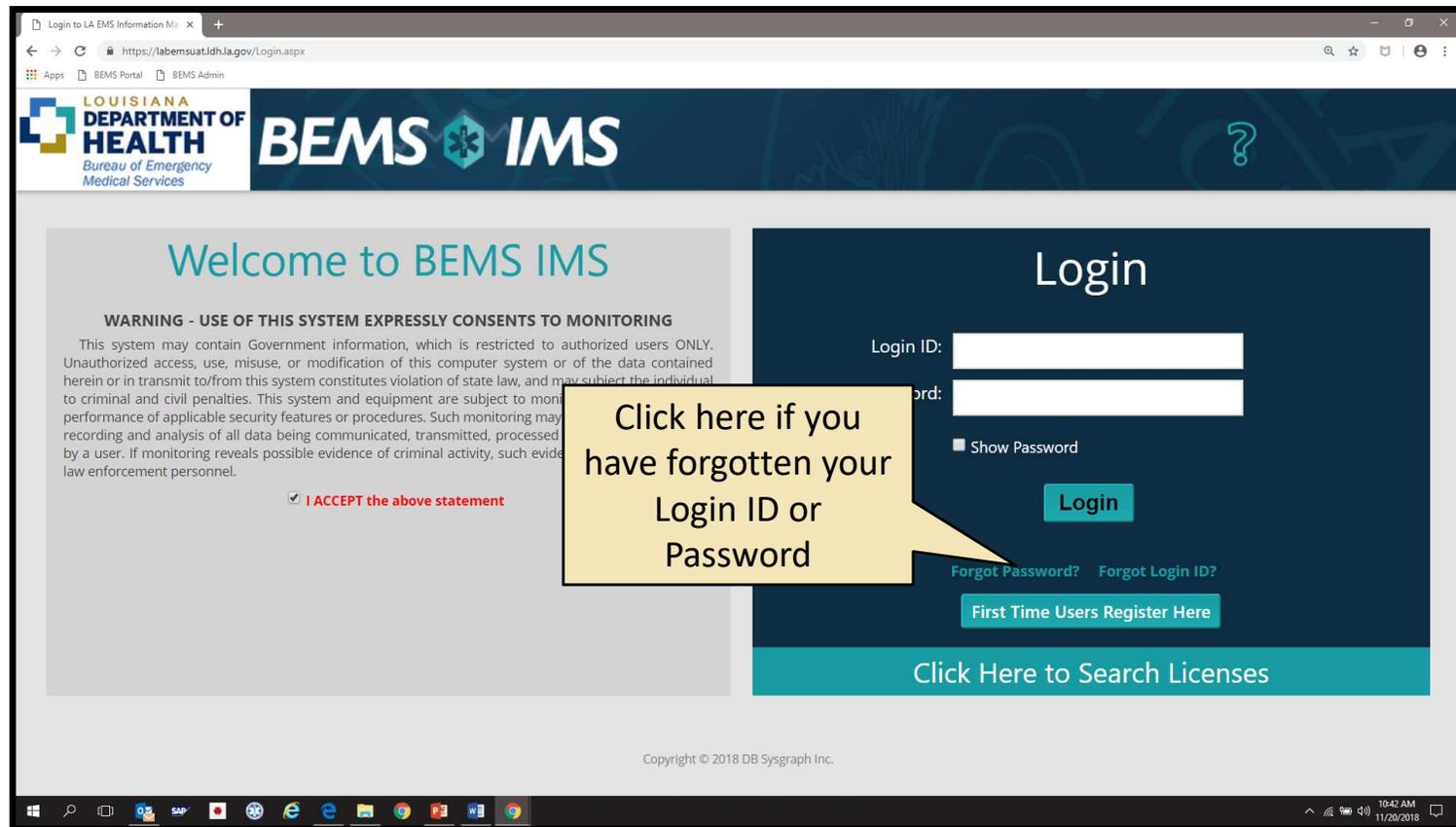


How to Apply for an Initial License

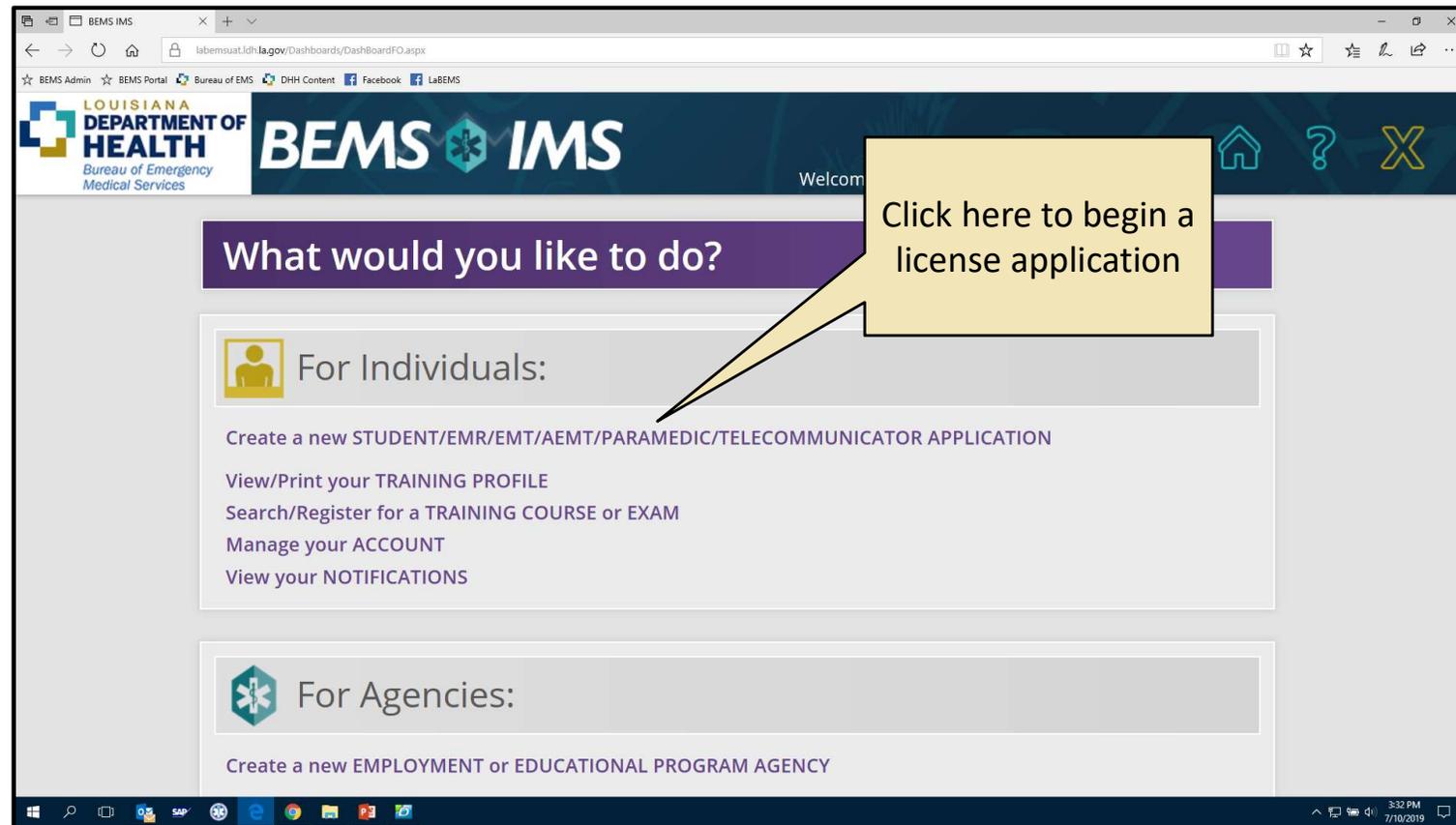


Spring 2019

- 1) Open an internet browser (e.g. Google Chrome, Microsoft Edge, Mozilla Firefox) of your choice.
- 2) Log in to your account at: <https://labems.ldh.la.gov> using the Login ID and Password you selected when you created your account.
- 3) If you have forgotten your ID or Password, use the appropriate links to recover your information.



- 4) This page is the Main Menu of the new IMS
- 5) In order to apply for any license, click the application link.



- 6) Complete all Demographic Information.
- 7) To proceed through the application, click the green forward arrow at the bottom of each page.

Reference: 115346 Name: SERA, KAY Action: INITIAL Status: INCOMPLETE

Welcome, KAY

HINT: You can always click the "Question Mark" icon for help while using the IMS.

Please verify that the information entered below matches the information listed on your Driver's License ID or State Issued ID card.

Demographics

| | |
|--------------------|------------------------|
| Last Name | First Name |
| SERA | KAY |
| Telephone Number | Alternate Phone Number |
| (225) 925-7229 | |
| Email | Verify Email |
| JOHN.CAVELL@LA.GOV | JOHN.CAVELL@LA.GOV |

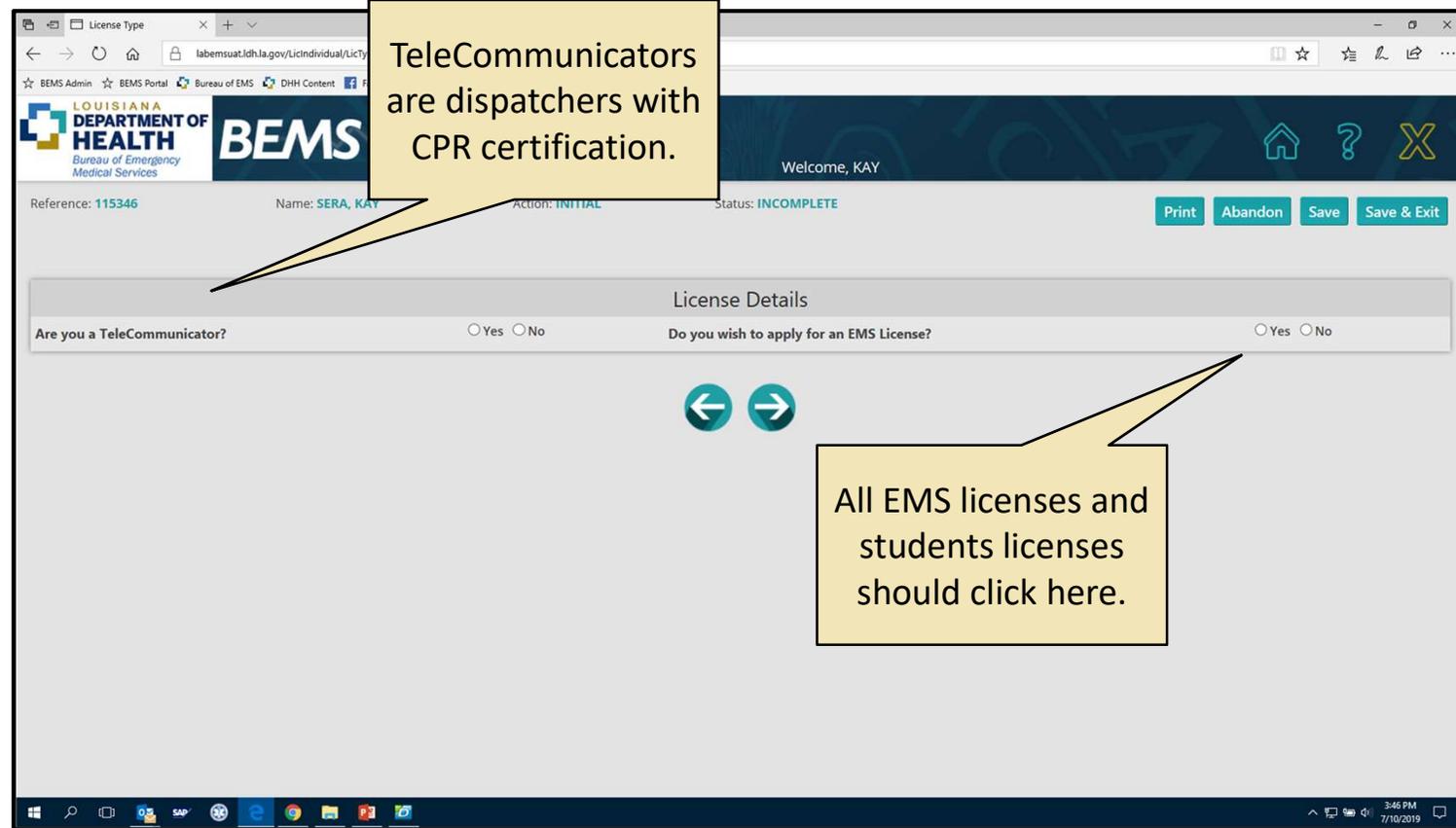
Physical Address:
Enter the Street Address and then ZIP Code to look up City and State:

Street Address: 7273 FLORIDA BLVD
ZIP Code: 70806 Parish/County: EAST BATON ROUGE City: BATON ROUGE State: LA

Please enter your State Issued ID/Driver's License Details OR select the checkbox below if you do not have one issued.

| | | | |
|--|--------|-------------------------|--------------------------------|
| Identification type | Number | Issued By | Identification Expiration Date |
| | | Select Issued By ... | |
| <input type="checkbox"/> By checking here, I am stating that I do not have a state-issued driver's license or ID card. | | | |
| Gender | Race | Highest Education Level | |

- 8) Select the type of license.
- 9) To proceed through the application, click the green forward arrow at the bottom of each page.



10) Select the license level.

11) Complete selection of license details.

The screenshot shows a web browser window with the URL labemsuat.lidh.la.gov/LicIndividual/LicType.aspx. The page header includes the Louisiana Department of Health logo and the text "BEMS IMS". The user is identified as "Welcome, KAY". The form displays the following information:

- Reference: 115346
- Name: SERA, KAY
- Action: INITIAL
- Status: INCOMPLETE

Navigation buttons: Print, Abandon, Save, Save & Exit.

License Details

| | | | | | |
|--|--|---|---|---|---------------------------------|
| Are you a TeleCommunicator? | <input type="radio"/> Yes <input type="radio"/> No | Do you wish to apply for an EMS License? | <input checked="" type="radio"/> Yes <input type="radio"/> No | | |
| License Type | <input type="radio"/> INITIAL EMS - STUDENT (NON LICENSED) | <input type="radio"/> EMERGENCY MEDICAL RESPONDER | <input type="radio"/> EMERGENCY MEDICAL TECHNICIAN | <input type="radio"/> ADVANCED EMERGENCY MEDICAL TECHNICIAN | <input type="radio"/> PARAMEDIC |
| Are you applying for student status and are currently licensed as an EMR, EMT, AEMT, or Paramedic? | <input type="radio"/> Yes <input type="radio"/> No | | | | |
| Would you like to apply for a Louisiana BEMS instructor credential? | <input type="radio"/> Yes <input type="radio"/> No | | | | |

Navigation arrows:

HINT: Be sure to read each question correctly and review answers before submitting

- 12) Carefully read and answer all questions.
- 13) Additional documentation may be required before proceeding to the next screen.

Reference: 115346 Name: SERA, KAY Action: INITIAL Status: INCOMPL

Welcome

Save Save & Exit

Legal Questionnaire

ⓘ Carefully review and answer the legal disclosure statements below. Failure to self-disclose relevant history or truthfully answer a disclosure question is not only grounds for an EMS license to be denied, the Bureau of EMS may pursue criminal prosecution.

A crime is a misdemeanor or a felony.
Do not answer "Yes" for minor traffic violations (speeding or parking tickets). If in doubt contact the Bureau of EMS.
If you answered "Yes" to any question, you will be required to upload pertinent documentation. You must provide official documentation that fully describes the offense (or condition), the current status and disposition of any case, and a detailed personal statement.

1. PENDING CHARGES - Have you entered a plea of guilty, nolo contendere, no contest to; or, have you admitted to sufficient facts, in connection with a misdemeanor or felony committed by you, in any jurisdiction, even if the matter has or will be continued without a finding, or if the court plans to withhold adjudication so that you will not have a record or conviction? Yes No
2. CONVICTION OF A CRIME - Have you been convicted of a misdemeanor or felony; are there currently any criminal charges pending against you; are you currently serving a court ordered probation or parole; or are you currently enrolled in a pre-trial diversion program? Must disclose expunged charges as well. This includes the offenses of driving under the influence (DUI) or driving while impaired (DWI). Yes No
3. LICENSE DISCIPLINE - Have you been subject to limitation, suspension, revocation, or probation of a healthcare license or certification, or have you voluntarily surrendered a healthcare license or certification in any state, or in association with any authorizing agency? Yes No
4. PHYSICAL/MENTAL LIMITATIONS or SUBSTANCE USE - Have you been diagnosed with, or do you have a medical, physical, mental, emotional, or psychiatric condition medications that may affect your ability to safely practice as an EMS practitioner? Or have you been diagnosed as dependent upon, or been treated for dependence related to mood-altering substances, drugs, alcohol, or medications that may affect your ability to safely practice as an EMS practitioner? Yes No
5. ADDITIONAL DOCUMENTATION - Do you have additional documents that you wish to upload for review by the EMS Certification Commission? Yes No

4:05 PM
7/10/2019

- 14) Select the correct Employment/Education Agency affiliation.
- 15) Military/Federal employees must upload supporting documentation.
- 16) Employment/Education Agencies must confirm affiliation.

Agency Affiliation

labemsuat.lidh.la.gov/LicIndividual/ServiceAffiliation.aspx

LOUISIANA DEPARTMENT OF HEALTH Bureau of Emergency Medical Services

BEMS IMS

Welcome, KAY

Reference: 115346 Name: SERA, KAY Action: INITIAL Status: INCOMPLETE

Print Abandon Save Save & Exit

Service Affiliation

Your Employing Service will be required to confirm your employment. If your Service is one of the following types, you may be eligible for a reduced or waived fee.

1. Louisiana Government Agency
2. Municipal EMS Agency
3. Municipal Fire Department
4. Volunteer Fire Department
5. Municipal Law Enforcement
6. Military

Select Service Type: MILITARY/FEDERAL EMPLOYEE INACTIVE IN-STATE AGENCY/PROGRAM

Select Agency:

Add Agency

If your agency is not listed, it has not been approved. Please contact the Bureau of EMS for more information.

4:08 PM 7/10/2019

17) Read the affidavit and select “I Agree.”

18) Review the application and click “Submit for Verification.”

Submit Application | BEMS IMS | labemsuat.ldh.la.gov/LicIndividual/submit.aspx

BEMS Admin | BEMS Portal | Bureau of EMS | DHH Content | Facebook | LaBEMS

LOUISIANA DEPARTMENT OF HEALTH Bureau of Emergency Medical Services

BEMS IMS

Welcome, KAY

Please check the accuracy of the application and review the Affidavit, then check the 'I Agree' box below if you agree to the Affidavit and click 'Submit for Verification' if applicable and send the Application for Processing.

Reference/License #: 115346 License Status: INCOMPLETE License Level: Emergency Medical Responder

Go Back to Application | Submit for Verification | Delete Application | Return to Dashboard

1 of 1

Find | Next

LOUISIANA DEPARTMENT OF HEALTH Bureau of Emergency Medical Services

7273 Florida Blvd
Baton Rouge, LA 70806
Phone: (225) 925-4022 Fax: (225) 925-7244

Individual Report

| Demographic Details | | | |
|--|--------------------------------|--|--|
| Last Name SERA | First Name KAY | Middle Name | Suffix |
| Phone Number (225) 925-7229 | Alternate Phone | Work Phone | Email Address JOHN.CAVELL@LA.GOV |
| Mailing Street 7273 FLORIDA BLVD | City, State BATON ROUGE, LA | Parish/County EAST BATON ROUGE | Zip 70806 |
| Identification Type Drivers License | Number 123456789 | Issued By LA | Identification Expiration Date 1/3/2025 |
| Gender FEMALE | Race WHITE | Highest Education Level HIGH SCHOOL STUDENT | Foreign Language Ability SPANISH |
| Citizenship US CITIZEN | Hair Color BLACK | Eye Color BLACK | Height 5 FEET 1 INCH |

| EMS License Details | | | | |
|---------------------|----------------|-----------------|------------|----------------|
| License Type | License Status | Expiration Date | Issue Date | License Number |

Affidavit

I Agree

I agree to abide by all rules and regulations of the State of Louisiana.

I agree to keep DHH/OPH/Bureau of EMS informed in writing of any name or address changes over the course of my licensure period. I understand that the name and address on this application shall be the appropriate name and address to which all notices from the Bureau of EMS will be sent. I agree to submit a change of address notification to the Bureau of EMS within 7 days of any changes to the legal disclosures.

my license period.

riminal case data, as ed to this check may be

provided on this may be sufficient

statements on this

If your agency is not listed, it has not been approved. Please contact the Bureau of EMS for more information.

4:15 PM 7/10/2019

19) No further action is required until the Employing/Educational Agency has approved the affiliation.

The screenshot shows a web browser window displaying the BEMS IMS dashboard. The browser's address bar shows the URL labemsuat.lidh.la.gov/Dashboards/DashboardFO.aspx. The page header includes the Louisiana Department of Health logo, the text "BEMS IMS", and a welcome message "Welcome, KAY". Below the header is a purple bar with the question "What would you like to do?". Underneath, there are two main sections: "For Individuals:" and "For Agencies:". The "For Individuals:" section lists several options: "View/Print your LICENSE APPLICATION (REFERENCE # 115346, STATUS: Pending Employment Verification)", "View/Print your TRAINING PROFILE", "Search/Register for a TRAINING COURSE or EXAM", "Manage your ACCOUNT", and "View your NOTIFICATIONS". The "For Agencies:" section lists "Create a new EMPLOYMENT or EDUCATIONAL PR". A yellow callout box with a pointer to the "View/Print your LICENSE APPLICATION" link contains the text: "Your License Status will always be visible on your IMS Homepage." The Windows taskbar at the bottom shows the time as 4:18 PM on 7/10/2019.

- 20) Once an agency has approved the affiliation, the license application will be made available to process for payment.
- 21) Click "Pay your License Application" to begin the payment process.

The screenshot shows a web browser window displaying the BEMS IMS dashboard. The browser's address bar shows the URL labemsuat.lidh.la.gov/Dashboards/DashboardFO.aspx. The dashboard header includes the Louisiana Department of Health logo, the text "BEMS IMS", and a welcome message "Welcome, KAY". A purple banner at the top asks "What would you like to do?". Below this, there are two main sections: "For Individuals:" and "For Agencies:". The "For Individuals:" section contains a list of actions: "Pay your LICENSE APPLICATION (REFERENCE # 115346, STATUS: Pending Payment)", "View/Print your TRAINING PROFILE", "Search/Register for a TRAINING COURSE or EXAM", "Manage your ACCOUNT", and "View your NOTIFICATIONS". A yellow callout box with a black border points to the first item in this list, containing the text "Notice: The License Status has been changed". The "For Agencies:" section contains the text "Create a new EMPLOYMENT or EDUCATIONAL PROGRAM AGENCY". The Windows taskbar at the bottom shows the time as 8:41 AM on 7/11/2019.

22) Click the “Pay” button.

23) The browser will be redirected to a payment site.

The screenshot shows the BEMS IMS web portal. At the top, there is a navigation bar with the Louisiana Department of Health logo and the text "BEMS IMS". Below this, a header area says "Welcome, KAY" and "Invoice". The main content area displays an invoice for payment with the following details:

Below is an invoice for payment of
Invoice Number: **00003**
Amount Due: **\$10.00**

At the bottom of the invoice section, there are two buttons: "Pay" and "Exit & Pay Later". A yellow callout box with a pointer to the "Pay" button contains the text: "The Invoice may be downloaded and printed as a .PDF file".

Below the invoice section, there is a section for the Louisiana Department of Health Bureau of Emergency Medical Services, including the address: 7273 Florida Blvd, Baton Rouge, LA 70806, and phone/fax numbers: (225) 925-4022 / (225) 925-7244.

| Invoice # | 000031 | Invoice Date | 7/10/2019 |
|---------------------|--|--------------|----------------|
| Reference No | 115346 | Phone | (225) 925-7229 |
| Name | SERA, KAY | | |
| Address | 7273 FLORIDA BLVD BATON ROUGE, LA 70806 | | |
| Original Amount Due | \$10.00 | Amount Paid | \$0.00 |
| Adjustments | \$0.00 | Refunds | \$0.00 |

22) Proceed with the payment processing.

Emergency Medical Ser x + v
ust.thepayplace.com/epayconsumerweb/la/health/emspayments/billpreview.aspx

BEMS Admin BEMS Portal Bureau of EMS DHH Content Facebook LaBEMS

LOUISIANA DEPARTMENT OF HEALTH

Bureau of Emergency Medical Services

Emergency Medical Services

Payment Method

* Indicates required field

| Header |
|----------------------------|
| * Applicant Name: KAY SERA |
| * Receipt Number: 26 |
| * Amount: 10.00 |
| * Invoice Count: 1 |

Choose method of payment

Pay by credit card

VISA MasterCard

Back Next Exit

NOTE: Only Visa and MasterCard are acceptable forms of payment.

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8:30 AM 7/11/2019

- 23) After the payment has been processed, a confirmation page appears.
- 24) A confirmation email is also sent, acknowledging that the application has been submitted to BEMS for review and processing.
- 25) The Bureau of EMS usually processes license applications within a two-week time period.
- 26) If an application is considered incomplete, requires further information, or needs to be investigated, it will be returned for amendment and the processing time may be delayed.
- 27) A returned application will be accompanied by an email explaining the reason the application was returned.

The screenshot shows the BEMS IMS Payment Confirmation page. The page header includes the Louisiana Department of Health logo and the text 'BEMS IMS'. Below the header, there is a 'Payment Confirmation' section with the following details:

- Payment Processed: **!!! Payment Successful !!!**
- Confirmation Number: 19071108361828
- Invoice Amount Paid: \$10.00
- Payment Submission Date: 7/11/2019
- Authorization Code: 990091

| Invoice No. | Reference/License # | Name | Amount |
|-------------|---------------------|-----------|---------|
| 000031 | 115346 | SERA, KAY | \$10.00 |

Total Amount Paid: \$10.00

Below the table, there are two buttons: 'Print' and 'Home'. A yellow callout box points to the 'Print' button with the text: 'The Payment Confirmation page can be printed as a receipt.'

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- 28) After the application has been reviewed and approved by BEMS, the individual is licensed.
- 29) Any further changes/updates to the license should be performed by "Revising" the license application.
- 30) Six months before the license expiration, a "Renew" link will be available.

The screenshot displays the BEMS IMS dashboard. At the top, there is a navigation bar with the Louisiana Department of Health logo and the text "BEMS IMS". Below this is a purple banner that says "What would you like to do?". Underneath, there are two main sections: "For Individuals:" and "For Agencies:". The "For Individuals:" section contains several links: "View/Print your LICENSE CERTIFICATE/CARD", "Update your CONTACT DETAILS", "Revise your LICENSE APPLICATION (REFERENCE # LA19-3, STATUS: Approved)", "View/Print your LICENSE APPLICATION", "View/Print your TRAINING PROFILE", "Search/Register for a TRAINING COURSE or EXAM", "Manage your ACCOUNT", and "View your NOTIFICATIONS". The "For Agencies:" section contains one link: "Create a new EMPLOYMENT or EDUCATIONAL PROGRAM AGENCY". A yellow callout box with a black border points to the "View/Print your LICENSE CERTIFICATE/CARD" link, containing the text: "The new license can be printed as a card and certificate." The browser's address bar shows "labemsuat.lidh.la.gov/Dashboards/DashboardFO.aspx". The Windows taskbar at the bottom shows the time as 8:58 AM on 7/11/2019.