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TO: Continuing Education Providers, Instructor/Coordinators, Accredited Training Institutions, Ambulance Services, EMS Regions
FR: Abdullah Rehayem, Director
DT: August 26, 2011
RE: EMS Attendance Roster Electronic Submission

The Department of Public Health/Office of Emergency Medical Services (OEMS) is making changes to the way in which it accepts continuing education and refresher course (CE) rosters. OEMS is currently in the process of transitioning to a new online electronic licensing system. Part of the new system will include a new means of submitting and tracking CE data. The new system will be driven primarily by data uploads.

As you know, OEMS has for years been collecting paper CE rosters and manually entering course attendance into the EMS Registry here. Due to the sheer volume of paper rosters received, OEMS has often been months behind in entering data. With implementation of the new system, OEMS will collect data files from CE course sponsors that will be automatically uploaded within days of the submission.

Effective immediately, OEMS will begin accepting electronic data files from all CE course sponsors. Below are some advantages to submitting data electronically:

- Rosters submitted electronically will be entered shortly after submission.
- All hard-copy roster submissions will take up to **3 months to be entered**.
- Delay in entering paper rosters causes a delay in the ability of EMTs on those rosters to determine their eligibility to recertify based on CE requirements.
- As a CE course instructor, you can assure your students that their credit will be recorded by OEMS within a few days, rather than up to 3 months, thus reducing contact from EMTs who are concerned with the fact that their credits aren't showing up in the OEMS EMT Registry.

The requirements and file formats for electronic submission are outlined in Section E of OEMS' Administrative Requirement (A/R) 2-225.

Below is a brief description of the electronic roster submission requirements:

- 1) **Two types of files must be submitted with each electronic upload: PDF files containing scanned copies of original hard-copy rosters, and an Excel file containing the data from the rosters.**

- 2) **Create the Excel file template using the format shown in Section E A/R 2-225, or you may download the template from OEMS' webpage entitled "Electronic Roster Submission Template." The file is located under the "Instructors and Examiners" header on the [Advisories, Memos, and Notices](#) page of our website.**
- 3) **Fill in the template Excel file with attendance entries from at least one roster. You may enter as many rosters as you would like into one Excel data file. Save the file with an original name that contains the date of entry.**
- 4) **Scan each hard-copy roster for which data was entered into the Excel file, and create a PDF file for each individual roster. The name of each PDF file must start with the OEMS course approval number of the roster.**
- 5) **Submit an email to OEMS.RECERT@massmail.state.ma.us with the following files attached:**
 - a. **One PDF file for each original hardcopy roster whose data is being submitted in the Excel file.**
 - b. **One Excel file containing data from all of the PDF files you are submitting.**
- 6) **Ensure that all data in the Excel file is accurate and completely matches the original roster(s) being submitted in PDF format.**
- 7) **All original hard-copy rosters must be kept on file for no less than 7 years and may be audited by OEMS at any time.**

Many thanks in advance for participating in electronic submission. Not only will this help OEMS systems function more efficiently, but it will also help all training providers to start the transition towards electronic data submission. Also, students attending courses offered by training providers that submit their CE data to OEMS electronically will have the peace of mind of knowing that their credits will be in the EMT Registry here as soon as possible after attending the course, especially as they approach the deadline for completion of their CE requirements for recertification.

If you have any questions please contact Ryan Collins, Recertification Coordinator, at 617-753-7323, or by email, at Ryan.Collins@state.ma.us.