Guide to Completing National Registry Recertification Application

Quick Guide

Introduction:

This *Quick Guide* has been developed to assist Virginia providers who are certified with National Registry to complete their recertification application based on the new National Continued Competency Program (NCCP). Virginia transitioned all providers to the 2012 NCCP recertification requirements on July 1, 2016.

Please follow this step-by-step guide when completing your National Registry recertification application.

Providers who do not maintain their Virginia CE report in alignment with their National Registry certification cycle will not be able to utilize this process. Please remember to use the ‘Recertify Me’ option in your Virginia EMS portal after your National Registry has been recertified to maintain your CE report in alignment with your National Registry certification cycle.

Learning Objectives:

Learn how to:

✓ complete your recertification application with National Registry using the National Continued Competency Program (NCCP)
Step 1 | Accessing the National Registry Website


Step 2 | Accessing Recertification Application

1. Log into your existing National Registry account and go to ‘My Certification’ to locate your Electronic Recertification Application and click on ‘Manage Education’

Note: Recertification Cycle Start Date will be unique to each provider based on when National Registry issues your new certification. Hours accumulated after that start date can be utilized toward the next certification cycle.
Step 3  National Continued Competency Content

1. Under National Core Competency Requirements (NCCR) Version
   a. Select the Drop Down box for ‘Choose an NCCR model’
      i. Select ‘I used the 2012 NCCR model’

Nothing further needs to be entered; you will see that a ‘Complete’ check box will appear at both the ‘Choose National Core Content’ and under ‘National’
Step 4  Local Continued Competency Requirements

1. Under Local select ‘Add Class’ enter the following:
   a. Under Class Information enter the following:
      i. Class Name: Virginia Approved LCCR Topics
      ii. Class Sponsor: Virginia Office of EMS
      iii. Description: Virginia Approved LCCR Topics covering: Airway, Cardiology, Trauma, Medical and Operations
      iv. Method of Instruction: Lecture
      v. Date Completed: Date you completed your Category 2 CE requirements
      vi. Hours: Select hours based on your certification level (EMR – 4, EMT – 10, AEMT – 12.5, Paramedic – 15)
   b. Submit your Local Content.

Manage My Education > Add Class
Step 5  Individual Continued Competency Requirements

1. Under Individual select ‘Add Class’ enter the following:
   a. Under Class Information enter the following:
      i. Class Name: Virginia Approved ICCR Topics
      ii. Class Sponsor: Virginia Office of EMS
      iii. Description: Virginia Approved ICCR Topics covering: Airway, Cardiology, Trauma, Medical and Operations and other EMS related topics
      iv. Method of Instruction: Lecture
      v. Date Completed: Date you completed your Category 2 CE requirements
      vi. Hours: Select hours based on your certification level
         (EMR – 4, EMT – 10, AEMT – 12.5, Paramedic – 15)
   b. Submit your Local Content.
Step 6  |  **Active/Inactive Status and Submitting Recertification Application**

1. Select either Active or Inactive Status then click on **Submit Recertification**
2. Personal Information. Make sure information is correct. Check the ‘I verify that the contact information is accurate’ then click **NEXT**
3. Validate Agency: Your agency will be listed or you will show as unaffiliated. Check the ‘I verify that the agency above is my agency’ then click **NEXT**
4. Select Card Type: Answer the question concerning whether you want a card mailed or will print the card yourself then check ‘I verify that my selection is accurate’ then click **NEXT**
5. Active/Inactive Status: Indicate whether you wish to stay active or go inactive. Check the ‘I verify that the information shown above accurate’ then click **NEXT**
6. Disciplinary Actions: Select a response to the question asked. Check the ‘I attest the information submitted above is accurate. I understand submitting falsified information may impact my recertification.’ then select **NEXT**
7. Criminal Convictions: Select a response to the question asked. Check the ‘I attest the information submitted above is accurate. I understand submitting falsified information may impact my recertification.’ then select **NEXT**
8. Personal Attestation: Read the attestation statement. Check the ‘I understand and agree with the above statement. I understand submitting falsified information may impact my recertification.’ then select **NEXT**
Step 7  Verify Your Education

1. Verify that the education listed is correct. Check the ‘I confirm the hours listed above are accurate.’ And click NEXT.

2. Verify your choice of Active/Inactive Status. Check the ‘I confirm the above information is accurate.’ then click NEXT.

Step 8  Finishing up the Application

1. Complete the online application:
   a. Choose Payment Method
      i. Select method of payment and provide the information requested
   b. Application Verification
   c. NREMT verification