



MEDICAL DIRECTION CONSORTIUM  
MAKE-UP TRAINING REQUEST PROCESS

1. PROVIDERS NEED TO REQUEST TRAINING VIA MICROSOFT FORMS FOUND HERE:

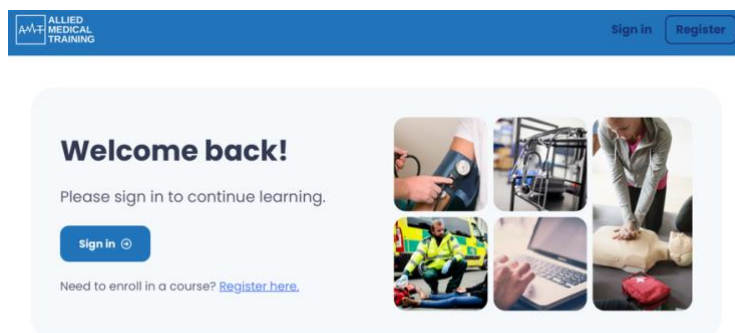
[SE EMS MEDICAL DIRECTION CONSORTIUM MAKE-UP TRAINING REQUEST \(MISSED TRAINING NIGHT\) – Fill out form](#)



a. TRAINING TOPICS AND PACKAGE DETAILS CAN BE FOUND HERE:

2. AFTER FORM IS COMPLETED AND SUBMITTED, REQUEST IS AUTOMATICALLY SENT TO SE EMS OFFICE FOR PROCESSING. **\*\*SEE NOTE BELOW**
3. SE EMS OFFICE WILL FORWARD REQUEST TO ALLIED MEDICAL TRAINING (AMT).
4. AMT WILL ENROLL PROVIDER IN E-LEARNING MANAGEMENT SYSTEM (E-LMS) AND WILL ASSIGN THE REQUESTED COURSE(S).
5. AMT WILL NOTIFY, VIA EMAIL, REQUESTING PROVIDER WHEN COURSE(S) ARE ASSIGNED AND AVAILABLE FOR E-LEARNING.
6. REQUESTING PROVIDER WILL LOG INTO AMT E-LMS:

[HTTPS://ELEARNING.ALLIEDMEDTRAINING.COM/](https://elearning.alliedmedtraining.com/)



7. REQUESTING PROVIDER WILL COMPLETE ONLINE COURSE(S) THROUGH AMT E-LMS.



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8. ONCE TRAINING IS COMPLETED, AMT WILL EMAIL COMPLETION CERTIFICATE(S) TO SE EMS OFFICE AND REQUESTING PROVIDER'S EMAIL.
9. SE EMS WILL UPDATE SE EMS TRAINING DATABASE WITH COMPLETED TRAINING(S).
10. SE EMS WILL EMAIL CERTIFICATE(S) OF COMPLETION TO REQUESTING PROVIDER'S SERVICE DIRECTOR AND/OR TRAINING OFFICER FOR RECORDS RETENTION.

**\*\*\*TRAINING REQUESTS ARE NOT IMMEDIATELY AVAILABLE, PLEASE ALLOW 24-48 HOURS (NOT INCLUDING WEEKENDS, OR HOLIDAYS) FOR REQUEST TO BE RECEIVED, PROCESSED, AND ASSIGNED**