

Important information for ETT Students on managing your ETT Certification

Before class or at the beginning of your ETT Class:

Create a Public Portal User Account in the State Licensing System

1. Go to: [Alaska EMS License Management System](#)
2. At the bottom of the page, beneath the login button, select "Create Account"
3. Fill out the information requested
4. Using a personal email address is preferred, to maintain access throughout your licensing career.
5. Please do not create a duplicate account. Sometimes confirmation emails take a few hours to process. You can search your email account for the sender: noreply@alaskaoems.imagetrendlicense.com You will be required to verify your email address before gaining access to your user account.

If you require further assistance or believe you may already have an account please e-mail emsinfo@alaska.gov with any account questions.

After you gain access to this user account, please register for the course by:

1. Logging into the [Alaska EMS License Management System](#)
2. On the right-hand side look for the "education" tab.
3. Search for this class with Instructor name and / or course name listed above
4. Register for the course, by clicking on the registration button. *It's important that you are listed in this course roster.
5. Note: some instructors have private classes. If you can not find your class, simply ask your instructor.

At the end of your class, you must:

Submit an ETT Certification Application

1. Go to: [Alaska EMS License Management System](#)
2. Log in to your account and go to the "applications" tab on the left-hand side.
3. Fill out the appropriate ETT application for your course.
 - a. ETT Initial Certification Application – if this is your first ETT class
 - b. ETT Renewal Registration Application – if you are recertifying as an ETT
 - c. Note: some student user accounts may not be up to date. If you do not see the appropriate application, please reach out to emsinfo@alaska.gov and ask them to add it to your profile. If you have any other issues, please let your instructor know.

Information you will need to complete the application:

- d. CPR Sponsor: ie.American Heart Association (AHA) & Expiration date
- e. Instructor Name
- f. Class Number (instructor will give you)

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| | <ul style="list-style-type: none">g. Processing fee: When you submit your application it will ask you about paying a certification fee. Please <u>ask your instructor if they will be paying this or if you are expected to.</u>h. When you submit the application, the system will generate an automatic email prompting you or reminding you to pay the certification fee, so understanding if you will be paying this on our website or if your instructor will cover this is important. |
| | <p>For Pins, Patches or to Pay the certification fee, visit our website at:
https://serems.org/shop/</p> |

Please contact us at ETT@SEREMS.ORG or 907-313-2339 if you have any questions