



**COLORADO**

**OATH**

**EMS Online Application Tracking Hub**

Department of Public Health & Environment

# **GATEKEEPER**

# **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.

## USER ROLES AND EXPECTATIONS – WHO YOU NEED TO KNOW

### Types of Users

**Gatekeeper**: This is the first person to log in to OATH for the EMS education program. This role is responsible for submitting an OATH application for EMS program recognition/activation. The gatekeeper must also be an authorized signer. Thereafter, the gatekeeper will be responsible for approving additional authorized signers and maintaining the program's account.

**Authorized Signer**: These are the EMS education program representatives who receive electronic requests to verify continuing education and attest to skills competency for renewing EMS providers. These users do not have as many user permissions in OATH as the gatekeeper. Authorized signers must be approved by the gatekeeper.

**Medical Director**: A medical director provides medical oversight for the EMS education program and receives electronic requests to attest to skills competency for renewing EMS providers. Medical directors must submit a registration form in OATH to be affiliated with the education program, which is approved by the state EMTS office. Only medical directors should fill this form out. Medical directors may choose to opt-out of receiving skills competency attestation requests in the registration form.

## Education Program Expectations

All recognized education programs must become active in OATH. Failure to activate your program's account will prevent EMS providers from renewing their certification if they rely on your program to verify continuing education and skills competency.

### Sequence of Steps to Activate Your Program

1. Designate a "gatekeeper" to maintain the program's account
2. Gatekeeper submits a request form and is approved in OATH
3. Medical director submits registration form \*
4. Gatekeeper updates the program's recognition documentation
5. Education program recognition is approved in OATH
6. Authorized Signers submit request forms
7. Gatekeeper approves Authorized Signers
8. Education program is fully active in OATH

\* Medical directors can submit their registration form at any time, even before the gatekeeper has been approved

## Gatekeeper Expectations

- Access or create your personal profile
- Submit an "Education Program - Account Gatekeeper" form
- Submit an EMS education program recognition application
- Update EMS education program information regularly
- Approve authorized signers
- Keep your profile up-to-date

## Authorized Signer Expectations

- Access or create your personal profile
- Submit an "Education Program - Authorized Signer" form
- Respond to requests from EMS providers for CE and skills verifications
- Keep your profile up-to-date

## Medical Director Expectations

- Access or create a personal profile
- Submit a "Medical Director Registration" form
- Respond to requests from EMS providers for skills verifications
- Keep user profile up-to-date

## OATH ACCOUNT ACCESS & SETUP – WHERE YOU NEED TO BE

### Gatekeepers and Medical Directors Go First

To get started in OATH, the person designated as your program's gatekeeper will need to log in to OATH to set up their account and submit a form to update the program's recognition. This gatekeeper account will be the first EMS education program staff member to log in to OATH.

Your program's medical director can access their account and submit a registration form at any time- they do not rely on the gatekeeper to approve their application.

## First-time Login

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

The screenshot shows the login interface for the OATH EMS Online Application Tracking Hub. At the top left is the Colorado Department of Public Health & Environment logo. To the right, the text reads 'COLORADO OATH EMS Online Application Tracking Hub' and 'Department of Public Health & Environment'. Below this is a blue navigation bar with 'Account Login' and 'Lookup' buttons. A 'Login' form contains fields for 'Username:', 'Password:', and 'Forgot Username or Password?'. There are 'Login' and 'Create Account' buttons. A tip message states: 'TIP: If you have previously submitted an application for EMS provider certification or medical director registration, an account may already exist for you. Click "Forgot Username or Password?" to see if an account exists.' The footer includes '© 2014 ImageTrend, Inc.' and 'EMS Professional Standards Program'.

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 should 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 in either circumstance.

### 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.

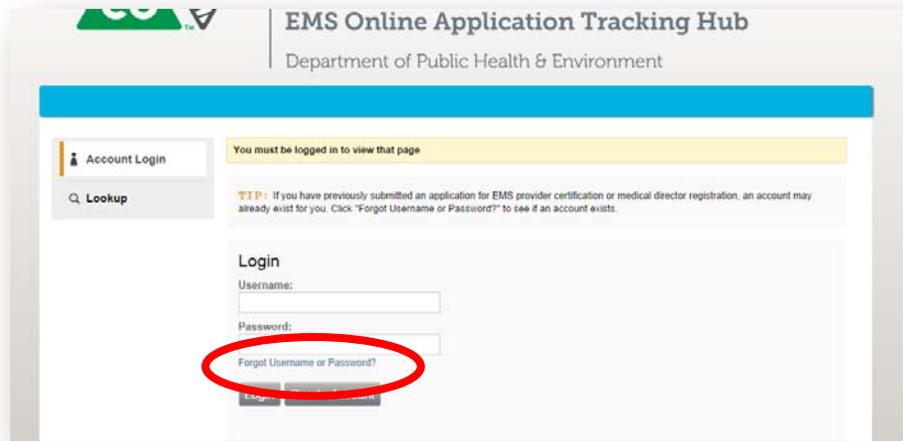
**EMS provider:** If you are currently or have been certified as a Colorado EMS provider (within the past 10 years) your username will be your six digit provider number. Your password will be your birth year + the last 4 of your SSN (Ex: 19851111). Please try to log in with this method first. If you 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: DR555555). 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.

### New 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.

## OATH APPLICATIONS – WHAT YOU NEED TO DO

### Gatekeeper Application and Actions

The gatekeeper is the first person to register in OATH for your program and is responsible for submitting EMS program recognition applications/updates for their EMS organization. The gatekeeper will also approve authorized signers for your organization within OATH. Please follow the guidance below to apply as the gatekeeper for your organization.

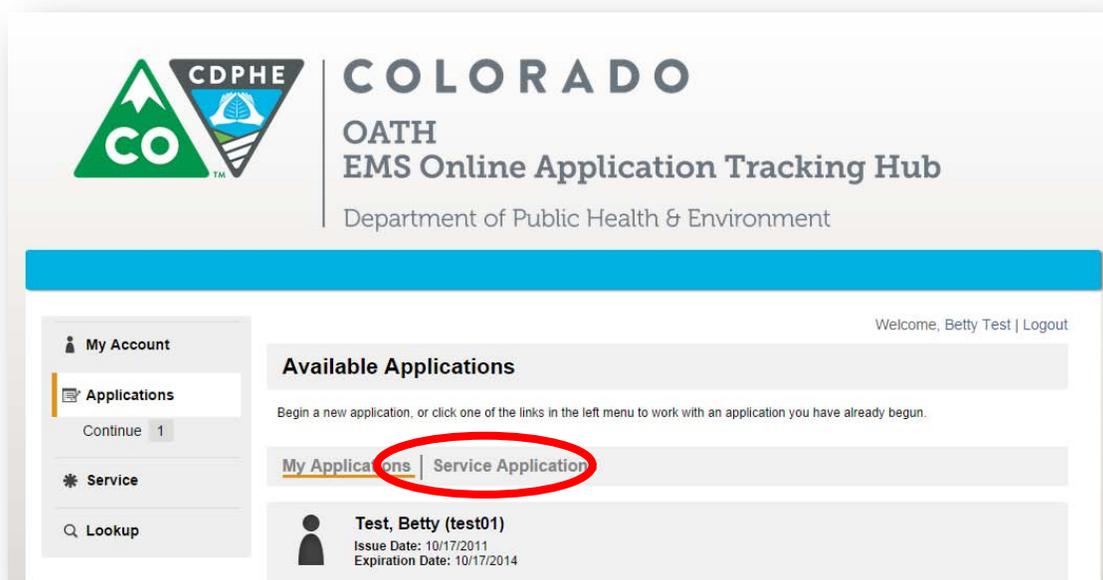
1. Once logged in to OATH, click ‘Applications’ on the left menu bar
2. Begin the “Education Program - Account Gatekeeper” application by clicking ‘Apply Now’

3. Read the Account Gatekeeper Introduction and click 'Save and Continue'
4. Next you will be prompted to select your program affiliation - this is the program that you will be the gatekeeper 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 gatekeeper application will be routed to the state EMTS office for approval
8. Once you are approved as the gatekeeper, you will receive an email with instructions on how to apply for education program recognition in OATH. Please see the section below for instructions on the EMS education recognition application.

### OATH Education Program Recognition Application

Now that you have been approved as the gatekeeper for your organization, you are ready to submit an application to have your education program recognized as a state-approved Colorado EMS education program. This application will require you to update your organization's profile information and upload the required documents for EMS education program recognition.

1. Follow directions above to become your organization's gatekeeper
2. You will receive an email confirming your gatekeeper status
3. Once approved as the gatekeeper for your organization, log in to OATH
4. Once logged in, click 'Applications' on the left menu bar
5. Click on the 'Service Applications' link shown below



6. Begin the "Education Program Recognition" application by clicking 'Apply Now'
7. Proceed to thoroughly read the application directions and click 'Continue' when finished
8. Completely fill out the "Program Information" page and click 'Save and Continue' (Note: Only choose "Renewal" under "Purpose of Application" if your current EMS education program recognition expires within the next six months.)
9. You will now be prompted to upload the required documents for recognition
10. Once you have uploaded all required documents and checked each item off the list, click 'Save and Continue'

11. Enter your OATH username and password to digitally sign the attestation statement, and click 'Submit'
12. The recognition application will be sent to the state EMTS office for review and approval
13. Once approved, your organization is now set up to start signing continuing education and skills requests from providers who have selected your education program as their authorized signer

Before an EMS provider certification applicant can choose your program as their CE/skills signer, the gatekeeper must become the program's first authorized signer in OATH. Please use the guidance below to apply for the authorized signer status. This authorized signer guidance must also be used by your organizations' other designated authorized signers as well.

## Authorized Signer Application

Now that you are the gatekeeper of your recognized EMS education program, you will need to become your organization's first authorized signer in OATH. Please follow the instruction below to find and fill out the authorized signer application. Note: This application should only be completed after the applications above.

1. Once logged in, you will 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

After the gatekeeper has completed the recognition application, any authorized signers from your organization will need to login to create a profile and fill out an authorized signer application. Be sure that your authorized signers only fill out this application after your EMS education program recognition application is completed and approved. Before an authorized signer is able to sign off on a providers EMS certification application, the gatekeeper must approve their authorized signer application.

## Typical EMS Provider Signature Request

The OATH EMS provider application requires a digital signature from a state-approved Colorado 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 state EMTS office
6. An email will be sent to the applicant confirming their application has been signed-off
7. The application sign-off process is complete!