

IMPORTANT TO READ BEFORE GOING TO ONLINE COURSE

Hello and welcome to TN Advance EMT Transition Course. I would like to thank Walter State Community College for their collaboration on this very important project for the Office of EMS. A special thanks to Dean Tim Strange, Dr. Eric Powell and Mr. Allen Nix, and to MTSU and Mr. Randy White. Without Dean Strange's support and the tremendous number of hours dedicated to this project by Dr. Eric Powell, Mr. Allen Nix and Mr. Randy White this project would not have been as successful.

You are here for the first half of a two-step process to complete your transition from EMT IV to AEMT. After completing this online portion, you will need to enroll in a four hour practical lab and evaluation.

If you have not already located a practical lab and evaluation, contact your Regional EMS Consultant or your local EMS educational institution or local EMS for available labs. There is no fee for the online part; however practical labs may have a fee for completion. Inquire with the sponsoring agency concerning fees for the practical labs.

After successfully completing both parts of this transition course, instructors from the practical lab will forward the necessary documents to the Office of EMS for approval and transition of your license to AEMT. There is no charge for the transition upgrade.

This next statement is very important to remember about your upgrade: The expiration date on your license will not change.

If a license expiration is December thirty-first, two-thousand thirteen and it is upgraded on December tenth, the license will still expire on December thirty-first, two-thousand thirteen. You will need to go online and pay renewal fees or submit fees with the renewal notice you receive in the mail. Again, license expiration dates will not change with an upgrade from EMT IV to AEMT.

Before you continue, it is important that the computer you are using be connected to a printer and print out your certificate upon successful completion of a lesson. The system does not store your completion certificates or allow you to save it for printing later. You will need to take copies of all 6 completion certificates with you to the practical lab and submit them to the instructor.

If you fail to print a certificate or a certificate prints blank, please inform your practical lab instructor so they can note it on the verification form submitted to our office. We will verify through the system once the verification reports comes to us from the instructor.

If you did not score the required eighty percent on the exam as you completed the module, you will not receive an option to print your certificate. Click out of the module and return again to the module and attempt to complete it again. If you are using

Internet Explorer, we have had some instances where Internet Explore will report a lower score than you made. However, if the option to print a certificate appears, then you completed with an eighty percent or greater and should print your certificate.

Because of this issue, we have provided in the “How To Get Started” document you printed from our website free download links to Firefox and Google Chrome, which are more compatible with the learning management platform.

Before printing your certificate, you will be asked to enter your first name, last name and your license. This is very important. We must get your license number, as this lets us know on the report who to upgrade.

Another important item, if you have not viewed the getting started document please do so before starting the courses. This will explain how to go through the lessons and how to avoid pitfalls to the learning format.

One other note if your agency has blocked your access to Youtube you will need to contact your IT administration and explain the course uses Youtube for its platform in the Learning Management System and the site will need to be cleared to view.

Should you encounter problems with the system there is an online help available which is an instant chat and you may also contact our office at 615-741-2213 for assistance.

ONCE YOU HAVE DOWNLOADED THE PDF PLEASE CAREFULLY READ FOR COURSE LOGIN INSTRUCTIONS.

COURSE SIGN UP INSTRUCTIONS