

# Quick Guide

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## Virginia EMS Portal

### Student Enrollment for Virginia EMS Certification Courses



# EMS Portal: Student Enrollment

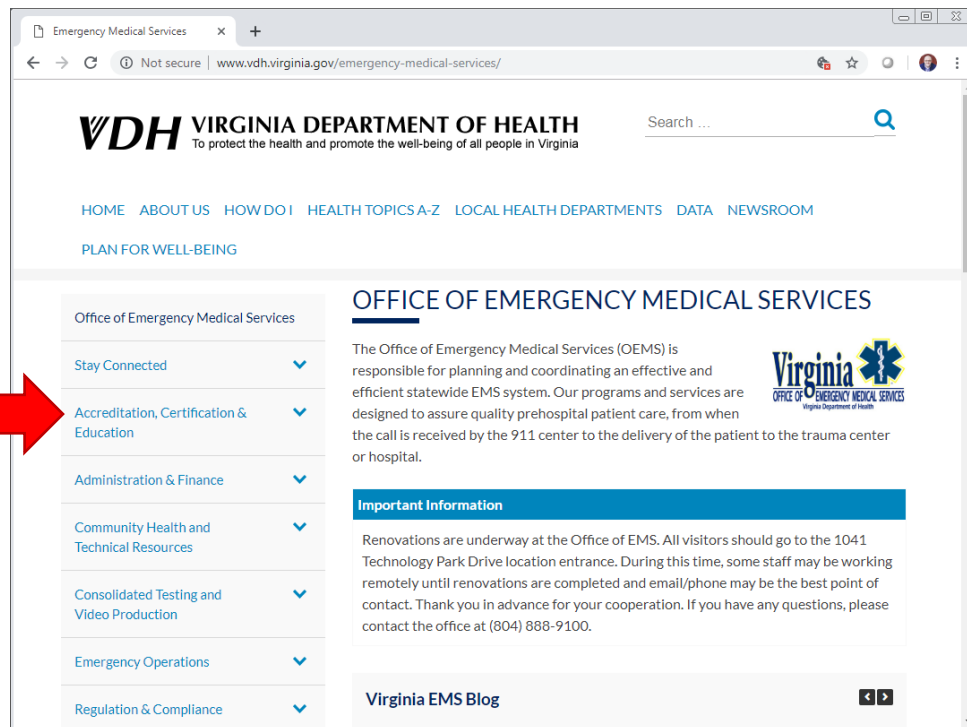
This Quick Guide has been developed to assist Virginia applicants in the enrollment process for Virginia EMS certification courses. This guide is only for students enrolling in initial certification courses. *No enrollment is required for providers or re-entry candidates submitting for continuing education.*

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).

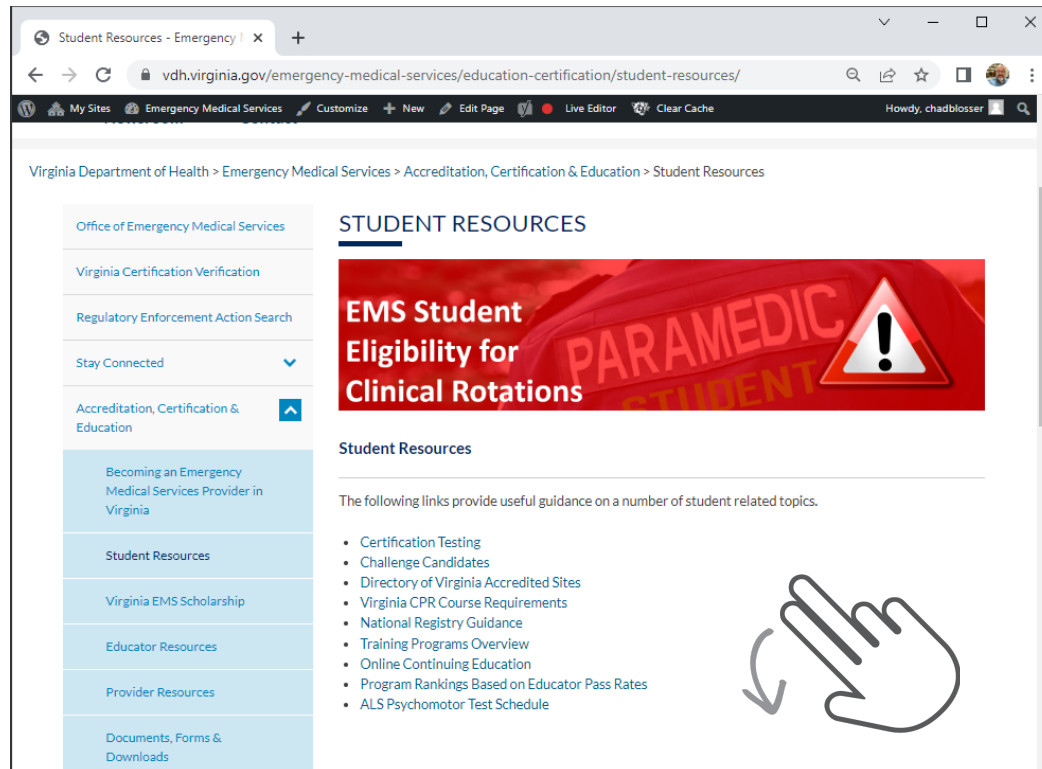
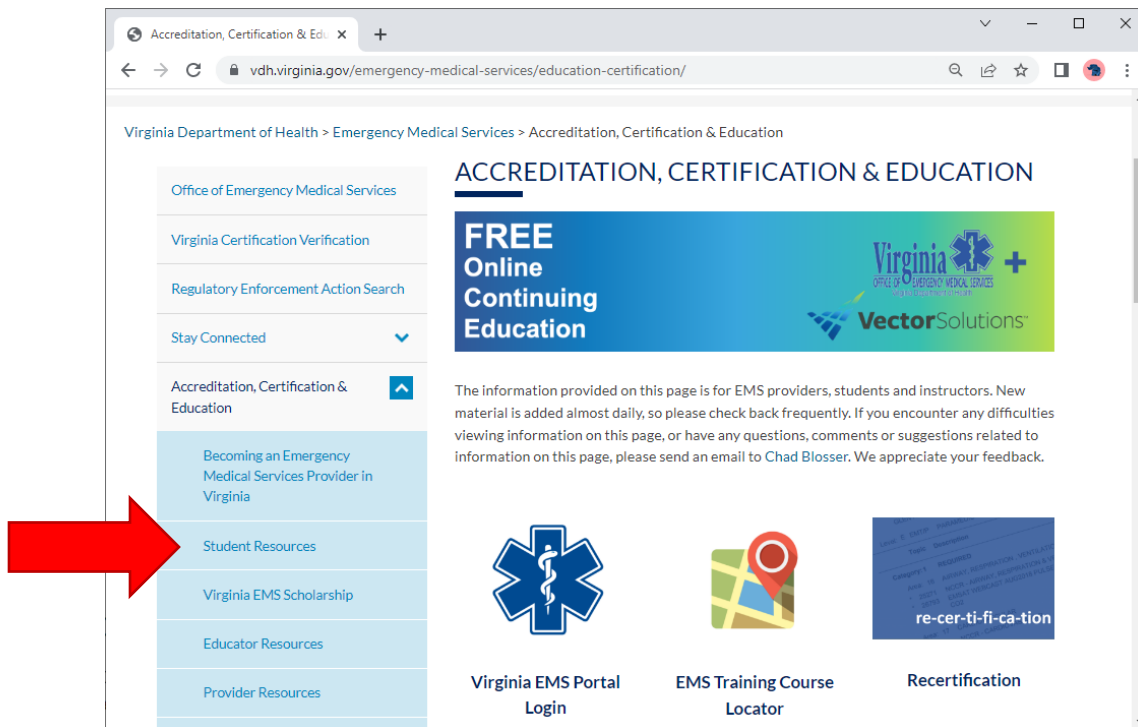
## Step 1: Accessing the OEMS Webpage

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



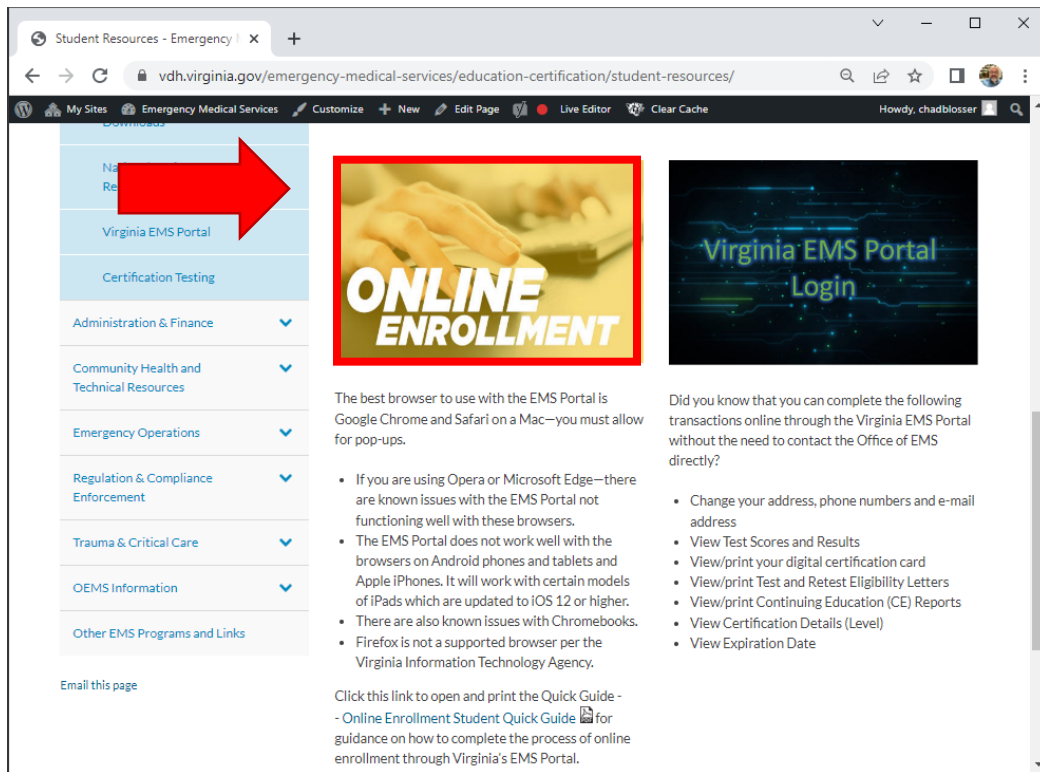
## Step 2: Accessing Student Resources

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

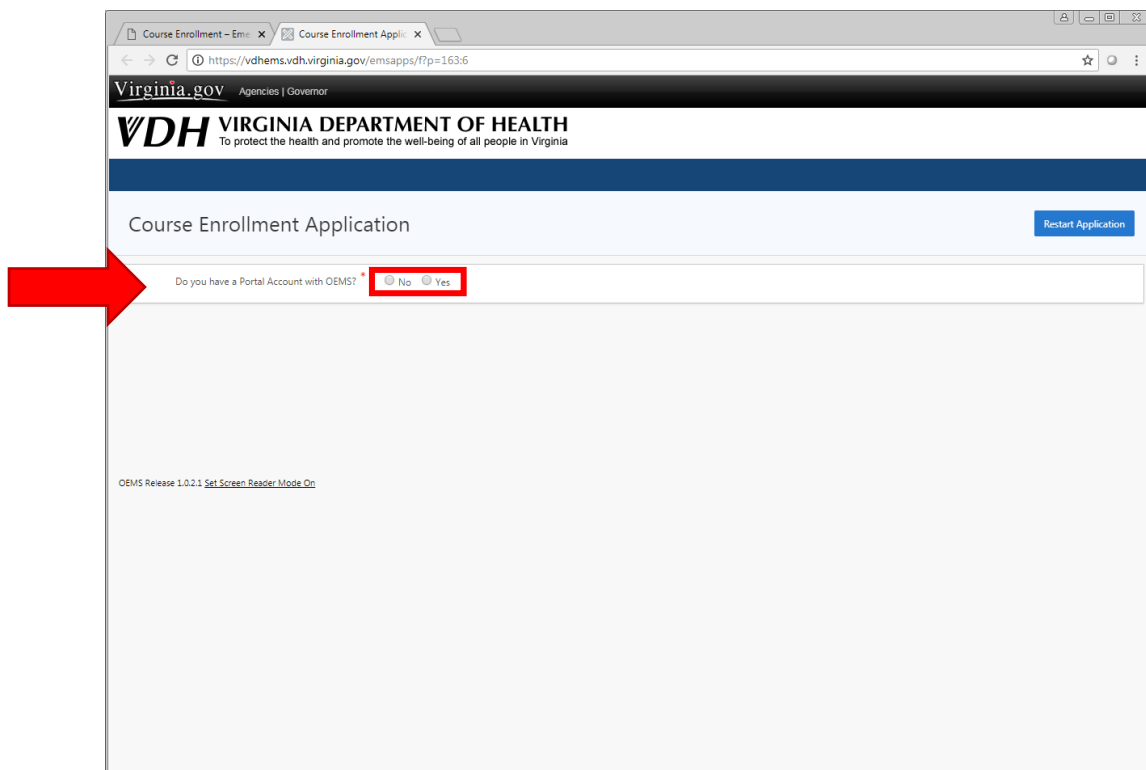


## Step 3: Accessing Course Enrollment Application

1. Scroll down the **Student Resources** page until you see the **Click Here to Online Enrollment** button on this page.



2. The following screen will open in a new browser window.





*Are you are currently certified as a Virginia EMS provider or are 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 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.**

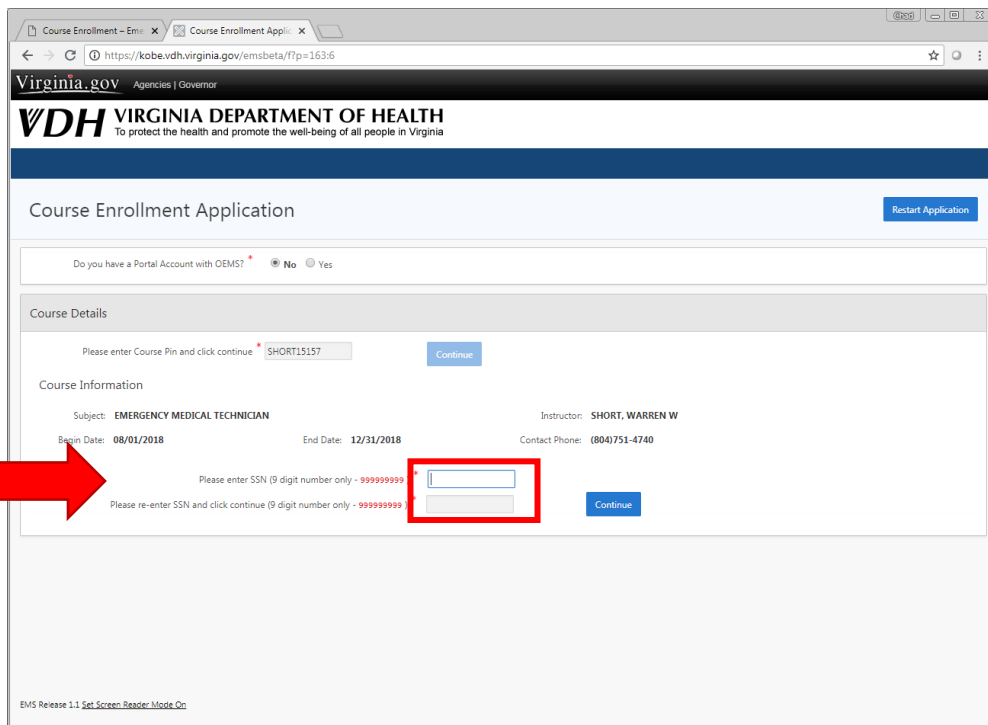
## Step 4: Beginning the Enrollment Process

1. Type in the **Course PIN** number you have been given by your Course Coordinator or Instructor and click **Continue**.

The screenshot shows a web browser window with the URL <https://kobe.vdh.virginia.gov/emsbeta/?p=163-6>. The page header includes the Virginia.gov logo and the Virginia Department of Health (VDH) logo with the tagline 'To protect the health and promote the well-being of all people in Virginia'. The main heading is 'Course Enrollment Application' with a 'Restart Application' button. Below this is a question: 'Do you have a Portal Account with OEMS?' with radio buttons for 'No' (selected) and 'Yes'. The 'Course Details' section contains the instruction 'Please enter Course Pin and click continue' followed by a text input field containing 'SHORT1515' and a 'Continue' button. A red arrow points to the input field. At the bottom left, there is a small link: 'EMS Release 1.1 Set Screen Reader Mode On'.

## 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**.



Course Enrollment Application

Do you have a Portal Account with OEMS? ☐ No ☐ Yes

Course Details

Please enter Course Pin and click continue \* SHORT15157

Course Information

Subject: EMERGENCY MEDICAL TECHNICIAN Instructor: SHORT, WARREN W  
Begin Date: 08/01/2018 End Date: 12/31/2018 Contact Phone: (804)751-4740

Please enter SSN (9 digit number only - 999999999) \*

Please re-enter SSN and click continue (9 digit number only - 999999999)

**Accuracy is most important.**  
**Incorrectly entered SSNs will cause delay in processing and issuing certification.**  
**Take your time and be sure you enter your SSN correctly.**



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.

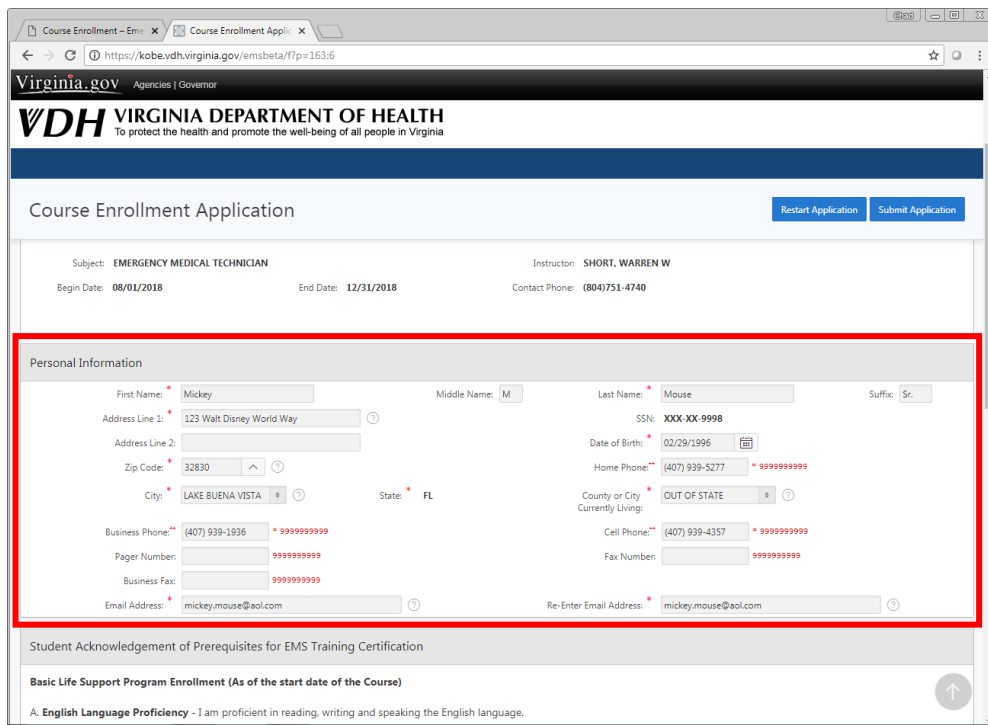
**Please take your time and check your entries as this information is used to establish your portal account and for office communication.**

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.



Course Enrollment Application

Subject: **EMERGENCY MEDICAL TECHNICIAN** Instructor: **SHORT, WARREN W**

Begin Date: **08/01/2018** End Date: **12/31/2018** Contact Phone: **(804)751-4740**

**Personal Information**

First Name: Mickey Middle Name: M Last Name: Mouse Suffix: Sr.

Address Line 1: 123 Walt Disney World Way Address Line 2:

Zip Code: 32830 City: LAKE BUENA VISTA State: FL

SSN: XXX-XX-9998 Date of Birth: 02/29/1996

Home Phone: (407) 939-5277 Cell Phone: (407) 939-4357

Business Phone: (407) 939-1936 Pager Number: 9999999999 Fax Number: 9999999999

Email Address: mickey.mouse@aol.com Re-Enter Email Address: mickey.mouse@aol.com

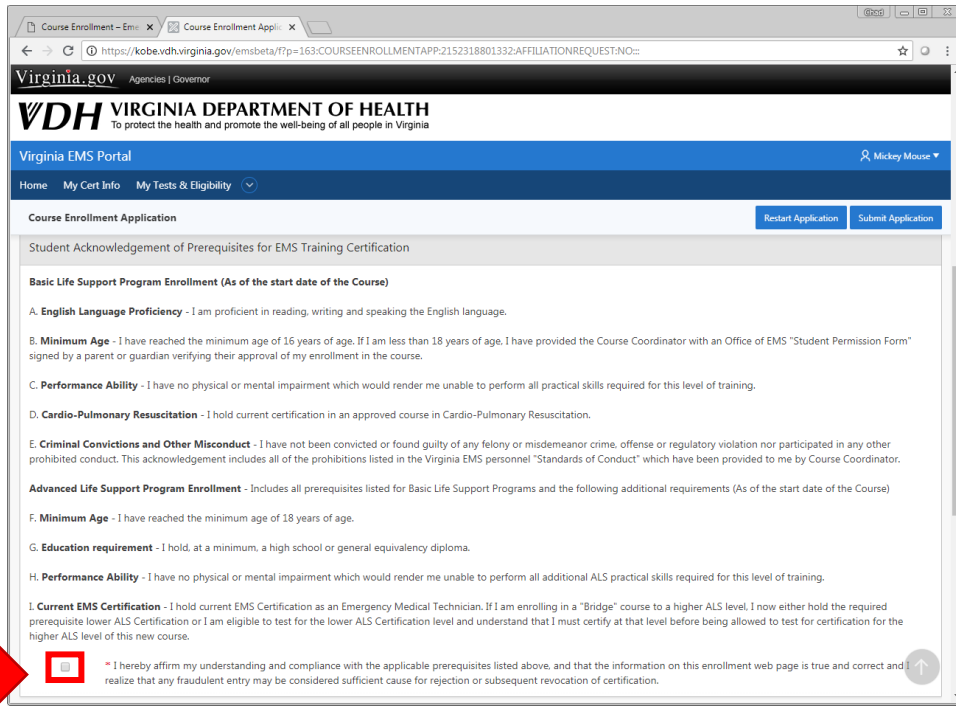
Student Acknowledgement of Prerequisites for EMS Training Certification

Basic Life Support Program Enrollment (As of the start date of the Course)

A. English Language Proficiency - I am proficient in reading, writing and speaking the English language.

*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.*

- After completing your personal data, scroll down in the **Enrollment Application** and read the ***Student Acknowledgement of Prerequisites for EMS Training Certification***.
- Once you have read and agree to the terms of enrollment, click the check box beside the affirmation statement on the application form.



The screenshot shows a web browser window with the URL <https://kobe.vdh.virginia.gov/emsbeta/?p=163:COURSEENROLLMENTAPP:2152318801332:AFFILIATIONREQUEST:NO::>. The page is titled "Virginia EMS Portal" and "VIRGINIA DEPARTMENT OF HEALTH". It includes a navigation bar with "Home", "My Cert Info", and "My Tests & Eligibility". The main content area is titled "Course Enrollment Application" and contains a section for "Student Acknowledgement of Prerequisites for EMS Training Certification". This section lists various prerequisites (A through I) for Basic Life Support and Advanced Life Support programs. At the bottom of the form, there is a checkbox and an affirmation statement: "I hereby affirm my understanding and compliance with the applicable prerequisites listed above, and that the information on this enrollment web page is true and correct and I realize that any fraudulent entry may be considered sufficient cause for rejection or subsequent revocation of certification." A red arrow points to the checkbox.

- 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.

The screenshot shows the 'Course Enrollment Application' form on the Virginia Department of Health website. The form includes sections for 'E. Criminal Convictions and Other Misconduct', 'Advanced Life Support Program Enrollment', 'F. Minimum Age', 'G. Education requirement', 'H. Performance Ability', and 'I. Current EMS Certification'. A checkbox is checked, indicating agreement with the terms. Below these sections is the 'Other Information' section with dropdown menus for Gender (Male), Marital Status (Single), Ethnic Origin (Not Hispanic or Not Latino), Highest level of Education (2 year College Degree), Annual Income (More than \$ 150,000), and Race (Prefer not to answer). There is also a question about military service. The 'Submit Application' button is highlighted with a red box, and a red arrow points to it from the right.

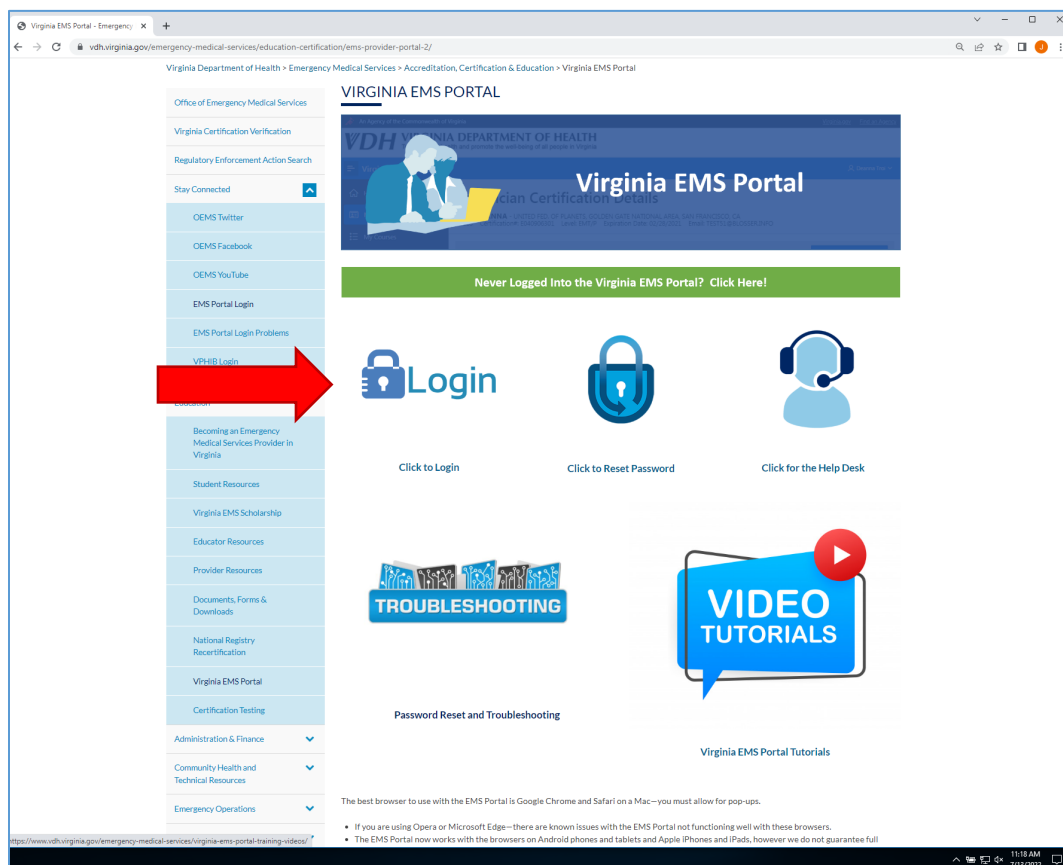
6. Once you have completed your application, you will receive a system notification that indicates successful submission.
7. You will also receive a confirmation e-mail from the EMS Portal.

The screenshot shows the same 'Course Enrollment Application' form, but now with a green notification box at the top right that reads: 'Course Enrollment Application submitted successfully! A confirmation email has been sent to your Email account.' The 'Submit Application' button is no longer visible. A red arrow points to the notification box from the right.

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.

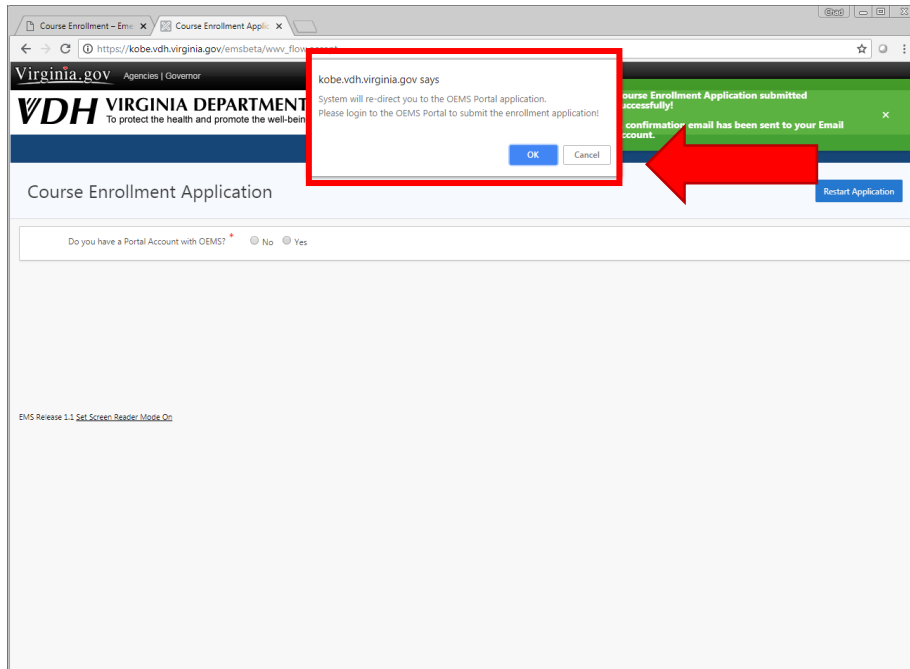
## Step 7: EMS Portal Account Access and Credentials

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:  
<http://www.vdh.virginia.gov/emergency-medical-services/education-certification/ems-provider-portal-2/>

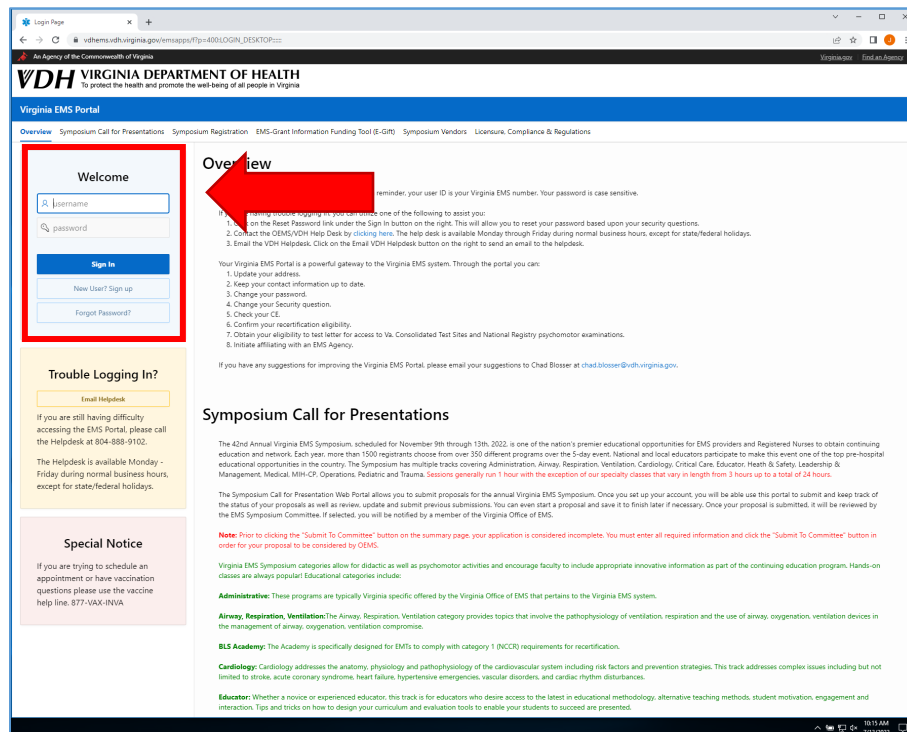


## Step 8: Enrollment Process for Individuals with an EMS Portal Account

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.



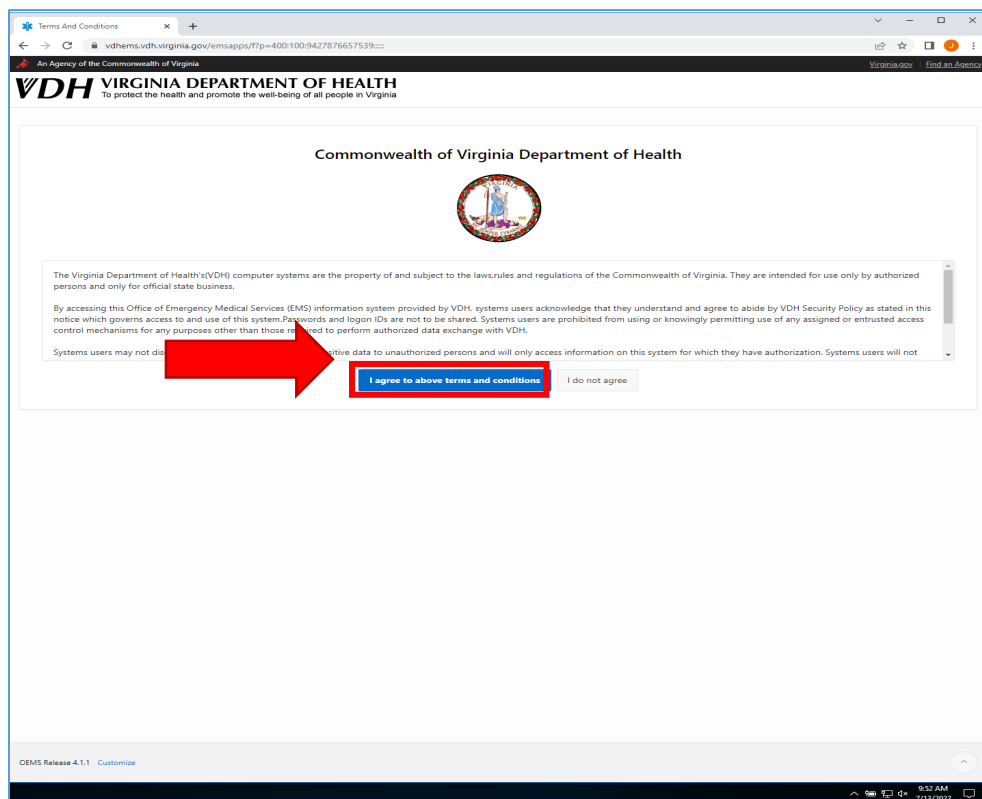
## Step 9: Acknowledging the Terms of Service for the EMS Portal

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).

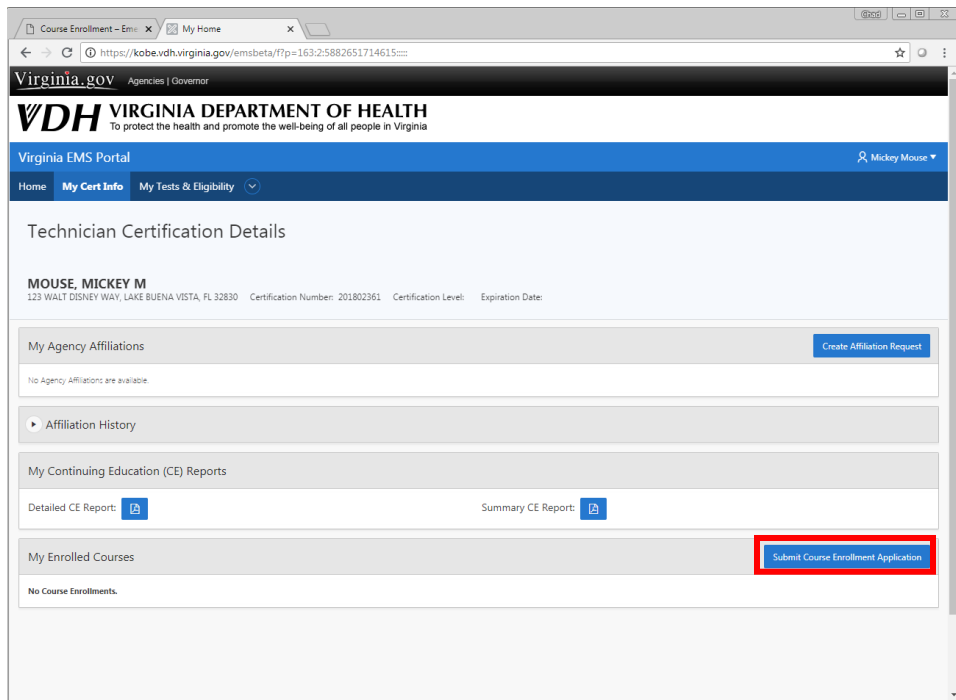
Your agency and/or OMD are not allowed to make submission of your personal EMS Portal account information a condition of employment.

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](mailto: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.



Course Enrollment - Emi x My Home x

https://kobe.vdh.virginia.gov/emsbeta/?p=163:2:5882651714615::

Virginia.gov Agencies | Governor

**VDH** VIRGINIA DEPARTMENT OF HEALTH  
To protect the health and promote the well-being of all people in Virginia

Virginia EMS Portal Mickey Mouse

Home My Cert Info My Tests & Eligibility

Technician Certification Details

**MOUSE, MICKEY M**  
123 WALT DISNEY WAY, LAKE BUENA VISTA, FL 32830 Certification Number: 201802361 Certification Level: Expiration Date:

My Agency Affiliations Create Affiliation Request

No Agency Affiliations are available.

Affiliation History

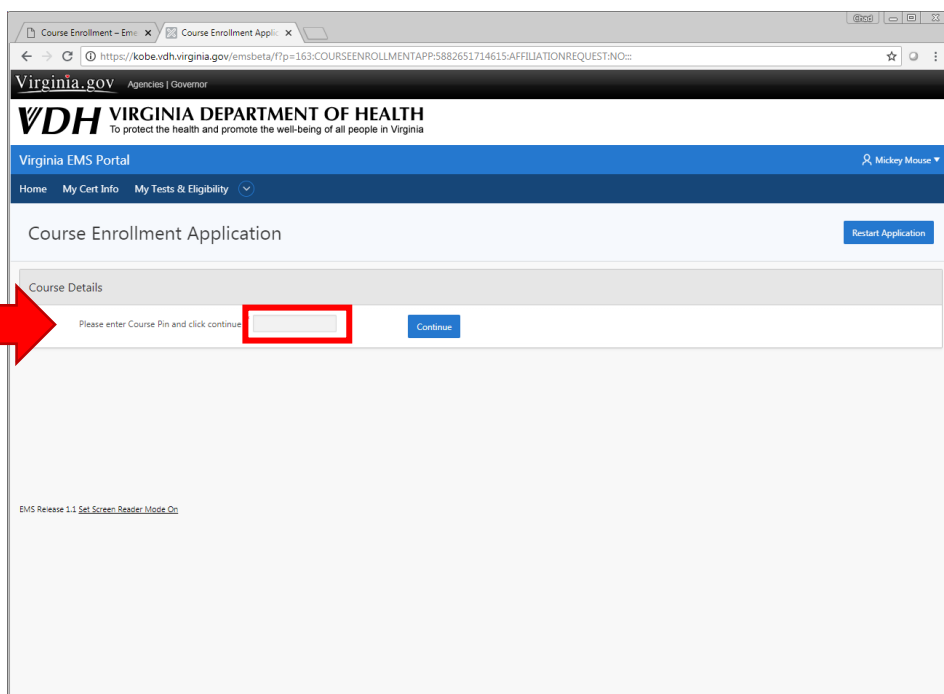
My Continuing Education (CE) Reports

Detailed CE Report: Summary CE Report:

My Enrolled Courses Submit Course Enrollment Application

No Course Enrollments.

4. Type in the **Course PIN** number you have been given by your Course Coordinator or Instructor and click **Continue**.



Course Enrollment - Emi x Course Enrollment Appli x

https://kobe.vdh.virginia.gov/emsbeta/?p=163:COURSEENROLLMENTAPP:5882651714615:AFFILIATIONREQUEST:NO::

Virginia.gov Agencies | Governor

**VDH** VIRGINIA DEPARTMENT OF HEALTH  
To protect the health and promote the well-being of all people in Virginia

Virginia EMS Portal Mickey Mouse

Home My Cert Info My Tests & Eligibility

Course Enrollment Application Restart Application

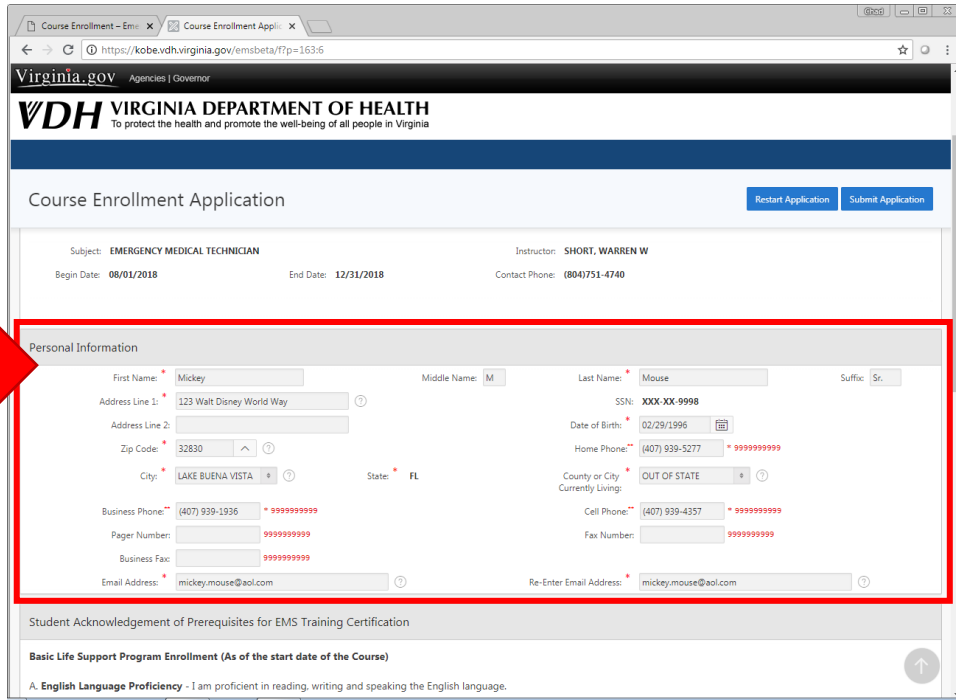
Course Details

Please enter Course Pin and click continue  Continue

EMS Release 1.1 Set Screen Reader: Mode On

## Step 11: Verification of EMS Portal Data

1. Once you have enter 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**.



Course Enrollment Application

Subject: EMERGENCY MEDICAL TECHNICIAN Instructor: SHORT, WARREN W

Begin Date: 08/01/2018 End Date: 12/31/2018 Contact Phone: (804)751-4740

**Personal Information**

First Name: Mickey Middle Name: M Last Name: Mouse Suffix: Sr.

Address Line 1: 123 Walt Disney World Way

Address Line 2:

Zip Code: 32830

City: LAKE BUENA VISTA State: FL

SSN: XXX-XX-9998

Date of Birth: 02/29/1996

Home Phone: (407) 939-5277

County or City Currently Living: OUT OF STATE

Business Phone: (407) 939-1936

Pager Number: 999999999

Cell Phone: (407) 939-4357

Fax Number: 999999999

Email Address: mickey.mouse@aol.com

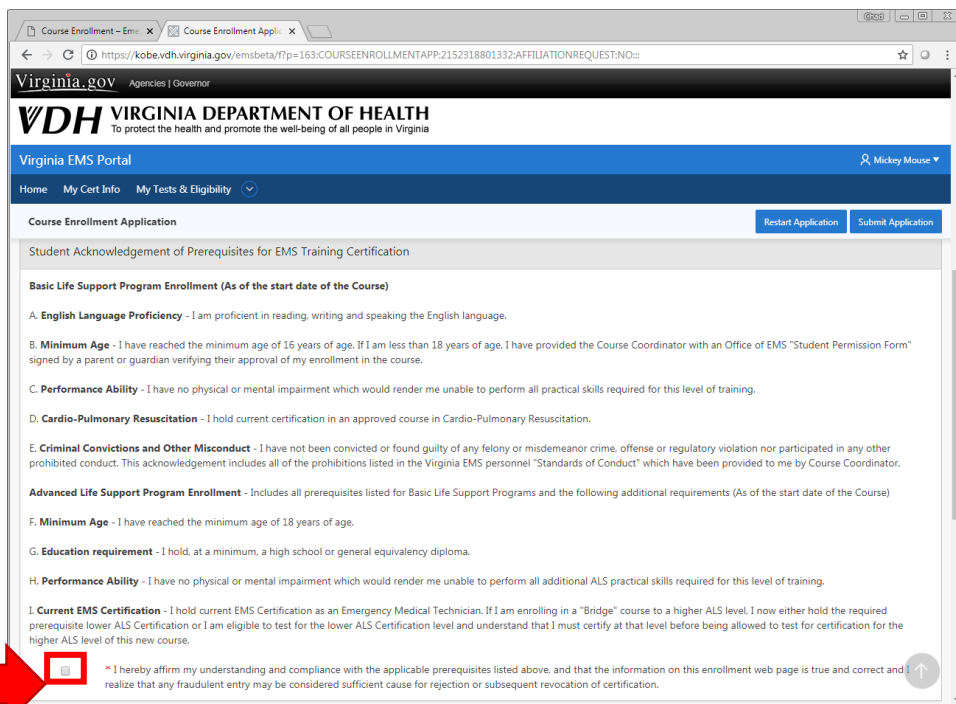
Re-Enter Email Address: mickey.mouse@aol.com

Student Acknowledgement of Prerequisites for EMS Training Certification

**Basic Life Support Program Enrollment (As of the start date of the Course)**

A. **English Language Proficiency** - I am proficient in reading, writing and speaking the English language.

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



Course Enrollment Application

Student Acknowledgement of Prerequisites for EMS Training Certification

**Basic Life Support Program Enrollment (As of the start date of the Course)**

A. **English Language Proficiency** - I am proficient in reading, writing and speaking the English language.

B. **Minimum Age** - I have reached the minimum age of 16 years of age. If I am less than 18 years of age, I have provided the Course Coordinator with an Office of EMS "Student Permission Form" signed by a parent or guardian verifying their approval of my enrollment in the course.

C. **Performance Ability** - I have no physical or mental impairment which would render me unable to perform all practical skills required for this level of training.

D. **Cardio-Pulmonary Resuscitation** - I hold current certification in an approved course in Cardio-Pulmonary Resuscitation.

E. **Criminal Convictions and Other Misconduct** - I have not been convicted or found guilty of any felony or misdemeanor crime, offense or regulatory violation nor participated in any other prohibited conduct. This acknowledgement includes all of the prohibitions listed in the Virginia EMS personnel "Standards of Conduct" which have been provided to me by Course Coordinator.

**Advanced Life Support Program Enrollment** - Includes all prerequisites listed for Basic Life Support Programs and the following additional requirements (As of the start date of the Course)

F. **Minimum Age** - I have reached the minimum age of 18 years of age.

G. **Education requirement** - I hold, at a minimum, a high school or general equivalency diploma.

H. **Performance Ability** - I have no physical or mental impairment which would render me unable to perform all additional ALS practical skills required for this level of training.

I. **Current EMS Certification** - I hold current EMS Certification as an Emergency Medical Technician. If I am enrolling in a "Bridge" course to a higher ALS level, I now either hold the required prerequisite lower ALS Certification or I am eligible to test for the lower ALS Certification level and understand that I must certify at that level before being allowed to test for certification for the higher ALS level of this new course.

☐ \* I hereby affirm my understanding and compliance with the applicable prerequisites listed above, and that the information on this enrollment web page is true and correct and I realize that any fraudulent entry may be considered sufficient cause for rejection or subsequent revocation of certification.

5. Click the **Submit Application** button to complete your enrollment. The system will generate a confirmation message and e-mail to you.

Course Enrollment Application

Restart Application Submit Application

Student Acknowledgement of Prerequisites for EMS Training Certification

**Basic Life Support Program Enrollment (As of the start date of the Course)**

A. **English Language Proficiency** - I am proficient in reading, writing and speaking the English language.

B. **Minimum Age** - I have reached the minimum age of 16 years of age. If I am less than 18 years of age, I have provided the Course Coordinator with an Office of EMS "Student Permission Form" signed by a parent or guardian verifying their approval of my enrollment in the course.

C. **Performance Ability** - I have no physical or mental impairment which would render me unable to perform all practical skills required for this level of training.

D. **Cardio-Pulmonary Resuscitation** - I hold current certification in an approved course in Cardio-Pulmonary Resuscitation.

E. **Criminal Convictions and Other Misconduct** - I have not been convicted or found guilty of any felony or misdemeanor crime, offense or regulatory violation nor participated in any other prohibited conduct. This acknowledgement includes all of the prohibitions listed in the Virginia EMS personnel "Standards of Conduct" which have been provided to me by Course Coordinator.

**Advanced Life Support Program Enrollment** - Includes all prerequisites listed for Basic Life Support Programs and the following additional requirements (As of the start date of the Course)

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H. **Performance Ability** - I have no physical or mental impairment which would render me unable to perform all additional ALS practical skills required for this level of training.

I. **Current EMS Certification** - I hold current EMS Certification as an Emergency Medical Technician. If I am enrolling in a "Bridge" course to a higher ALS level, I now either hold the required prerequisite lower ALS Certification or I am eligible to test for the lower ALS Certification level and understand that I must certify at that level before being allowed to test for certification for the higher ALS level of this new course.

☐ I hereby affirm my understanding and compliance with the applicable prerequisites listed above, and that the information on this enrollment web page is true and correct and I realize that any fraudulent entry may be considered sufficient cause for rejection or subsequent revocation of certification.

Course Enrollment Application submitted successfully!  
A confirmation email has been sent to your Email account.

Technician Certification Details

**MOUSE, MICKEY M**  
123 WALT DISNEY WAY, LAKE BUENA VISTA, FL 32830 Certification Number: 201802361 Certification Level: Expiration Date:

My Agency Affiliations [Create Affiliation Request](#)

No Agency Affiliations are available.

► Affiliation History

My Continuing Education (CE) Reports

Detailed CE Report: [\[PDF\]](#) Summary CE Report: [\[PDF\]](#)

My Enrolled Courses [Submit Course Enrollment Application](#)

No Course Enrollments.

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