
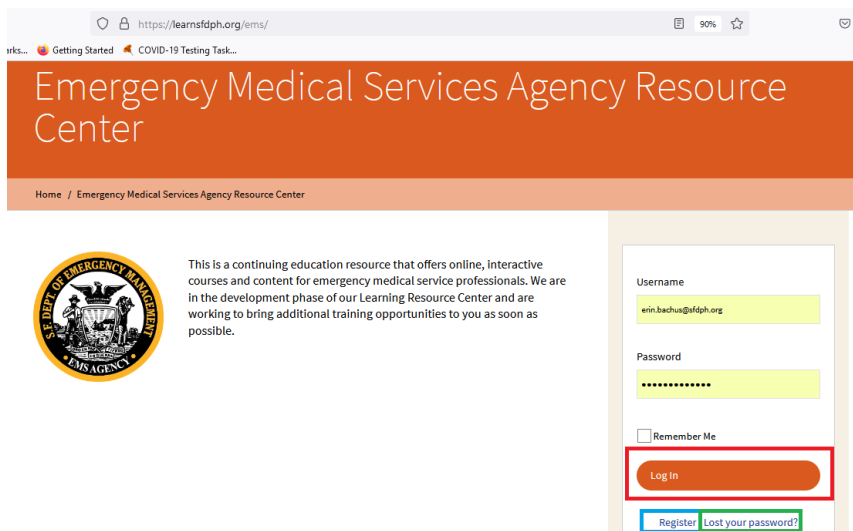



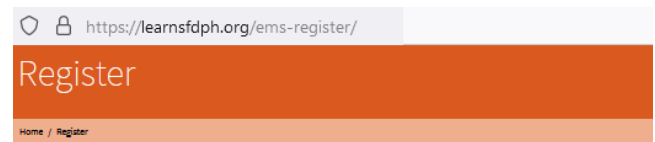
How to Access the Emergency Medical Services Agency (EMSA) Learning Resource Center [aka How to take the Triage to Alternate Destination (TAD) Training]



1. Log in to the LMS at <http://emsonlinesf.com> OR <https://learnsfdph.org/ems>
2. If you already have an account, enter your Username and Password into the yellow fields shown in the screenshot below.
3. Click the  button.
4. If you forgot your password, reset it by clicking on the “Lost your password?” link (see **green** box below).
5. If you need to create an account, click the “Register” button (see **blue** box below).



6. To register, complete all the fields on the form (screenshot below at right).
7. Click .
8. The screen will show a “thanks for registering” confirmation.
9. You will receive a separate email from the sender “SF EMS Agency” or the sender “SFDPH Center for Learning and Innovation” within 24 hours at the email address you used for account registration. The subject line will read “Your new user account approved – EMSA Resource Center”. This email will contain the link to access your account. NOTE: It may take up to 72 hours to receive account access if you submit the request after business hours or on a weekend.



10. Once your registration has been approved, you can access your account anytime at <http://emsonlinesf.com/> using the credentials you provided at registration.
11. All EMS course content is under the “Courses” section on the homepage.



Triage to Alternate Destination (TAD) Training Specifics:

1. Follow log in instructions on previous page
2. Scroll down to "Courses"
3. Click "Triage to Alternate Destination"
4. Click "Take the course"
5. This will take you to the course page. Scroll down and click the "launch" button to begin the course.
6. Watch the entire training. It takes 4 hours to complete. If you have to exit before you are finished, you can resume where you left off. However, if you leave in the middle of a video, you will have to rewatch the entire video, so plan accordingly.
7. After watching the training, close it and return to the course page. Once the course has been viewed in its entirety, the knowledge check quiz link will become active and you can click on "Triage to Alternate Destination" to take the quiz (screenshot below)
8. You must pass the quiz with an 80% or higher to receive your CEUs and pass the course
9. You can retake the quiz twice (3 attempts total). If you do not pass the quiz on the third attempt, please email erin.bachus@sfgov.org AND ronald.pikejr@sfgov.org to retake the course.
10. After you pass the quiz, hit the green "click to complete" button
11. Return to the course page and click on the link in the middle of the page to take the Course Evaluation Survey
12. Once you complete the survey a blue button will appear on the course page. Click it to "Print Your Certificate"
13. The certificate will open as a PDF. Save it somewhere you can easily find on your computer. You will need to submit a PDF copy with your TAD Application and you will also want to retain a copy for your records.
14. **The TAD Training must be completed and approved by October 31, 2023. Please note it may take up to 5-business days to process your application once all requirements have been met as listed on application. You will receive a TAD accreditation card. For status of your TAD accreditation, please visit: <https://emsverification.emsa.ca.gov/Verification/>.**

How to Submit Your TAD Application After You Complete the TAD Training:

1. Application forms for both CP and TAD can be found on the homepage of EMSA's website at <https://sf.gov/emsa>
2. All relevant info is in the yellow alert banner near the top of the page
3. Click the link for the "Triage to Alternate Destination (TAD) Paramedic Accreditation Application". The link will take you to a Docusign form.
4. Follow the instructions carefully, complete all fields, sign, and submit everything at once.
5. If your Paramedic Licensure is on Probation by the EMS Authority, please contact kayleigh.hillcoat@sfgov.org.
6. Your application must include a copy of ALL the following attached to the Docusign application as a single PDF file:
 - a. State of California Paramedic License
 - b. Current San Francisco Paramedic Accreditation
 - c. Copy of SF EMSA Online TAD Training for Triage to Alternate Destination (4 CEUs) – this is the certificate you earned after taking the training above
7. After you have completed the form, click the "Finish" button at the bottom to submit your application
8. **The TAD Application must be submitted and approved before 11:59PM on October 31, 2023. Please note it may take up to 5-business days to process your application once all requirements have been met as listed on application. You will receive a TAD accreditation card. For status of your TAD accreditation, please visit: <https://emsverification.emsa.ca.gov/Verification/>.**