



Inland Counties Emergency Medical Agency

Serving San Bernardino, Inyo, and Mono Counties

Virginia Hastings, Executive Director
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DATE: April 19, 2012

TO: EMS Personnel

FROM: Virginia Hastings, Executive Director 

SUBJECT: **ONLINE CERTIFICATION, ACCREDITATION AND CONTINUING EDUCATION PROGRAM**

ICEMA, in conjunction with Ninth Brain Suite (NBS), is very excited to announce the implementation of an online Continuing Education program in which all ICEMA certified/accredited personnel have access. Once fully operational, EMS personnel will be able to view current certification/accreditation information, receive system and protocol updates via e-mail and complete online education. Utilization of the program will enable uniform education within the system and more efficient record keeping for ICEMA and EMS personnel.

To reach the website you will need to have internet access with Microsoft Internet Explorer 7.0 or higher, Firefox 1.5 or higher, Safari 2.0 or higher. An older version may allow you access, however, you may encounter problems with one or more of the features. Once you are on the internet, the address for NBS is: <https://suite.ninthbrain.com/logon.aspx>.

When you get to the logon page, you will need to enter the following information:

User Name: Your California Paramedic License #, EMT Certification #, ICEMA MICN # or Flight Nurse #.
Password: Newpass01
Company #: 82529

When you logon for the first time, you will be asked to read and agree to our User Agreement. You should change the password from your home page. Your password must be at between 6 and 20 characters long and contain at least two (2) numeric and two (2) alpha characters. The password is case sensitive.

Keep your logon information and password in a secure place. You are the only person who will know your password. You should never allow another person to use your logon name or password. The system tracks all activities and actions based on the logon information.

Once you have logged on to the system, you will open to the ICEMA "Home Page" where you will see your dashboard. The dashboard contains alerts pertinent to you, as well as announcements and

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memos. On this page, you will find access to your personal record and the update password button. Take some time to look over this home page and click on the various links to see the information that will be available to you.

Select Tour 1, Introduction and Tour 2, Credentials & Education to become familiar with the program. Click on the Support and Help buttons in the upper right hand corner. The Help manual will open in a separate window for your convenience. In the Support area, check out the Frequently Asked Questions (FAQ) section for answers to commonly asked questions when you are getting started.

Be sure and go into the Education & Training area and look over the CE courses that are available for you to learn from and enjoy. This is just a start so come back often to see what has been added. Also, please let us know if you have any ideas or courses you'd like to see added to improve the system.

Any questions regarding the online system should be directed to CEInstructor@cao.sbcounty.gov or ICEMA at (909) 388-5823.

VH/dws

c: PCO/EMS Coordinators
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