERIFICATION, INACTIVE TO ACTIVE, ROSTER, and AGENCY. The main content area shows 'Select An Agency To Manage & View Reports' with 'Med1 (Pvt) Limited' selected. Below this are buttons for 'Create A Course', 'View & Edit Courses', 'View Agency Roster', and 'Update Agency Profile'. A 'Pending Actions & Requests' section lists 'Affiliation Requests', 'Education and Skills verification', 'Medical Director Actions', and 'Inactive To Active Requests', each with a 'View' button. A red arrow points to the 'View' button for 'Education and Skills verification'. To the right is a 'Certification Summary - Med1 (Pvt) Limited' bar chart showing 1.0 for Paramedic and 0.0 for AEMT, EMT, and EMR.

4. On the following screen, you will see an additional 'State Education Verification' section.

The screenshot shows the 'State Education Verification' section. It includes a search bar and a table of applications. A red arrow points from the 'View' button in the previous screenshot to this section. The table has columns for Provider Name, Application Name, Level, Agency Name, Approve, Deny, and Hold. The first entry is for Anne T Weideman, Arkansas EMT - Renewal, EMT, AR SETS Test Agency. Below the table is a form with fields for Email, Address, City, State, Home Phone, Mobile Phone, Other Phone, Country, and Zip. At the bottom, there are two buttons: 'View Education Record' and 'View State Assignments', with the latter highlighted by a red box. A 'Submit' button is at the bottom right.

Provider Name	Application Name	Level	Agency Name	Approve	Deny	Hold
Anne T Weideman	Arkansas EMT - Renewal	EMT	AR SETS Test Agency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. Click **View State Assignments** to see education submitted on their SETS application.

\***Note** You may also view the provider's education record.



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6. On the following screen, you can review the education submitted in the provider's SETS application.

You can expand the sections individually, using the left arrow and view course names, hours entered, and completion dates.

SETS COMPONENT		
> STROKE CARE		2 / 2 HOURS ASSIGNED
> TRAUMA		2 / 2 HOURS ASSIGNED
Course Name	Hours Assigned	Date
Trauma Essentials	2	08/14/19

7. Once you've reviewed the application, you may select one of the following three actions:

- 1. Approve - An electronic approval of a State Education Tracking application.** An approval signifies that the application has been reviewed for completeness and accuracy by the Training Officer (or Medical Director) and is cleared to move forward in the application process.
- 2. Hold - An opportunity for the Training Officer (Medical Director) to request additional information from the provider.** When an application is placed on hold, the Training Officer (or Medical Director) will be required to enter the information needed from the provider. This information will be sent to the provider electronically. A hold will halt other administrative actions from being taken on the application by the candidate and other Training Officers or Medical Directors.
- 3. Deny – An electronic denial of the State Education Tracking application.** Denying an application will remove the application completely from the Training Officer's (or Medical Director's) approval queue and require the provider to submit an entirely new State Education Tracking application. The provider will be informed via email that their application was denied and that they must submit a new application.

8. Select the appropriate action for the SETS application(s) and click **Submit**.

<input type="checkbox"/> Approve	<input type="checkbox"/> Deny	<input type="checkbox"/> Hold
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

9. After submitting you will see a confirmation page, summarizing your intended **Approvals, Denials, and Holds**. If all is correct, click **OK**. If you need to make changes, click **Cancel** and make the required changes.

For **Training Officer or Medical Director** assistance, please contact:

**Tammy Schultz, Stakeholder Specialist**

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