Quick Guide

Virginia EMS Portal

Student Enrollment for Virginia EMS Certification Courses
This Quick Guide has been developed to assist Virginia applicants in the enrollment process for Virginia EMS certification courses. This guide is only for students enrolling in initial certification courses. No enrollment is required for providers or re-entry candidates submitting for continuing education.

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

The EMS Portal works best when using Google Chrome or with Internet Explorer (IE).

**Step 1: Accessing the OEMS Webpage**

1. Open your web browser and type the following URL into the address bar: [http://www.vdh.virginia.gov/emergency-medical-services/](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 Student Resources

1. Click on **Student Resources** in the **Accreditation, Certification & Education** sub-menu.

Step 3: Accessing Course Enrollment Application

1. Scroll down the **Student Resources** page until you see the **Click Here to Enroll** button on this page.
2. From the **Course Enrollment** screen, click on the button.

3. After clicking on **Web Enrollment Application**, the following screen will open in a new browser window.
Are you currently certified as a Virginia EMS provider or are you in re-entry? If so, please skip to Step 8 on page 10 in this Quick Guide.

If you ARE NOT A VIRGINIA CERTIFIED EMS PROVIDER and are new to the Virginia EMS system—meaning you have never been issued an Office of EMS number then select No.

Remember, the form you are about to complete is an official state document and as such should reflect accurate and up to date information. Submitting false or misleading information may be cause to terminate your participation in Virginia’s EMS system.

Step 4: Beginning the Enrollment Process

1. Type in the Course PIN number you have been given by your Course Coordinator or Instructor and click Continue.
Step 5: Entering your Social Security Number

1. After entering the **Course PIN** and clicking on the continue button, information about the course you wish to enroll will appear. Check this information to be sure you have the correct course.

2. All first time enrollees in EMS courses must provide their **Social Security Number**. The number is gathered over a secure connection to our servers and is **never printed or used on any correspondence** by the office. This number is used to issue your **EMS number** which is unique.

3. You will be required to enter the number twice in order to ensure data integrity.

4. After entering your **Social Security Number** twice, once in each block, click on **Continue**.

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Once your social security number has been accepted by the system, you will be required to complete an online enrollment application. **Each field that has a red asterisk "*" is required.** It is preferred that you complete **ALL** data elements on the form. You can navigate between data elements using your mouse or the TAB key.

**Please take your time and check your entries as this information is used to establish your portal account and for office communication.**

Fields with a double red asterisk "**" indicates that at least one of the data elements are required.

- **Name fields should be completed using your full legal name and not nicknames.**
  
  *For example, if your name is Thomas, do not use Tom.*

- Be sure to accurately insert your email address as this will be used to communicate to you Portal information, test letters and test results.
Step 6: Completing your Application

1. Enter your personal data into the **Enrollment Application** making sure to check your work and ensure all data provided is accurate and truthful.

   *Remember, the form you are completing is an official state document and as such should reflect accurate and up to date information. Submitting false or misleading information may be cause to terminate your participation in Virginia’s EMS system.*
2. After completing your personal data, scroll down in the **Enrollment Application** and read the **Student Acknowledgement of Prerequisites for EMS Training Certification**.

3. Once you have read and agree to the terms of enrollment, click the check box beside the affirmation statement on the application form.

4. Enter demographic information—this step is optional.

**About Demographic Data Collection**

The Virginia Department of Health and the Office of Emergency Medical Services are interested in tracking demographic data for EMS providers around the Commonwealth. This information is anatomized when used and is never directly tied back to you as an individual. The data gathered by this system allows the Office of Emergency Medical Services and the Virginia Department of Health to report statistics on Virginia’s EMS System to the General Assembly and other state government bodies in order to assist with funding and access to training across the Commonwealth.

Completion of demographic data is **NOT REQUIRED** in order to enroll.
5. Once you have completed the application, click the Submit Application button.

6. Once you have completed your application, you will receive a system notification that indicates successful submission.

7. You will also receive a confirmation e-mail from the EMS Portal.

8. Your enrollment has now been received by the Office of EMS and will be available for your Course Coordinator to accept you into the program.

9. This completes your enrollment.
Step 7: EMS Portal Account Access and Credentials

1. Your enrollment is electronically forwarded to your Course Coordinator/Program Director through the Virginia EMS Portal.

2. Once your Course Coordinator/Program Director approve your enrollment in class, the following will occur:
   a. You will receive the following e-mail messages:
      i. An e-mail letting you know that you have been accepted into the program in which you enrolled.
      ii. An e-mail message making you aware of your Virginia EMS number.
         1. This number will become your Virginia EMS certification number once you have successfully completed your EMS program and the cognitive and psychomotor exams.
      iii. An e-mail containing a temporary password to access the Virginia EMS Portal.
         1. This temporary password will be good for seven (7) days before it will expire and you will be required to contact the OEMS Helpdesk to have it reset.
         2. It is imperative that you login to the Virginia EMS Portal as soon as possible and establish your online account with the Office of EMS.

3. Access to the Virginia EMS Portal can be found on the OEMS website at the following URL:
Step 8: Enrollment Process for Individuals with an EMS Portal Account

1. Because you have an Office of EMS issued EMS provider number, you should select “Yes” to the question: “Do you have a Portal Account with OEMS?” You are starting at this page because you have an existing Virginia EMS Portal account which you can access.

2. You will need your **EMS Number** and your **EMS Portal Password** to complete the enrollment process.

3. When you click **YES**, the EMS Portal server will request to redirect you to the EMS Portal Login page. Click **OK**.

4. Clicking **OK**, will redirect you to the EMS Portal login page. Login to the EMS Portal.
Step 9: Acknowledging the Terms of Service for the EMS Portal

1. Upon logging into the EMS Portal, you must agree to Terms of Service for using the EMS Portal.

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.

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 10: Enrolling in a course

1. After logging into your EMS Portal account, you should be directed to the My Cert Info tab.
2. At the bottom of the page, you will see a list of courses in which you are enrolled—this will show No Course Enrollments for a majority of people.
3. Click on the Submit Course Enrollment Application button to begin enrolling in your new course.
4. Type in the Course PIN number you have been given by your Course Coordinator or Instructor and click Continue.
Step 11: Verification of EMS Portal Data

1. Once you have entered the course PIN number, you will be prompted to verify your EMS Portal data.
2. Please update any information which has changed.
3. After updating your personal data, scroll down in the Enrollment Application and read the Student Acknowledgement of Prerequisites for EMS Training Certification.

4. Once you have read and agree to the terms of enrollment, click the check box beside the affirmation statement on the application form.
5. Click the **Submit Application** button to complete your enrollment. The system will generate a confirmation message and e-mail to you.

6. This completes your enrollment.
7. The EMS Portal will send you a confirmation email message once your Course Coordinator accepts your enrollment.