

Instructions for On-Line Forms

In an effort to make the process of form submission and management easier, we have created some forms that are not only fillable on line, but also submittable on line. We have also made it possible for you to save these forms on your computer for future use – even after filling them in. This would allow you to complete the form with your usual information and then save it on your computer and eliminate having to complete the same portions of the form in the future.

In order to fill out forms and submit electronically, the user must have Adobe Reader 7.0 or later on their computer. All previous versions of Adobe Reader **must be removed**.

The following forms may be filled in electronically and then printed, submitted online or through your email, or printed and completed by hand and then faxed or mailed, or even saved on your computer:

1. Primary Course Authorization – Initial and Refresher
2. ALS Refresher (I-85 and EMT-P)
3. Enhanced Skill Authorization
4. Emergency Medical Dispatch (EMD) Authorization
5. Emergency Vehicle Operation (EVOC) Authorization
6. ND Auto Extrication Authorization
7. Instructor / Coordinator Authorization

The following forms are “fillable” only. Meaning they can be filled in electronically and then printed, or they can be printed and completed by hand and then faxed or mailed. These forms cannot be submitted electronically. These forms can also be saved on your computer:

1. EMS Class Roster
2. Enhanced Skill Physician Preceptor Form

The following forms can not be filled in or submitted electronically. They must be printed and completed by hand and then submitted by fax or mail:

1. EMT-Intermediate 85 Initial Course Authorization
2. EMT-Paramedic Course Authorization

Fillable Forms: In order to fill in a form electronically, simply open the file from the website and fill in the allowed fields. This may be done by either clicking in the field with the mouse and then typing, or by tabbing from one field to the other. Once all fields have been completed, it is recommended you save this document for your records and for future use.

Saving: To save these documents, click on ‘file’, ‘save as’. Give the file an appropriate name and browse to the location you would like it saved. The completed form will be saved in Adobe Reader format for future reference.

Submittable Forms: Upon completion of a fillable form, simply click on the “Submit by E-Mail” button on the bottom of the form. This will take you to your email screen and there will be specific instructions to follow. This process will send the form data to ndems@nd.gov.

Printing: To print any of these forms, simply click on the “Print” button on the bottom of the form.

The following web browsers support these forms:

1. Microsoft Internet Explorer 6.0 or later.
2. Mozilla
3. Firefox