Guide to Completing National Registry
Recertification 2.0 Application
Effective: October 1, 2017

Quick Guide

Introduction:

This Quick Guide has been developed and approved by National Registry to assist Virginia providers who are certified with National Registry to complete their recertification application based on the National Continued Competency Program (NCCP). All providers recertifying in the 2018 certification cycle are utilizing the 2012 NCCP requirements.

Please follow this step-by-step guide when completing your National Registry recertification application. All answers highlighted in BOLD must be the response you provide to each question.

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.

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.

Learning Objectives:

Learn how to:

✓ complete your recertification application with National Registry using the National Continued Competency Program (NCCP)
The following pages contain line by line instructions without screenshots followed by line by line instructions with screenshots for those who desire visual prompts for each screen being encountered. National Registry has approved this recertification process and all answers that have been provided in **BOLD**. If you do not follow these instructions, your application may be rejected by National Registry.

If you need assistance in completing your recertification application, please contact the Virginia Office of EMS, Division of Educational Development for assistance.

**Summary without Screenshots:**

2. Log into your existing National Registry account and select ‘**My Certification**’.
   a. Review the information contained on ‘**Certification Dashboard**’
   b. Review and update your profile information if necessary by selecting ‘**Update Profile**’.
   c. Review and manage your agency affiliations by selecting ‘**Manage Affiliations**’. You do have the option to affiliate with multiple agencies.
   d. Your recertification cycle will be specific to you based on your recertification date.
3. Select ‘**Manage My Education**’ to access the ‘**Manage Education for Recertification**’ screen.
4. Under ‘**Change My Recertification Model**’ select **NCCP 2012** and click on ‘**Change My Recert Model**’.
5. On the next screen select ‘**Yes. Change My recertification model**’.
6. After changing your recertification model, on the left side of the page select ‘**Add a Course**’
   a. Course Type – select ‘**National Component (NCCR)**’
   b. Course Name - ‘**Virginia Approved NCCR Topics**’
   c. Course Approved by - ‘**Virginia**’
   d. Course Completion Date will be the date that you completed your NCCR (Category 1) required hours on your Virginia CE report
   e. Course Duration
      i. Paramedic - ‘30 Hours: 00 Minutes’
      ii. AEMT - ‘25 Hours: 00 Minutes’
      iii. EMT - ‘20 Hours: 00 Minutes’
      iv. EMR – ‘8 Hours: 00 Minutes’
   f. ‘Did you teach this course?’ ‘**No**’ unless you were the instructor for all hours listed on your CE report.
   g. ‘Was an instructor present at this course?’ ‘**Yes**’
   h. ‘Course Location’
      i. Country - ‘**United States**’
      ii. State - ‘**Virginia**’
      iii. City - ‘**Richmond**’
      i. ‘Additional Course Information’
      i. No information needed
7. Click on ‘**Save & View Transcript**’ – Your National Component will show all areas ‘Green’ indicating you have fulfilled those requirements.
8. On the left side of the page select ‘**Add a Course**’
   a. Under Course Type – select ‘**Continuing Education Course**’
   b. Course Name - ‘**Virginia Approved LCCR Topics**’
   c. Course Approved by - ‘**Virginia**’
   d. Course Completion Date will be the date that you completed your LCCR/ICCR (Category 2) hours on your Virginia CE report
   e. Course Duration
      i. Paramedic - ‘15 Hours: 00 Minutes’
      ii. AEMT - ‘12 Hours: 30 Minutes’
      iii. EMT - ‘10 Hours: 00 Minutes’
      iv. EMR – ‘4 Hours: 00 Minutes’
   f. ‘Did you teach this course?’ ‘**No**’ unless you were the instructor for all hours listed on your CE report.
   g. ‘Was an instructor present at this course?’ ‘**Yes**’
   h. ‘Course Location’
      i. Country - ‘**United States**’
      ii. State - ‘**Virginia**’
iii. City - ‘Richmond’
   i. ‘Additional Course Information’
      i. No information needed

9. Click on ‘Save & Add Another Course’
10. On the left side of the page select ‘Add a Course’
   a. Under Course Type – select ‘Continuing Education Course’
   b. Course Name - ‘Virginia Approved ICCR Topics’
   c. Course Approved by - ‘Virginia’
   d. Course Completion Date will be the date that you completed your LCCR/ICCR (Category 2) hours on your Virginia CE report
   e. Course Duration
      i. Paramedic - ‘15 Hours: 00 Minutes’
      ii. AEMT - ‘12 Hours: 30 Minutes’
      iii. EMT - ‘10 Hours: 00 Minutes’
      iv. EMR – ‘4 Hours: 00 Minutes’
   f. ‘Did you teach this course?’ ‘No’ unless you were the instructor for all hours listed on your CE report.
   g. ‘Was an instructor present at this course?’ ‘Yes’
   h. ‘Course Location’
      i. Country - ‘United States’
      ii. State - ‘Virginia’
      iii. City - ‘Richmond’
   i. ‘Additional Course Information’
      i. No information needed

11. Click on ‘Save & View Transcript’
12. On ‘My Professional Transcript’ you should now see the entries you made above with the NCCR fully assigned and the LCCR and ICCR indicating unassigned.
13. On the left hand side of the screen click on ‘Manage My Education’.
14. Click on ‘Local or State Component’.
15. Click on ‘Select’ and choose ‘Virginia Approved LCCR Topics’ and the click ‘Assign’.
17. Click on ‘Select’ and choose ‘Virginia Approved ICCR Topics’ and the click ‘Assign’.
18. Click on ‘Return To Dashboard’.
19. Click on ‘Transcript’. Your NCCR, LCCR and ICCR hours will now show ‘Fully Assigned’.
20. On left hand side of the page click on ‘Recert Application’
21. On ‘Profile and Workforce Information’, click on ‘START’
22. ‘Workforce Information’ – Complete the questionnaire. If you work for more than one agency, respond with the answers to the agency that you consider your primary agency. When all questions are answered, click Finish.
23. Select Legal Pathway & Criminal Conviction and respond accordingly
24. Select ‘Terms of Certification’, read each statement. You can click to approve each statement or at the bottom of the screen select ‘Approve All’
25. Select ‘Payment’, complete your payment method and click on ‘Submit Payment’. Payment will be submitted and your ‘Payment Information’ summary will appear. Select ‘Print Receipt’ if you desire.
26. Click on ‘Back to Application’.
27. Under ‘Submission’ select ‘Submit Application’
28. You may be selected to complete a survey. If selected you can choose to participate, not participate or to be reminded later. If you select ‘Remind Me Later’ you will be asked to provide an email address
29. Under your ‘Recert Application’ you can review the status of your recertification application.
30. If you wish to change your status to ‘Inactive’ you can do so on this screen.
Step 1  | **Accessing the National Registry Website**


Step 2  | **Accessing Recertification Application**

1. Log into your existing National Registry account and select ‘My Certification’.
   
   1) Review the information contained on ‘Certification Dashboard’
      
      a. Review and update your profile information if necessary by selecting ‘Update Profile’.
      
      b. Review and manage your agency affiliations by selecting ‘Manage Affiliations’. You do have the option to affiliate with multiple agencies.
      
      c. Your recertification cycle will become ‘unique’ to you based on your recertification date.
Step 2  Accessing Recertification Application (continued)

2. Select ‘Manage My Education’ to access the ‘Manage Education for Recertification’ screen.

4. The following screen will appear. Click on ‘Yes. Change My recertification model.’

Special Note: This step will be for all providers recertifying in the October 1, 2017 to March 31, 2018 recertification cycle only.
For the recertification cycle that will begin on October 1, 2018 through March 31, 2019, all providers will be using NCCP 2016.
Step 3 | National Component

1. After changing your recertification model, on the left side of the page select ‘Add a Course’
   a. Under Course Type – select ‘National Component (NCCR)’
   b. Course Name - ‘Virginia Approved NCCR Topics’
   c. Course Approved by - ‘Virginia’
   d. Course Completion Date will be the date that you completed your NCCR (Category 1) required hours on your Virginia CE report
   e. Course Duration
      i. Paramedic - ‘30 Hours: 00 Minutes’
      ii. AEMT - ‘25 Hours: 00 Minutes’
      iii. EMT - ‘20 Hours: 00 Minutes’
      iv. EMR – ‘8 Hours: 00 Minutes’
   f. ‘Did you teach this course?’ ‘No’ unless you were the instructor for all hours listed on your CE report.
   g. ‘Was an instructor present at this course?’ ‘Yes’
   h. ‘Course Location’
      i. Country - ‘United States’
      ii. State - ‘Virginia’
      iii. City - ‘Richmond’
   i. ‘Additional Course Information’
      i. No information needed

2. Click on ‘Save & View Transcript’ – Your National Component will show all areas ‘Green’ indicating you have fulfilled those requirements
Step 4 | Local Continued Competency Requirements

1. On the left side of the page select ‘Add a Course’
   a. Under Course Type – select ‘Continuing Education Course’
   b. Course Name - ‘Virginia Approved LCCR Topics’
   c. Course Approved by - ‘Virginia’
   d. Course Completion Date will be the date that you completed your LCCR/ICCR (Category 2) hours on your Virginia CE report
   e. Course Duration
      i. Paramedic - ‘15 Hours: 00 Minutes’
      ii. AEMT - ‘12 Hours: 30 Minutes’
      iii. EMT - ‘10 Hours: 00 Minutes’
      iv. EMR – ‘4 Hours: 00 Minutes’
   f. ‘Did you teach this course?’ ‘No’ unless you were the instructor for all hours listed on your CE report.
   g. ‘Was an instructor present at this course?’ ‘Yes’
   h. ‘Course Location’
      i. Country - ‘United States’
      ii. State - ‘Virginia’
      iii. City - ‘Richmond’
   i. ‘Additional Course Information’
      i. No information needed

2. Click on ‘Save & Add Another Course’
Step 5 | Individual Continued Competency Requirements

1. On the left side of the page select ‘Add a Course’
   a. Under Course Type – select ‘Continuing Education Course’
   b. Course Name - ‘Virginia Approved ICCR Topics’
   c. Course Approved by - ‘Virginia’
   d. Course Completion Date will be the date that you completed your LCCR/ICCR (Category 2) hours on your Virginia CE report
   e. Course Duration
      i. Paramedic - ‘15 Hours: 00 Minutes’
      ii. AEMT - ‘12 Hours: 30 Minutes’
      iii. EMT - ‘10 Hours: 00 Minutes’
      iv. EMR – ‘4 Hours: 00 Minutes’
   f. ‘Did you teach this course?’ ‘No’ unless you were the instructor for all hours listed on your CE report.
   g. ‘Was an instructor present at this course?’ ‘Yes’
   h. ‘Course Location’
      i. Country - ‘United States’
      ii. State - ‘Virginia’
      iii. City - ‘Richmond’
   i. ‘Additional Course Information’
      i. No information needed

2. Click on ‘Save & View Transcript’
Step 6: Assigning LCCR and ICCR Hours

1. On ‘My Professional Transcript’ you should now see the following entries:

2. On the left hand side of the screen click on ‘Manage My Education’
3. Click on ‘Local or State Component’
4. Click on ‘Select’ and choose ‘Virginia Approved LCCR Topics’ and the click ‘Assign’
5. Under Individual Component select ‘Individual SubTopic’
6. Click on ‘Select’ and choose ‘Virginia Approved ICCR Topics’ and the click ‘Assign’
7. Click on ‘Return To Dashboard’
8. Click on ‘Transcript’. Your NCCR, LCCR and ICCR hours will now show ‘Fully Assigned’
Step 7: Submitting Recertification Application

1. On the left-hand side of the page, click on 'Recert Application'.
2. On 'Profile and Workforce Information', click on 'START'.
3. Complete your **Demographics** information and click 'Next'.

![Image of the recertification application form with fields for demographic and contact information.]

Contact Information
- Address: 6610 Busch Blvd
- City: Columbus
- Country: United States
- State: Ohio
- Zip: 43229
4. ‘Workforce Information’ – Complete the questionnaire. If you work for more than one agency, respond with the answers to the agency that you consider your primary agency. When all questions are answered, click Finish.

(continued)
Step 7  Submitting Recertification Application (continued)

Which of the following best describes the primary type of service provided by your main EMS agency? If more than one type of service is provided, pick the service with the greatest number of calls in the past 12 months.

- Primarily 911 response with or without transport capability
- Primarily medical transport (convalescent)
- Equal mix of 911 and medical transport (convalescent)
- Clinical services
- Mobile Integrated Healthcare & Community Paramedicine
- Other - Please specify: _______________________

If Other Please Specify

Volunteers are licensed EMS workers who receive nominal or no compensation for their provision of EMS services at the agency. At your main EMS job, are you a volunteer EMS provider?

- Yes
- No

At any of your other EMS jobs, are you a volunteer EMS provider?

- Yes
- No

Which of the following best describes your employment status at your main EMS job?

- Full-time
- Part-time

How long have you been employed or volunteered at your main EMS job?

- Less than one year
- 1-2 years
- 3-4 years
- 5-7 years
- 8-10 years
- 11-15 years
- 16-20 years
- 21 or more years

Which of the following best describes the community in which you do most of your EMS work?

- Rural area (less than 2,500 people)
- Small town (2,500 - 24,999 people)
- Medium town (25,000 - 74,999 people)
- Large town (75,000 - 149,999 people)
- Mid-sized city (150,000 - 499,999 people)
- Suburb/fringe of a mid-sized city
- Large city (500,000 or more people)
- Suburb/fringe of a large city

Thank you for participating in the survey. Please click the Finish button to return to your application.
5. Select Legal Pathway & Criminal Conviction and respond accordingly

a) If your response is ‘NO’ you will see the following screen. Read and click ‘Agree & Submit’.

b) If your response is ‘YES’ you will need to provide all documentation requested to National Registry.
6. Select ‘Terms of Certification’, read each statement. You can click to approve each statement or at the bottom of the screen select ‘Approve All’.

7. Select ‘Payment’, complete your payment method and click on ‘Submit Payment’. Payment will be submitted and your ‘Payment Information’. Select ‘Print Receipt’ if you desire.

8. Click on ‘Back to Application’.
Step 8 | Submitting Your Application

1. Under ‘Submission’ select ‘Submit Application’

2. You may be selected to complete a survey. If selected you can choose to participate, not participate or to be reminded later. If you select ‘Remind Me Later’ you will be asked to provide an email address.
Step 8  Status of Application

1. Under your ‘Recert Application’ you can review the status. If you wish to change your status to ‘Inactive’ you can do so on this screen.