

**COLORADO**

**OATH**

**EMS Online Application Tracking Hub**

Department of Public Health & Environment

**AUTHORIZED  
SIGNER  
GUIDANCE**



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## INTRODUCTION – WHAT YOU NEED TO KNOW

### What is OATH?

The Online Application Tracking Hub (OATH) is Colorado's new electronic system for EMS education programs, medical directors and providers. OATH is operated by the Emergency Medical and Trauma Services (EMTS) Branch at the Colorado Department of Public Health and Environment.

### Goals of OATH

- Consolidate and integrate the application process
- Align with available and expanding technology
- Provide additional layers of convenience and transparency to the EMS community and stakeholders

### Who uses OATH?

OATH is utilized by EMS education program representatives, EMS providers and EMS agency/education program medical directors. OATH replaces the current paper methods of application for: education program recognition, EMS medical director registration and affidavits and EMS provider certification. EMS providers who apply for EMS provider certification in Colorado will use OATH to submit applications to the state EMTS office and request electronic continuing education verification and skills competency attestation from education programs and medical directors without the need for original signatures.

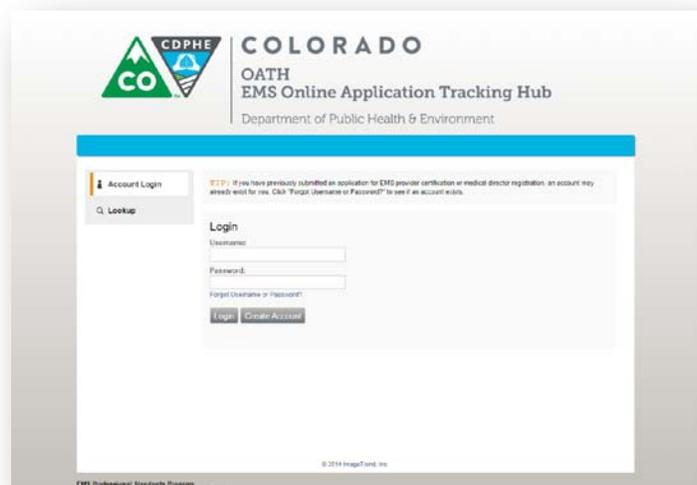
### First-time Login

Go to the OATH Account login page at: <https://colorado.emsbridge.com/licensure/public/colorado/Login/>

If you are or have been certified as an EMS provider or registered as a medical director in Colorado within the past 10 years, an account may exist for you. If you have not been certified as an EMS provider or registered as a medical director within the past 10 years, you will need to create a new account. The guidance below will help you log in for the first time.

### Current/Previous EMS Providers & Medical Directors

Use the formulas below to log in to your account. If you are unable to log in after using either the EMS provider or medical director guidance below, you will need to use the 'Forgot Username or Password?' lookup service.



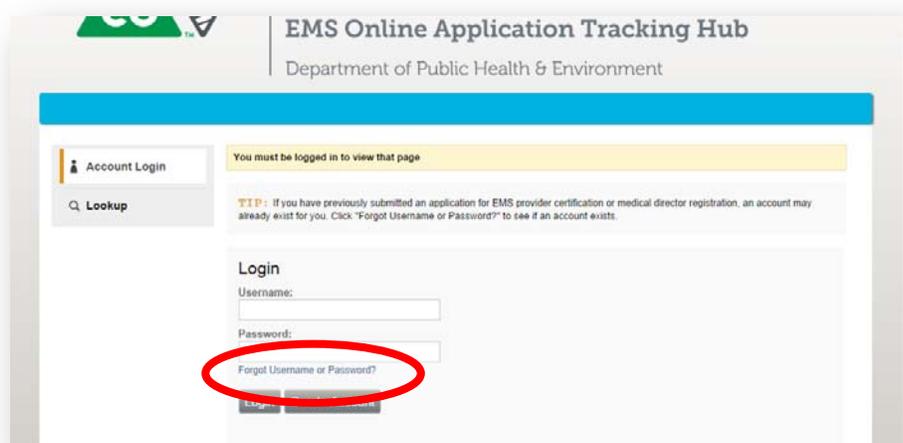
**EMS provider:** If you are currently or have been certified as a Colorado EMS provider (within the past 10 years) your username will be your six digit provider number. Your password will be your birth year + the last 4 of your SSN (Ex: 19851111). Please try to log in with this method first. If you are able to log in with this formula you will be prompted to choose a new password immediately.

**Medical Director:** If you are currently or have been registered as a medical director, your username will be the first initial of your first name + your full last name (Ex: John Doe's username would be jdoe). Your password will be the letters DR + your medical license number (Ex: DR5555555). If you are able to log in with this formula you will be prompted to choose a new password immediately.

### Forgot/Unknown OATH User Account Lookup

If you have attempted, but failed, to log in using either of the above username/password formulas you should next attempt to search for your account credentials using the 'Forgot Username or Password?' link.

After clicking this link you will be prompted to either enter your username, email address or SSN. If an account is found in OATH using any of these three identifiers, your information will be emailed to the most recent email address we have on file for you. If you do not have access to the email address currently on file with the state EMTS office, call (303) 692-2980 for assistance.



If you enter any of these pieces of information and you get a message that states "Sorry, no matches found" then you do not have an account in OATH and will have to create an account. See below for the OATH account creation process.

### OATH User Account Creation

If you have not been certified as an EMS provider or medical director in the state, you will need to create an OATH user account.

1. Go to: <https://colorado.emsbridge.com/licensure/public/colorado/Login/>
2. Click on the 'Create Account' button
3. Fill in all information that applies to you
4. Click the 'Save' button and your temporary password will be emailed to you
5. Log in using the username you created and the temporary password
6. You will be prompted to reset your password upon a successful login

### OATH Account Profile Update

Now that you have looked up or created your OATH account, you will need to review/update your contact information. To update your information, you will log in to OATH and click on the Profile tab under My Account on the left side menu. This will allow you to enter/update your current information. Be sure that all profile information is correct.

You will not be able to modify your name, date of birth or certifications through the Profile tab; however, this information can be updated when you submit an application.

## Authorized Signer Application

Now that you have updated your profile, you will now need to apply to become an Authorized Signer in OATH. Please follow the instruction below to find and fill out the authorized signer application.

1. Once logged in, click Applications on the left menu bar
2. Begin the "Education Program - Authorized Signer" application by clicking 'Apply Now'
3. Proceed to thoroughly read the application directions and click 'Save and Continue' when finished
4. You will first be prompted to select your program affiliation - this is the program that you will be an authorized signer for (Note: If multiple entries exist, please select the entry with "education program" next to it)
5. Review the profile information that you entered during account creation and click 'Save and Continue'
6. Enter your username and password to digitally sign the attestation statement and click 'Submit'
7. Your authorized signer application will be routed to the state EMTS office for approval

## Typical EMS Provider Signature Request

The OATH EMS provider application requires a digital signature from a Colorado approved EMS education program. The signature request will come to your program as an email notification. The process for your education program to sign off on an EMS provider certification application will go as follows:

1. Applicant will submit an online application via OATH
2. Applicant will select your education program to send a request for CE/skills signature
3. An email request will be sent to the education program selected by the applicant
4. Authorized signer will verify that the applicant has enough continuing education to renew
5. Authorized signer will log into OATH and click-to-send a verification to the department
6. An email will be sent to the applicant confirming their application has been signed-off
7. The application sign-off process is complete!