



Advisory 21-11: NYS BEMS CME Submission Portal Training

To: All Course Sponsors and Agencies Participating in the CME Recertification Program

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The NYS Bureau of EMS (BEMS) has released its long-awaited online submission portal for CME Recertification. This portal, which can be accessed and used by all agencies participating in the CME Recertification program, will enable submission of CME recertification packets and reimbursement vouchers wholly online for all levels of care. Packets will no longer need to be sent by mail.

In order to be authorized to use the portal, a representative(s) from a participating Agency or Course Sponsor program must attend a training and information session. **An Agency or Course Sponsor may not use the portal until they have an individual trained in its use.** A BEMS-approved trainer will deliver this training locally. Once training is complete and attested to, the agency will be authorized to use the portal.

The initial training will be hosted both in person at the Division of Prehospital Medicine (44 Celebration Drive, 2nd Floor, Room 2007, Rochester, NY 14620) as well as via Zoom on **Thursday, August 26th at 3pm**. Email mlrems@mlrems.org to register and indicate whether you will be attending via Zoom or in person. It is highly recommended that agencies make every effort to participate in the virtual session on August 26th as they will have the ability to ask questions and provide feedback. A recording of this virtual training will be made available for those unable to attend. Those completing the training will be required to complete an attestation of completion. Once attested, the individual and agency(s) they represent will be reported to BEMS as having met the requirements and their agency(s) will then be authorized to use the online submission portal.

Agencies that maintain a memorandum of understanding with a Course Sponsor to submit CME recertification packets on their behalf must be sure that the Course Sponsor includes the agency(s) they are submitting on behalf as part of their attestation. These arrangements may be subject to verification by the Trainer, Program Agency, or BEMS.

To register for live/virtual course or obtain the recorded training once available contact mlrems@mlrems.org.

Please forward questions regarding the content and nature of the training to edward.erbland@mlrems.org.

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