Quick Guide

Virginia EMS Portal

How to Recertify On-Demand

Virginia Office of Emergency Medical Services | vdh.virginia.gov/emergency-medical-services/
EMS Portal: How to Recertify On-Demand

This Quick Guide provides guidance on how to make a formal request for the Office of EMS to recertify your Virginia EMS Certification on demand.

Please note: This process is irrevocable—the Office of EMS cannot undo this process once the request has been made. Your recertification will be processed overnight on the day of your request and new certification card will be mailed to your address on file in the Virginia EMS Portal.

Step 1: Logging into the Virginia EMS Portal

1. Open your web browser and type the following URL into the address bar: http://www.vdh.virginia.gov/emergency-medical-services/
2. Click on Accreditation, Certification & Education in the menu on the left-hand side of the screen.
Step 2: Accessing the Virginia EMS Portal

1. Scroll down through the Accreditation, Certification & Education main page and click on Virginia EMS Portal Login under the Quick Links section of this page.

Step 3: Accessing the Virginia EMS Portal

1. Scroll down through the Virginia EMS Portal and locate the “Click here to Login” button.
2. Click on the button.
Step 4: Login to Your EMS Portal Account

1. Type in your certification number and password to login to the Virginia EMS Portal.

Step 5: Acknowledging the Terms of Service for the EMS Portal

1. After successfully logging into the Virginia EMS Portal, you will need to acknowledge the terms of service for using a state website.

Key things to note about the Terms of Service: You are not allowed to share your user name or password with ANYONE. This includes your agency administrator or Operational Medical Director (OMD).

Your agency and/or OMD are not allowed to make submission of your personal EMS Portal account information a condition of employment.

You should protect your Virginia EMS Portal account credentials like you would protect your social security number or online banking information.

If you have questions or concerns about this or require assistance with a request from a third party to have access to your EMS Portal credentials, please contact Chad Blosser at chad.blosser@vdh.virginia.gov.
Step 6: Your Virginia EMS Portal Dashboard

1. Once you have acknowledged the Terms of Service, the Virginia EMS Portal will bring you to your personalized Dashboard.
2. From your Dashboard, click on the See More button in your Provider Details section of the Dashboard.
Step 7: Accessing the “Recertify Me Now” Checkbox

1. Click on the menu **My Tests and Eligibility** and select the sub-menu **Eligibility Letters**.

![Image of accessing eligibility letters](image1.png)

Step 8: Check Your Eligibility to Recertify On-Demand

1. If you are eligible to recertify, you will see a section in green notifying you that you can now recertify—see highlighted section below.

![Image of eligibility to recertify](image2.png)
Step 9: On-Demand Recertification

1. If you are eligible, click the Recertify Me now checkbox.

Step 10: Acknowledge On-Demand Recertification Cannot be Cancelled

1. If you are sure you want to recertify early, then acknowledge the message from the Virginia EMS Portal indicating that you understand this action cannot be cancelled or reversed.
Step 11: Log out of the Virginia EMS Portal

1. Please remember to Log Out of the Virginia EMS Portal in order to prevent unauthorized activity on your account.