

Electronic Student Enrollment for Virginia EMS Certification Courses – Instructor Guide

Quick Guide

Introduction:

This *Quick Guide* has been developed to assist Virginia Education Coordinators in the enrollment process for Virginia EMS certification courses. Enrollments are not required for providers or re-entry candidates to submit for continuing education. Only those who are taking the course for initial certification

Please follow this step-by-step guidance when enrolling in a Virginia EMS certification program.

The EMS Portal only works with Internet Explorer (IE). If your version of IE is greater than version 7, then be sure you are in compatibility mode.

Learning Objectives:

Learn how to:

- ✓ Define your Course PIN
- ✓ Locate your Course PIN
- ✓ Identify Enrollment Deadline
- ✓ How to identify enrollees and accept them into your program



1. There are no changes in the manner in which you announce courses.
2. Electronic enrollment is for use only with courses that lead to a new certification level. It is not designed for nor should it be used for providers seeking continuing education.
3. Paper based enrollment will still be available.



Step 2

Course Approval From the Portal

1. There are two new fields being introduced to the Portal Course Approval Form
 - a. The addition of the Course PIN. This number is only used by individuals wishing to enroll in your program. This process can be used in lieu of the paper based enrollments.
 - i. It is for certification programs only. See Yellow highlighted area below.
 - ii. Do not give out your Course Number.
 - iii. A new Course PIN is generated for every certification course you announce. That is to say, it is dynamic. Put it another way, it is not static. Be sure you give the correct Course PIN if you have multiple programs.
 - b. The addition of an Enrollment Deadline
 - i. This will be added soon after the release of the electronic enrollment program.
 - ii. See the red print in the below picture.
 - iii. Instructors will have access to approve or deny enrollments through this date. After this date, enrollments can only be approved by OEMS.

16-APR-2013

Office of Emergency Medical Services

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EMSC44W

Course Approval

Course Number 63041 **Course PIN SHORT10141**

Topic Number 40010 Subject EMERGENCY MEDICAL TECHNICIAN - VEMSES _____

Coordinator E052504101 WARREN _____ W SHORT _____ JR, ____

Home Phone 8043793829 13611 TIMBERLAKE CIR _____

Business Phone 8048889120 _____

Certifying Authority OEMS _____ MIDLOTHIAN _____, VA 23114 _____

Special Training _____

Facility - Name Forest View Vol. Rescue Squad_ Contact Phone 8047514740

Address 8008 Midlothian Tnpk _____

Richmond _____, VA 23225 _____ FIPS 041

Mailing Label _ Max. Students 6 Program Length

CE Evaluation _ Open/Closed _ CE Hours Requested 154.0

Begin Date 01-APR-2013 End Date 15-APR-2013 Enrollment Deadline: DD-MON-YYYY

Class Days Self-Evaluation Coordinator Signature Y

Sun _ Thr _ Written X Review _ Postmark/Submitted Date

Mon _ Fri _ Practical X Other _ Receipt Date

Tue _ Sat _ Oral _ None _ Objectives _ Outline _ Syllabus _

Wed _ Reimbursement Requested N

Approving PCD P062304106 ALLEN _____ YEE _____, MD

Category 1 REQUIRED _____ A B _ _ E _ _ I J _ _

2 APPROVED _____ A B _ _ E F G _ I J _ _

Level A FR _____ E EMT/P G ALS-C T EMT/T

Step 3 | Enrollment Access

1. Access to the electronic enrollment will be from the OEMS Webpage.
2. You should provide your students with your **Course PIN** at the first class meeting.
3. Then instruct them to the OEMS web page and to click on the Electronic Enrollment link.
4. There is a guide for the electronic enrollment that should be shared with the students.
5. All Electronic Enrollments should be submitted within 1 week of the first class.
6. The next pages include screen shots your students will follow to get to the enrollments. See the student guide.

The screenshot shows the Virginia Office of Emergency Medical Services (OEMS) website. The browser title is "Office of Emergency Medical Services - Windows Internet Explorer provided by Virginia IT Partnership". The address bar shows "http://www.vdh.virginia.gov/oems/". The page header includes "Virginia.gov" and "VDH VIRGINIA DEPARTMENT OF HEALTH". The main content area is titled "Office of Emergency Medical Services" and includes a description of OEMS. A sidebar on the right contains links for "Spring EMS Bulletin", "Regional Awards", and "E.V.E.N.T Notification". A central grid of six resource boxes is visible, with a red arrow pointing to the "Education & Certification" box. A right sidebar contains social media links and a sign-up form.

Education & Certification - Windows Internet Explorer provided by Virginia IT Partnership

http://www.vdh.virginia.gov/OEMSTraining/index.htm

File Edit View Favorites Tools Help

Search Virginia.gov

Virginia.gov Online Services | Commonwealth Sites | Help | Governor

VDH VIRGINIA DEPARTMENT OF HEALTH
Protecting You and Your Environment

Home | VDH Programs | Find It! A-Z Index | Newsroom | Administration | Jobs

Home > Office of Emergency Medical Services > Education & Certification

Education & Certification

The information provided on this site is for EMS providers and instructors. New material is added almost daily, so please check back frequently.

If you encounter any difficulties viewing information on this page, or have any questions, comments or suggestions related to information on this page, please send an email to [Greg Neiman](#). We appreciate your feedback.



Accreditation	Training Program Overview
Find A Course	Provider Search with Agency Affiliation
Provider Resources	Instructor Gateway
Certification Testing	EMS Training Funds
Challenges & Reciprocity	EMSAT Online Training

Quick Links

- EMS Portal Login
- Login Problems
- Files and Forms
- ALS Psychomotor Test Schedule
- Locate a Test Site (CTS)
- Course Enrollment**
- CE Requirements:
 - First Responder
 - EMT
 - ALS Levels

Important Training Information & News:

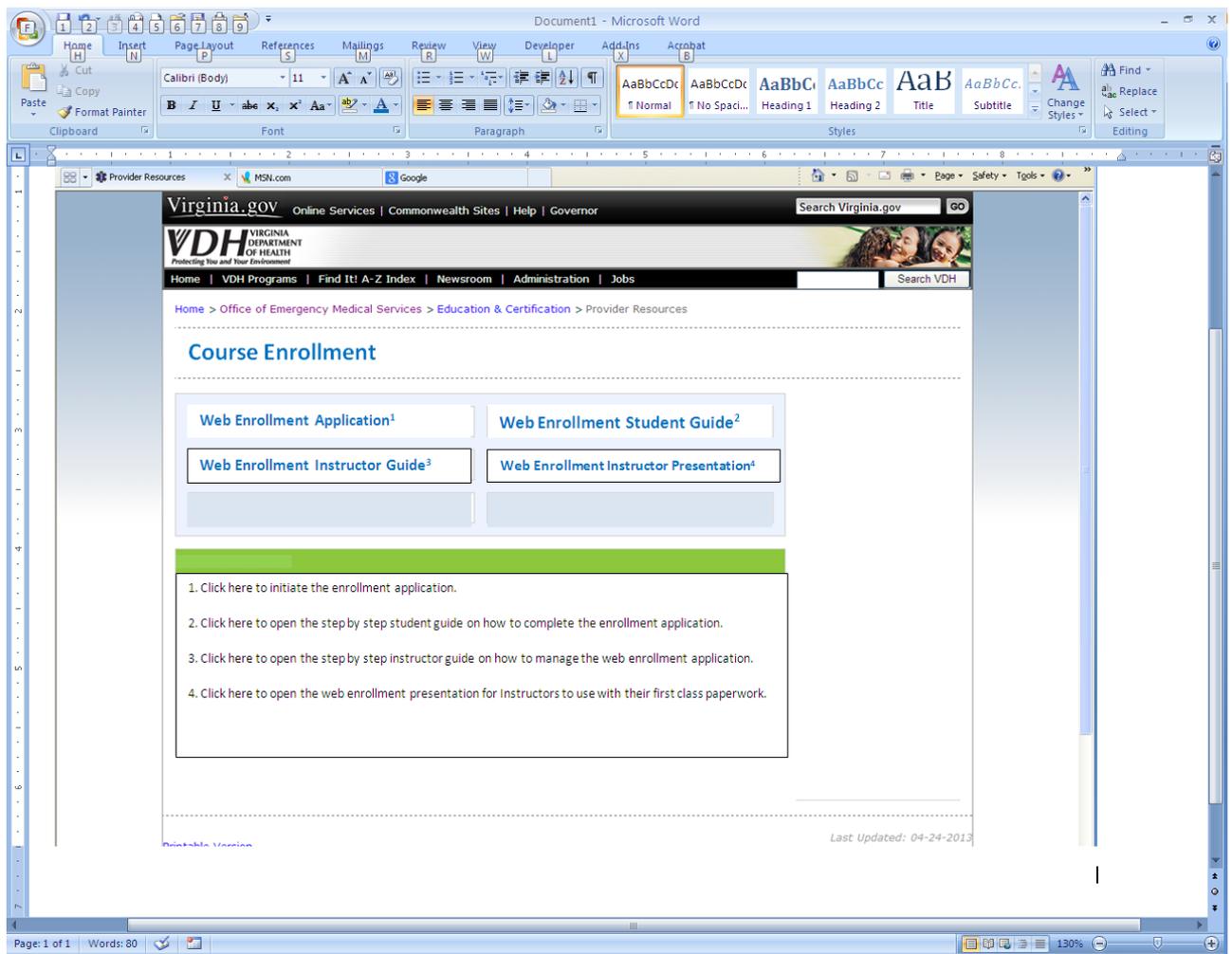
- VEMSES Knowledge Competency Exam

Education Resources:

- EMS Instructor Resources

Local intranet 100%

1. **Web Enrollment Application Box** – clicking on this box will initiate the course enrollment application process.
2. **Web Enrollment Student Guide** – clicking on this box will open the step by step guide for initiating and completing the course enrollment application.
3. **Web Enrollment instructor Guide** – clicking on this box will open the step by step guide for instructor’s role in the enrollment process.
4. **Web Enrollment Instructor Presentation** – links to the presentation for instructors to use the first class that explains the enrollment process.



Step 4 | Opening Enrollment Requests.

1. All electronic enrollments will require your approval.
2. Access to enrollment approval is through your Portal and **MY Courses** tab.
3. You will notice a new column titled `course_pin` that is second from the left. Any course with a **Course PIN** assigned will have it appear here.
4. The Course PIN has two states:
 - a. Empty. No enrollments have been submitted
 - b. Existing enrollments awaiting your action. When this occurs, the Course PIN turns into a hyperlink.
5. To open enrollment requests, click on the Course PIN hyperlink.

The screenshot displays the EMS Portal 3.5 interface. At the top, there is a navigation bar with links for 'Home', 'VDH Programs', 'Find It! A-Z Index', 'Newsroom', and 'Local Health Districts'. Below this is a user profile section for 'WARREN SHORT!' with a 'Log Out' link. The profile includes a blue Star of Life logo and the following information:

SHORT, WARREN W
13611 TIMBERLAKE CIR
MIDLOTHIAN, VA 23114

Certification Number: **E052504101**
Certification Level: **EMT/P**
Expiration Date: **03/31/2015**

Instructor Status Information

Instructor Type	Expiration	Hours Taught	Recert	Hours Update	Attended	Exam Score	Test Waived
EMS Education Coordinator	11/30/2015	8	N/A				N/A

Course Information for Active Inactive ALL Courses

Course No	course_pin	Program	Start Date	End Date	Reports
63045	SHORT10163	ADVANCED EMERGENCY MEDICAL TECHNICIAN	04/12/2013	04/13/2013	
63044	SHORT10162	INTERMEDIATE - PARAMEDIC BRIDGE	04/12/2013	04/15/2013	
63043	SHORT10161	PARAMEDIC	04/12/2013	04/15/2013	
63042	SHORT10160	INTERMEDIATE	04/01/2013	04/15/2013	
63041	SHORT10141	EMERGENCY MEDICAL TECHNICIAN - VEMSES	04/01/2013	04/16/2013	
58854		FOREST VIEW: EMT-B REQUIRED TOPICS CE PROGRAM	06/01/2011	12/31/2012	
57985		FOREST VIEW CE PROGRAM 11-12	02/09/2011	12/31/2012	

A red arrow points to the `SHORT10141` course PIN in the table. The interface also shows a 'Local intranet' taskbar at the bottom and a '125%' zoom level.

Step 5 | Accepting and Denying Enrollment Requests.

1. By clicking on the Course PIN Hyperlink, you open the enrollment requests.
2. You will notice that you cannot accept those highlighted in red except that you can deny the request.
3. For others marked pending, you can either approve them for your class or deny.

EMS Portal 3.5 - Windows Internet Explorer provided by Virginia IT Partnership

https://viswebdev.vdh.virginia.gov/dedwebqa/web_courseresult.CourseEnrollInfo?ip_course_no=63041

Virginia.gov Online Services | Commonwealth Sites | Help | Governor

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Protecting You and Your Environment

Home | VDH Programs | Find It! A-Z Index | Newsroom | Local Health Districts

My Home | My Courses | My Tests & Eligibility | My CE Errors and Files | My Profile

Welcome, WARREN SHORT! [Log Out]

Instructor: **SHORT, WARREN W**

Course No: 63041 | Topic ID: 40010 | Program: EMERGENCY MEDICAL TECHNICIAN - VEMSES
Start Date: 04/01/2013 | End Date: 04/16/2013 | Facility Name: FOREST VIEW VOL. RESCUE SQUAD

[Click here to view Course Results](#)

Course Enrollment Applications (Approval Deadline: 04/16/2013 Available Capacity: 25/30)

Certification #	Last Name	First Name	MI	Level	Application Date	Status	Reason
010176044	Brooks	Kathryn			04/11/2013	Pending	Does Not Meet Minimum Age
111108706	Morrow	Carol			04/11/2013	Pending	Does Not Meet Minimum Age
	Test	Denial			04/11/2013	Denied	
B201300012	Tester	Test		B	04/15/2013	Approved	
201300013	Testone	Ems			04/15/2013	Approved	
201300009	Testthree	Ems			04/12/2013	Pending	
	Testtwo	Ems	B		04/16/2013	Pending	

Step 6 | Submitting Enrollment Dispositions

1. Once you have addressed the status of one or more of the enrollment requests, you must click on the Submit button on the bottom of the page.

The screenshot shows the EMS Portal 3.5 interface in Internet Explorer. The page title is "Course Enrollment Applications (Approval Deadline: 04/16/2013 Available Capacity: 25/30)". A link "Click here to view Course Results" is visible in the top right. The main content is a table with the following data:

Certification #	Last Name	First Name	MI	Level	Application Date	Status	Reason
010176044	Brooks	Kathryn			04/11/2013	Pending	Does Not Meet Minimum Age
111108706	Morrow	Carol			04/11/2013	Pending	Does Not Meet Minimum Age
	Test	Denial			04/11/2013	Denied	
B201300012	Tester	Test		B	04/15/2013	Approved	
201300013	Testone	Ems			04/15/2013	Approved	
201300009	Testthree	Ems			04/12/2013	Pending	
	Testtwo	Ems		B	04/16/2013	Pending	

At the bottom of the page, there are two buttons: "Submit" and "Reset". A large red arrow points down to the "Submit" button.

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Step 7 | Post Course Enrollment Approval

1. Once you have approved enrollment requests, the applicant will appear in the CSDR. There is no change in this aspect of the program.
2. Remember, the CSDR is used to track your student's status in the class.

Virginia.gov Online Services | Commonwealth Sites | Help | Governor

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Home | VDH Programs | Find It! A-Z Index | Newsroom | Local Health Districts

My Home My Courses My Tests & Eligibility My CE Errors and Files My Profile

Welcome, WARREN SHORT! [Log Out]

Instructor: SHORT, WARREN W

Course No:	63041	Topic ID:	40010	Program:	EMERGENCY MEDICAL TECHNICIAN - VEMSES
Start Date:	04/01/2013	End Date:	04/16/2013	Facility Name:	FOREST VIEW VOL. RESCUE SQUAD

Enrollment Applications: Pending: 4 Approved: 2 Denied: 1 [Click here to view Enrollment Applications](#)

Total: 1 Pass: 0 Fail: 0 Withdrawn: 0 Incomplete: 0 Ineligible: 0 NoResult: 1

[Course Enrollment Report](#)

Certification #	Last Name	First Name MI	Level	Exp Date	Result	Enrolled	Course Eligibility
B201300013	Testone	Ems				04/15/2013	Eligible

Stop! Review this report for errors. Once you have submitted "Pass", "Fail" or "Withdrawn" status.

Submit course results now [reset]

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1. Emails are integrated in this process to let you know when changes to a course are made or when enrollment requests have been made. This will allow you to know when your students submit enrollments.

Dear Warren,

At least one enrollment has been submitted for the below course number(s) 63041 on 15-APR-2013. Log into your Virginia EMS portal account to review and take action on the enrollment request(s).

Thank You,
Division of Educational Development
800-523-6019
804-888-9120

PLEASE DO NOT REPLY TO THIS MESSAGE: >*This is a system-generated email. Replies will not be read or forwarded for handling.* (Message ID# CERSE)

