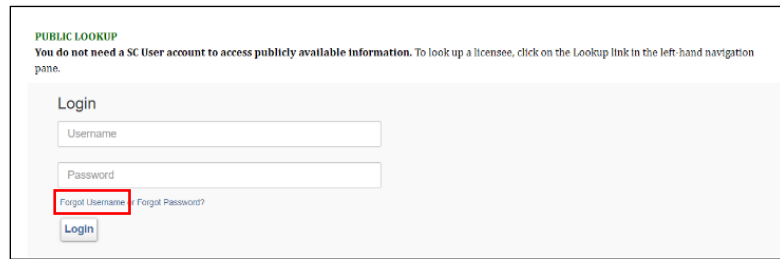


Applying for a South Carolina Certification:  
Webpage: <https://southcarolina.imagetrendlicense.com/lms/public/portal#/login>

**FIRST Search for a SC User Profile. \*\*\*Duplicate profiles will be deleted\*\*\***

1. Go to the bottom of the page and select the “**Forgot Username**” Link.



**PUBLIC LOOKUP**  
You do not need a SC User account to access publicly available information. To look up a licensee, click on the Lookup link in the left-hand navigation pane.

Login

Username

Password

**Forgot Username** | [Forgot Password?](#)

2. Enter your DOB, Last Name and Full SSN to search your profile.
3. Then click “**Lookup.**”



Forgot Username

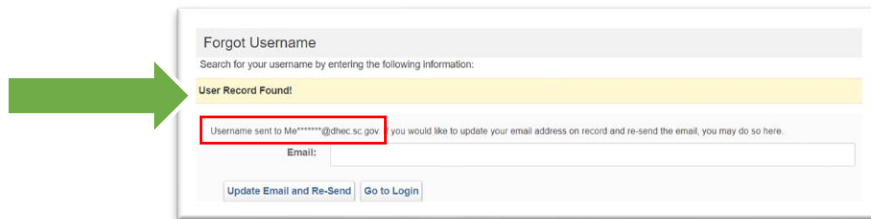
Search for your username by entering the following information:

\*Date of Birth: 01/01/1900

\*Last Name: Smith

\*Social Security Number: ... ..

4. An alert will state “**User Record Found!**” Your access will be sent to the current email on file [Go to step 5].



Forgot Username

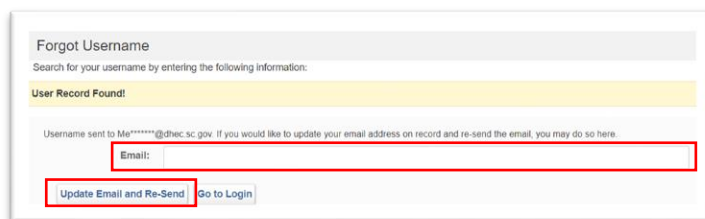
Search for your username by entering the following information:

**User Record Found!**

Username sent to Me\*\*\*\*\*@dhcc.sc.gov. You would like to update your email address on record and re-send the email, you may do so here.

Email:

- a. If a “**User Record Found**” but the Department has an outdated email account, enter your preferred email address and select “**Update Email and ReSend.**”



Forgot Username

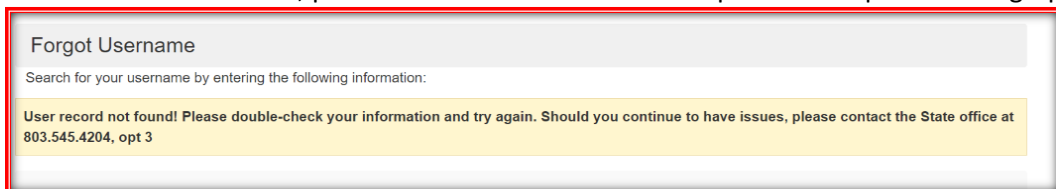
Search for your username by entering the following information:

**User Record Found!**

Username sent to Me\*\*\*\*\*@dhcc.sc.gov. If you would like to update your email address on record and re-send the email, you may do so here.

Email:

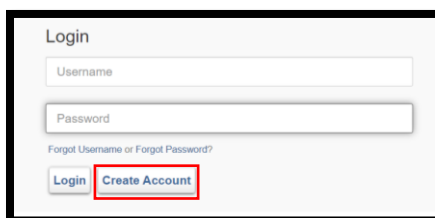
- b. If a User Record is not found, please “**Create Account**” and complete the required demographics.



Forgot Username

Search for your username by entering the following information:

**User record not found! Please double-check your information and try again. Should you continue to have issues, please contact the State office at 803.545.4204, opt 3**



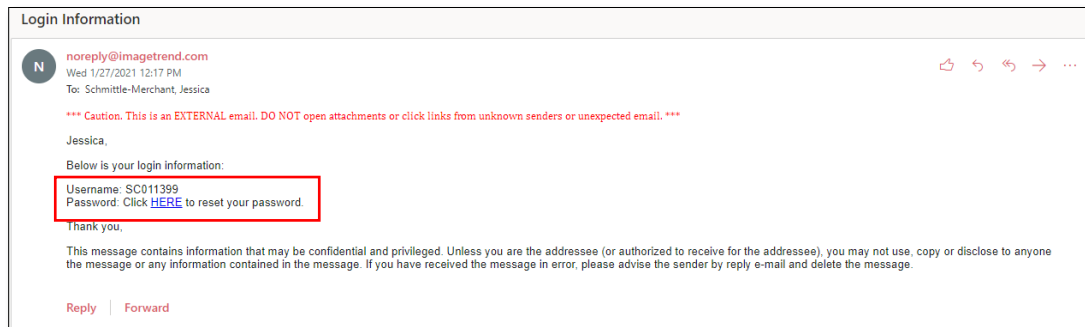
Login

Username

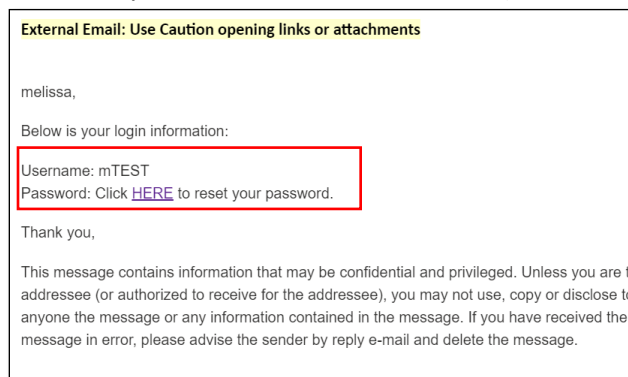
Password

Forgot Username or Forgot Password?

5. Go to the email account your username was sent to. \*\*\*If you do not see an email from “[noreply@imagnetrend.com](mailto:noreply@imagnetrend.com)” please check your spam and/or junk folders.\*\*\*
6. You will receive an email from “[noreply@imagnetrend.com](mailto:noreply@imagnetrend.com)” with the subject line “**Login Information**” Click the **HERE** to open the next window.



- a. **Create Account Users:** Upon completion, check your email to complete setting up your profile. Your username will autogenerate as your First initial and Last name (number if needed) example: CSmith1



7. Please reset your password. You must generate a password that meets the requirements listed.

**Reset Password**

**Password Requirements:**

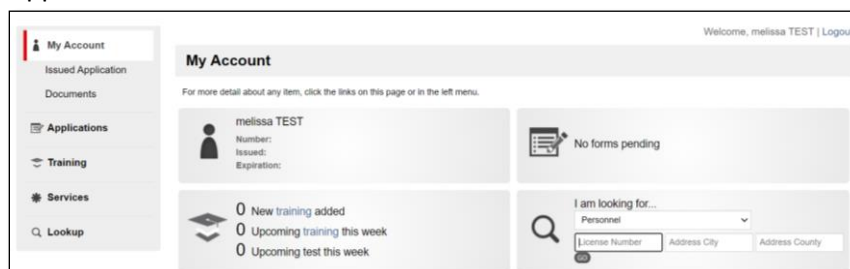
- Password must be at least 8 characters long
- Password must contain at least 1 numeric character
- Password must contain at least 1 uppercase character
- Password must contain at least 1 of these special characters: ( ! @ # \$ % ^ & \* ( ) ? )
- Password cannot match username
- Password cannot match any of your last 10 passwords.

Username: SC011399

\*New Password:

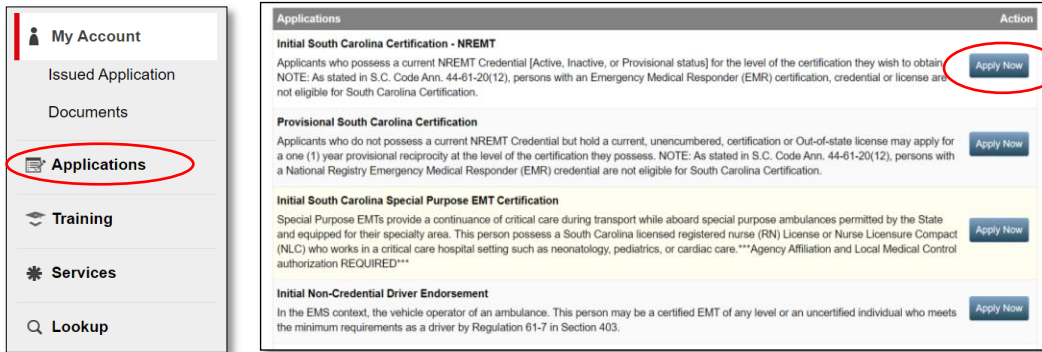
\*Re-Enter Password:

8. Successful login will appear as:



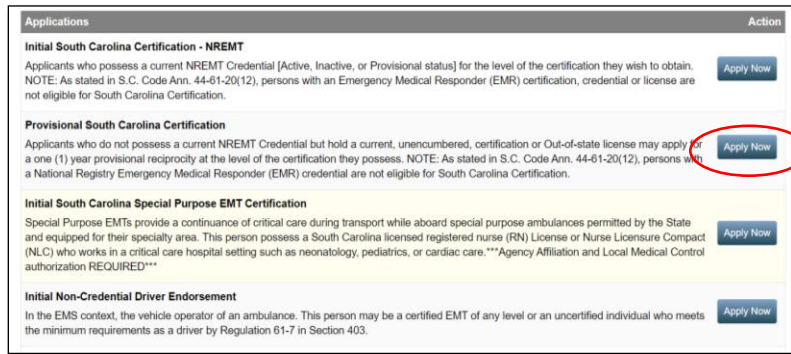
9. Do you possess a current **NREMT Credential** at the EMT / AEMT / Paramedic level? (Active, Inactive or Provisional)

a. **YES:** Select Initial South Carolina Certification - NREMT



10. Do you possess a **current certification issued by another state** at the EMT / AEMT / Paramedic level?

a. **YES:** Select Provisional South Carolina Certification



b. If you **do not** possess a current NREMT Credential **or** current Out of State Certification, you do not possess the necessary requirements for an initial South Carolina EMS Certification.

For additional questions about the certification process, please contact the office via email: [emscertifications@dhec.sc.gov](mailto:emscertifications@dhec.sc.gov) or by phone 803.545.4204, opt 1