

Virginia Office of EMS Online Course Enrollment

How to Guide for Students

Objectives

- Learn how to:
 - access the Virginia Office of EMS web page
 - enroll in an initial certification course

Technical Requirements

- Access to the Google Chrome browser or Internet Explorer
- If using an iPad or an Android tablet, you must first download the Google Chrome app and access the EMS Portal from the Chrome app.

Note: The Virginia EMS Portal is not fully compatible with the following web browsers:

- Safari
- Opera
- Mozilla Firefox

Accessing the Office of EMS Web Page

<http://www.vdh.virginia.gov/emergency-medical-services/>

The screenshot shows a web browser window with the address bar displaying www.vdh.virginia.gov/emergency-medical-services/. The page features the Virginia Department of Health (VDH) logo and navigation links. A sidebar on the left lists various sections under the Office of Emergency Medical Services, including Stay Connected, Administration & Finance, Agency & Leadership Resources, Educational Development, Emergency Operations, Regulations & Compliance, Trauma & Critical Care, OEMS Information, and Other EMS Programs and Links. The main content area is titled "OFFICE OF EMERGENCY MEDICAL SERVICES" and includes a description of the OEMS role, a "HIGHLIGHTS" section with three featured articles, and a search bar.

Emergency Medical Servi x

← → ↻ Ⓞ Not secure | www.vdh.virginia.gov/emergency-medical-services/

Virginia.gov Agencies | Governor

Select Language | Search Virginia.Gov

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

Search ...

HOME ABOUT US HOW DO I HEALTH TOPICS A-Z LOCAL HEALTH DEPARTMENTS DATA NEWSROOM PLAN FOR WELL-BEING

Office of Emergency Medical Services

Stay Connected

Administration & Finance

Agency & Leadership Resources

Educational Development

Emergency Operations

Regulations & Compliance

Trauma & Critical Care

OEMS Information

Other EMS Programs and Links

Email this page

OFFICE OF EMERGENCY MEDICAL SERVICES

The Office of Emergency Medical Services (OEMS) is responsible for planning and coordinating an effective and efficient statewide EMS system. Our programs and services are designed to assure quality prehospital patient care, from when the call is received by the 911 center to the delivery of the patient to the trauma center or hospital.



HIGHLIGHTS

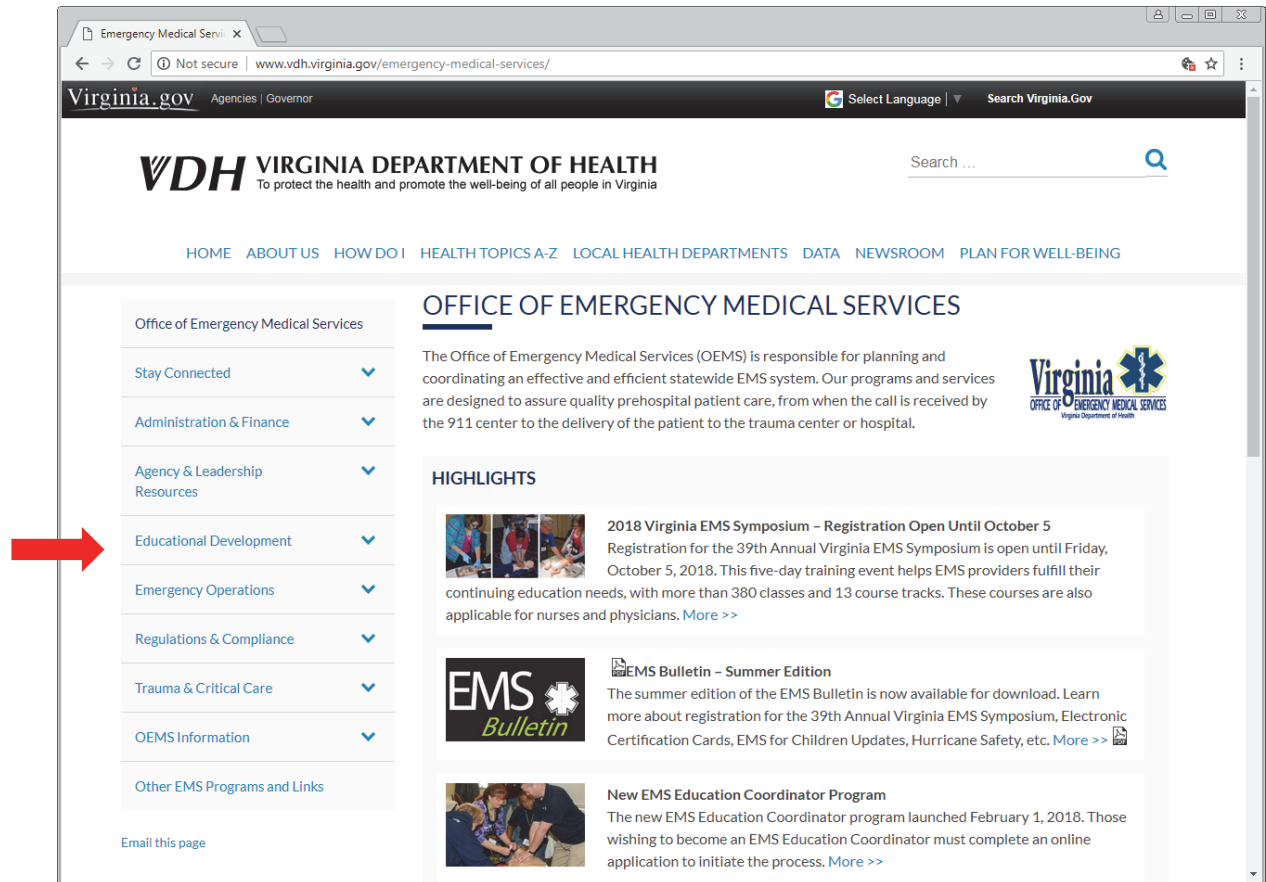
 **2018 Virginia EMS Symposium – Registration Open Until October 5**
Registration for the 39th Annual Virginia EMS Symposium is open until Friday, October 5, 2018. This five-day training event helps EMS providers fulfill their continuing education needs, with more than 380 classes and 13 course tracks. These courses are also applicable for nurses and physicians. [More >>](#)

 **EMS Bulletin – Summer Edition**
The summer edition of the EMS Bulletin is now available for download. Learn more about registration for the 39th Annual Virginia EMS Symposium, Electronic Certification Cards, EMS for Children Updates, Hurricane Safety, etc. [More >>](#)

 **New EMS Education Coordinator Program**
The new EMS Education Coordinator program launched February 1, 2018. Those wishing to become an EMS Education Coordinator must complete an online application to initiate the process. [More >>](#)

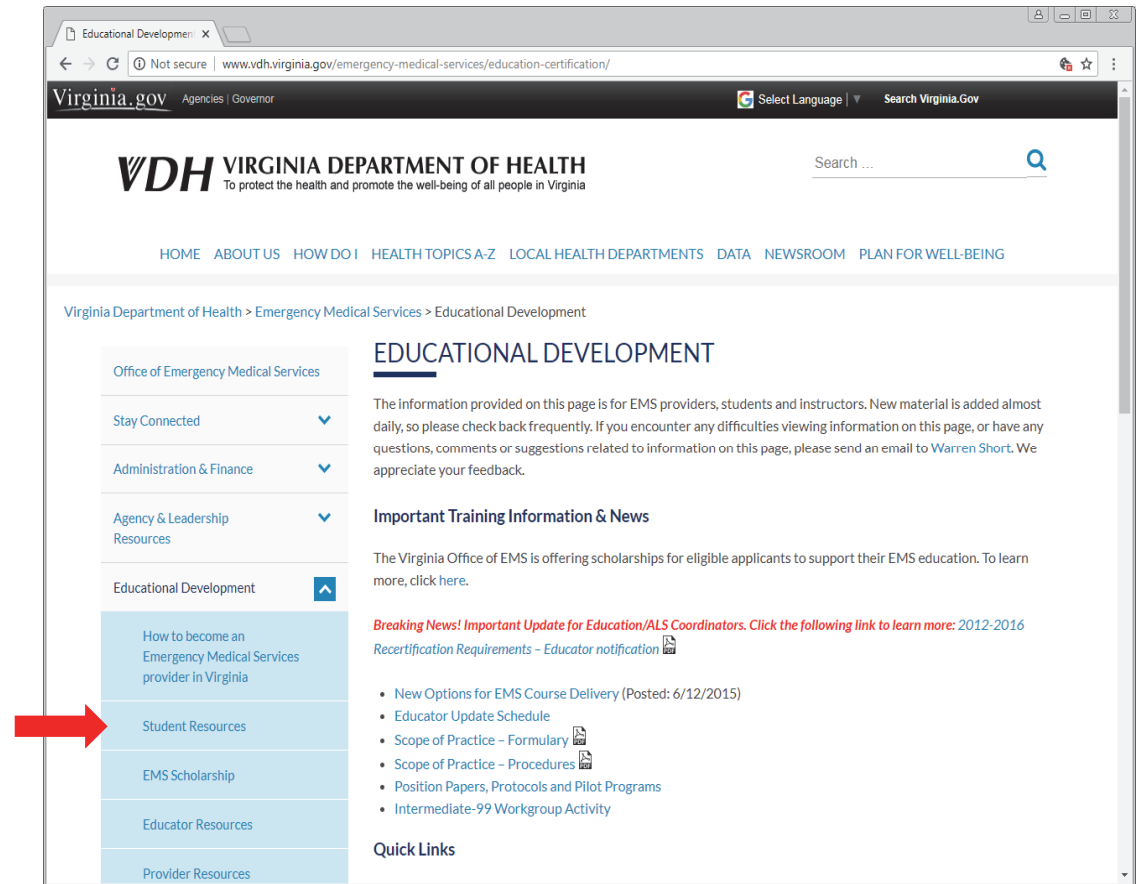
Accessing the DED Division Web Page

Click on *Educational Development* in the menu on the left hand side of the screen.



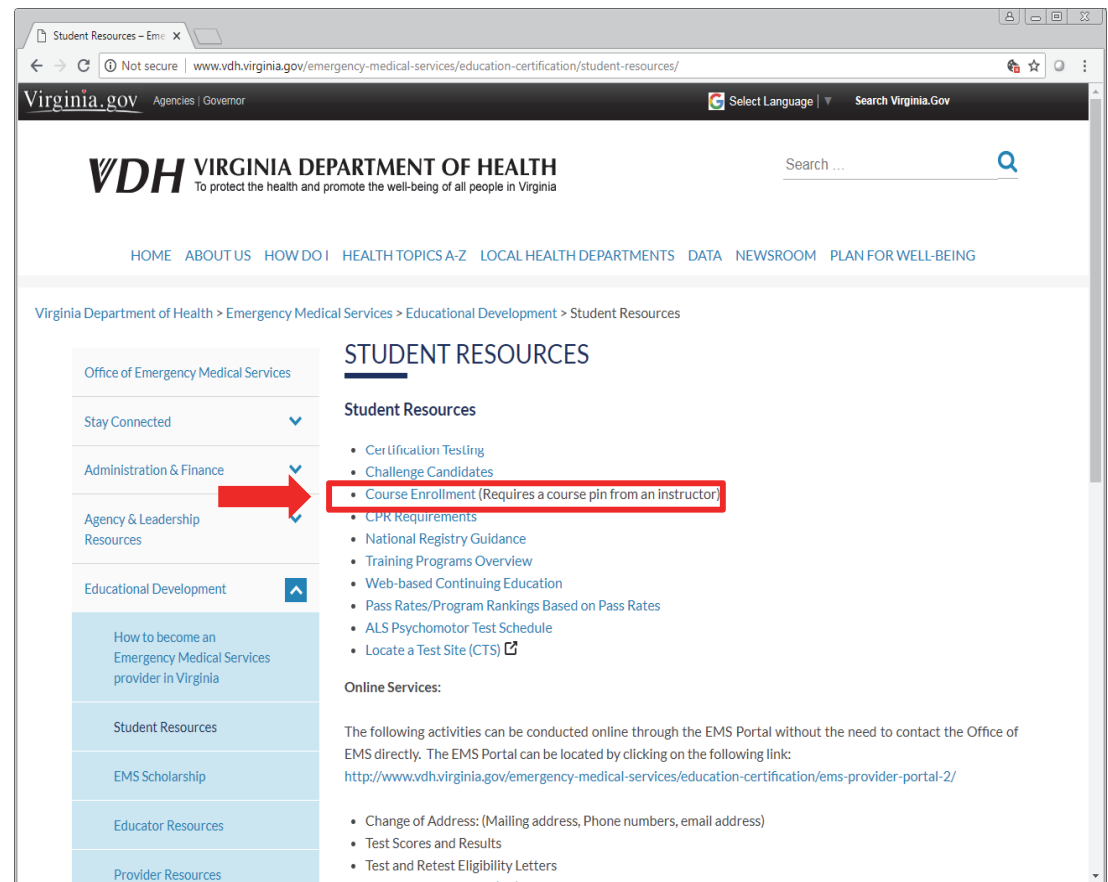
Accessing Student Resources

Click on *Student Resources* in the Educational Development sub menu.



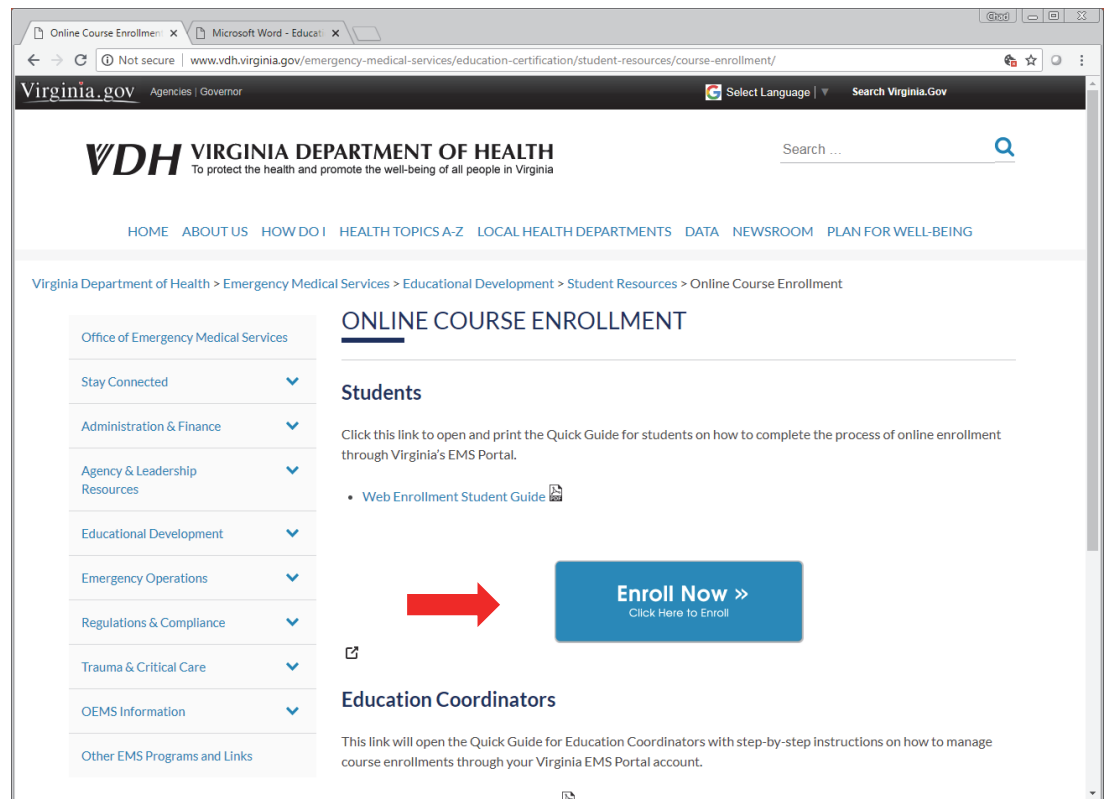
Accessing the Course Enrollment Application

Click on *Course Enrollment* under the Student Resources section of this page.



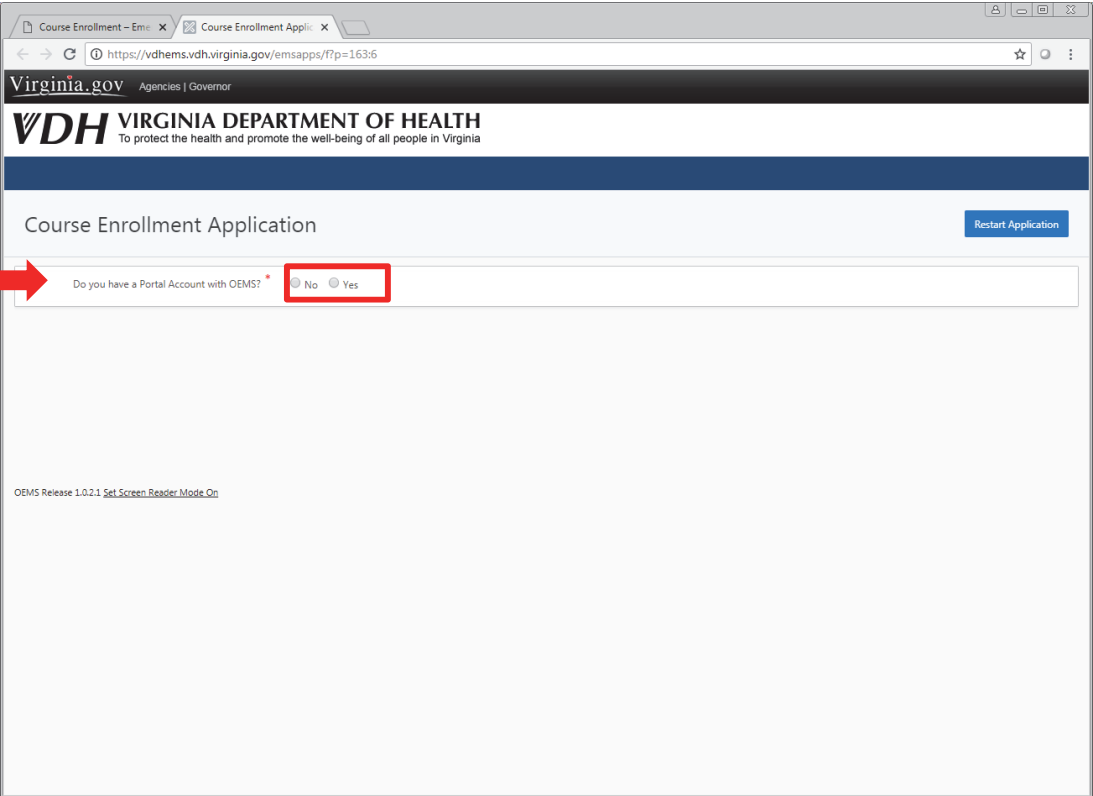
Accessing the Course Enrollment Application

From the Course Enrollment screen, click on the *Enroll Now* button.



Accessing the Course Enrollment Application

After clicking on *Web Enrollment Application*, the following screen will open in a new browser window.



The screenshot shows a web browser window with two tabs: "Course Enrollment - Em..." and "Course Enrollment Appli...". The address bar displays the URL "https://vdhems.vdh.virginia.gov/emsapps/?p=163:6". The page header includes the "Virginia.gov" logo and the "VIRGINIA DEPARTMENT OF HEALTH" 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", and a "Restart Application" button is located in the top right corner. A red arrow points to the question "Do you have a Portal Account with OEMS?". Below this question are two radio buttons: "No" and "Yes". The "Yes" radio button is selected and highlighted with a red rectangular box. At the bottom of the page, the text "OEMS Release 1.0.2.1 Set Screen Reader Mode On" is visible.

Stop and Review



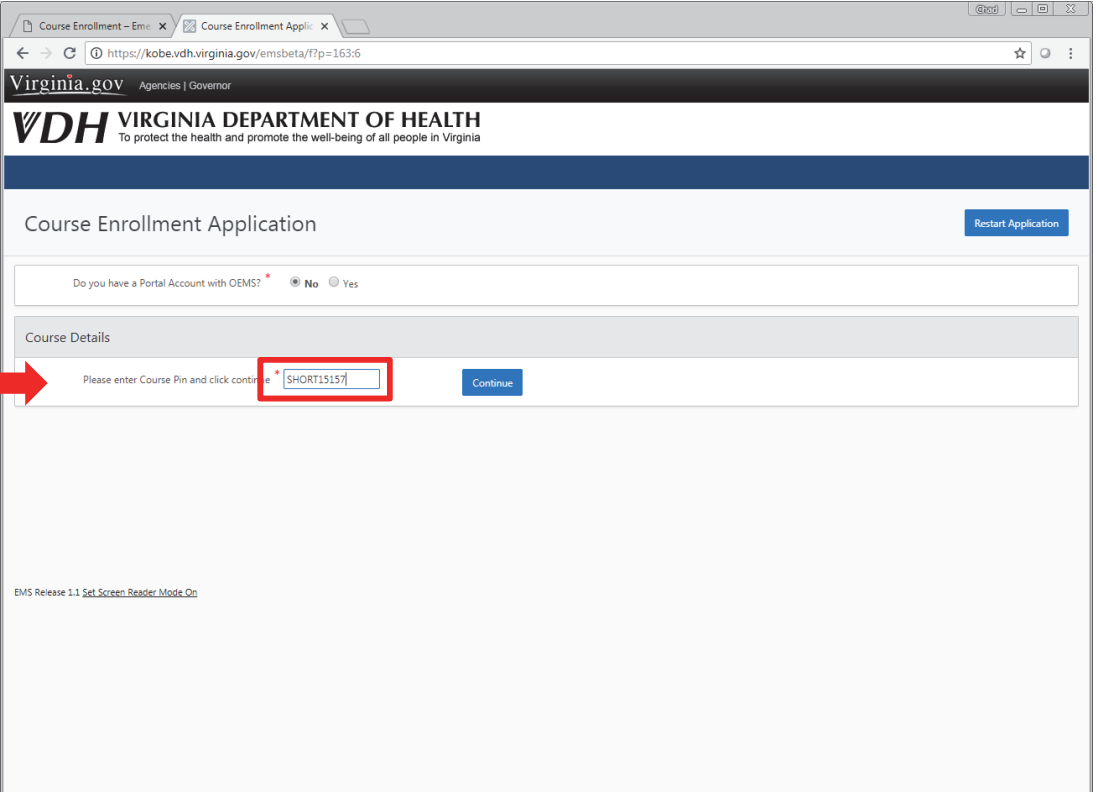
*Are you currently certified as a Virginia EMS provider or are you in re-entry? If so, please skip to **Step 7 on page 8** in this Quick Guide.*

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.**

Beginning the Enrollment Process

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 form section titled "Course Details". It contains a question "Do you have a Portal Account with OEMS?" with radio buttons for "No" (selected) and "Yes". Below the question is a text input field labeled "Please enter Course Pin and click continue". The field contains the text "SHORT15157" and is highlighted with a red rectangle. A red arrow points to the input field. To the right of the input field is a "Continue" button. At the bottom of the page, there is a small link that says "EMS Release 1.1 Set Screen Reader Mode On".

Entering your Social Security Number

Key Information on SSN Usage and Privacy

- ❖ 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 generate and issue your **EMS number** which is unique.
- ❖ You will be required to enter your SSN twice in order to ensure data integrity.

Entering your Social Security Number

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

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.

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 a "Please enter Course Pin and click continue" field with the value "SHORT15157" and a "Continue" button. The "Course Information" section displays: Subject: EMERGENCY MEDICAL TECHNICIAN, Instructor: SHORT, WARREN W, Begin Date: 08/01/2018, End Date: 12/31/2018, and Contact Phone: (804)751-4740. Below this is a "Please enter SSN (9 digit number only - 999999999)" field with a red arrow pointing to it and a "Continue" button. A second, identical field follows. At the bottom left, it says "EMS Release 1.1 Set Screen Reader Mode On".

Stop and Review



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.

Completing your Application

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

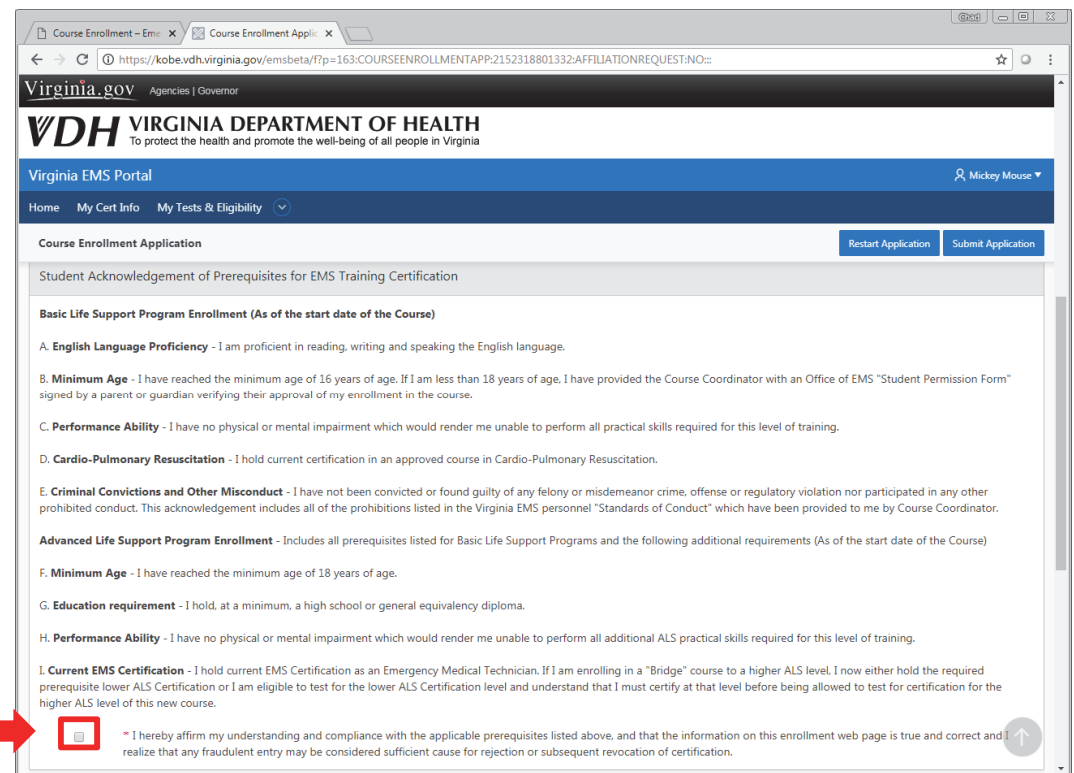
Fields with an asterisk (*) are required.

A screenshot of a web browser showing the 'Course Enrollment Application' form for the Virginia Department of Health. The browser address bar shows 'https://kobe.vdh.virginia.gov/emsbeta/?p=163:6'. The form header includes the Virginia.gov logo and the VDH logo with the text 'VIRGINIA DEPARTMENT OF HEALTH' and 'To protect the health and promote the well-being of all people in Virginia'. The form title is 'Course Enrollment Application' with 'Restart Application' and 'Submit Application' buttons. The subject is 'EMERGENCY MEDICAL TECHNICIAN', the instructor is 'SHORT, WARREN W', the begin date is '08/01/2018', the end date is '12/31/2018', and the contact phone is '(804)751-4740'. The 'Personal Information' section is highlighted with a red border and contains fields for 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 (OUT OF STATE), Currently Living, Business Phone ((407) 939-1936), Pager Number, Business Fax, Email Address (mickey.mouse@aol.com), Cell Phone ((407) 939-4357), and Fax Number. Fields with an asterisk (*) are required. Below the personal information is the 'Student Acknowledgement of Prerequisites for EMS Training Certification' section, which includes the 'Basic Life Support Program Enrollment (As of the start date of the Course)' and a statement 'A. English Language Proficiency - I am proficient in reading, writing and speaking the English language.'.

Completing your Application

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 displays the Virginia EMS Portal interface. The header includes the Virginia Department of Health (VDH) logo and the text "To protect the health and promote the well-being of all people in Virginia". Below the header, the "Virginia EMS Portal" navigation bar is visible, with links for "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, including English Language Proficiency, Minimum Age, Performance Ability, Cardio-Pulmonary Resuscitation, Criminal Convictions and Other Misconduct, Advanced Life Support Program Enrollment, Minimum Age, Education requirement, Performance Ability, and Current EMS Certification. At the bottom of the form, there is a red arrow pointing to a checkbox next to the 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."

Demographic Information

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.

Completing your Application

Enter demographic information—this step is optional.

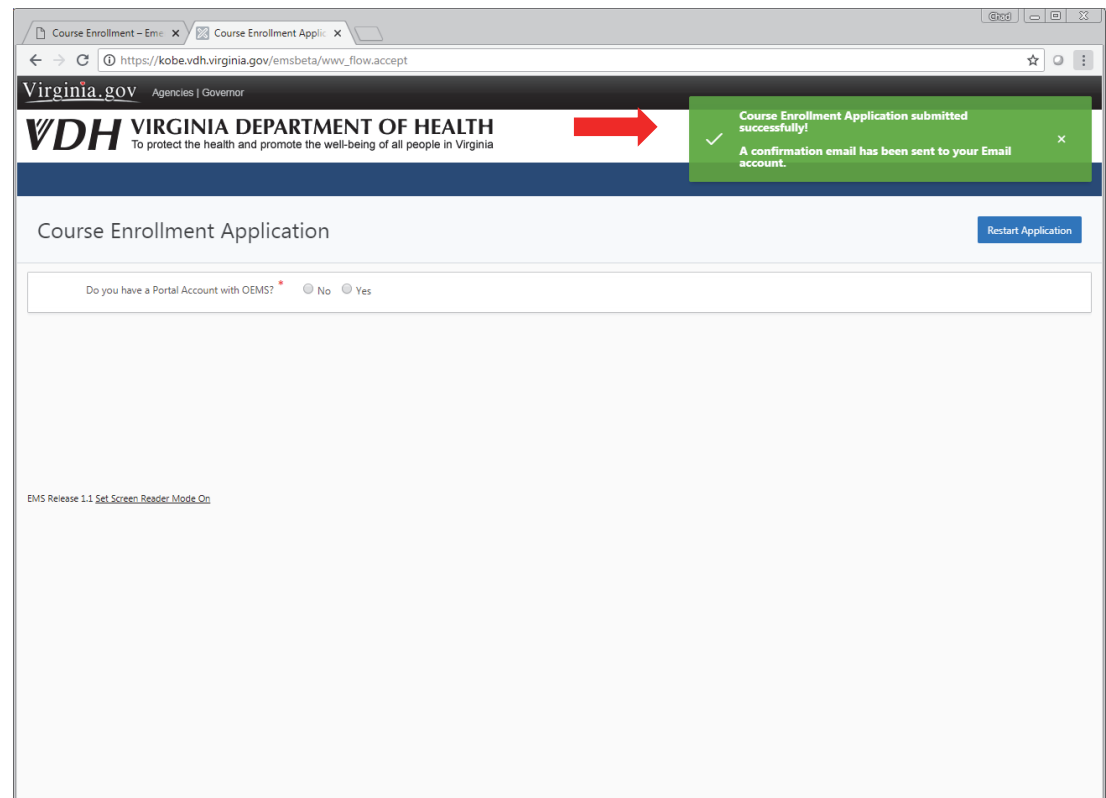
Once you have completed the application, click the **Submit Application** button.

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". On the right side of the heading, there are two buttons: "Restart Application" and "Submit Application". The "Submit Application" button is highlighted with a red box, and a red arrow points to it from the right. Below the heading, there are several sections of text, each starting with a letter and a bold heading, followed by a description of the requirement. These sections are: 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. Below these sections is a checkbox with a checked mark and a 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." Below this is a section titled "Other Information" which contains several 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), Race (Prefer not to answer), and a question "Have you ever served in the US Military?" with radio buttons for Yes, No (selected), and Prefer Not To Answer. At the bottom of the form, there is a note: "* = Required Fields ** = A valid Home Phone or Cell Phone or Business Phone is required for contact information".

Verification of Successfully Submission

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

You will also receive a confirmation e-mail from the EMS Portal once your Course Coordinator has accepted your enrollment.

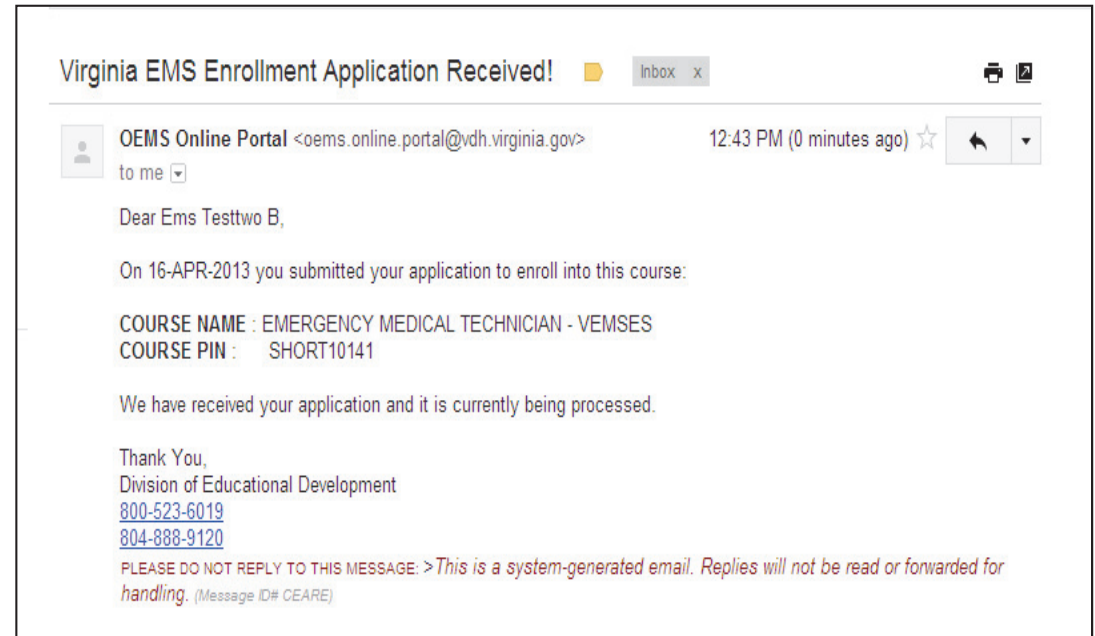


Congratulations!

Once completing your online enrollment application, your Course Coordinator will be required to accept your application.

You should receive a confirmation e-mail from the EMS Portal system verifying your enrollment in the course.

This completes your enrollment process.



Enrollment Guidance for Individuals with a Virginia EMS Portal Account

The following slides are specific to individuals who already have an existing Virginia EMS Portal account or EMS providers who are in re-entry.

If you are new to Virginia's EMS System, please go to the beginning of this presentation for step-by-step instructions for enrolling in a certification course.

Enrollment Process for Individuals with an Existing EMS Portal Account

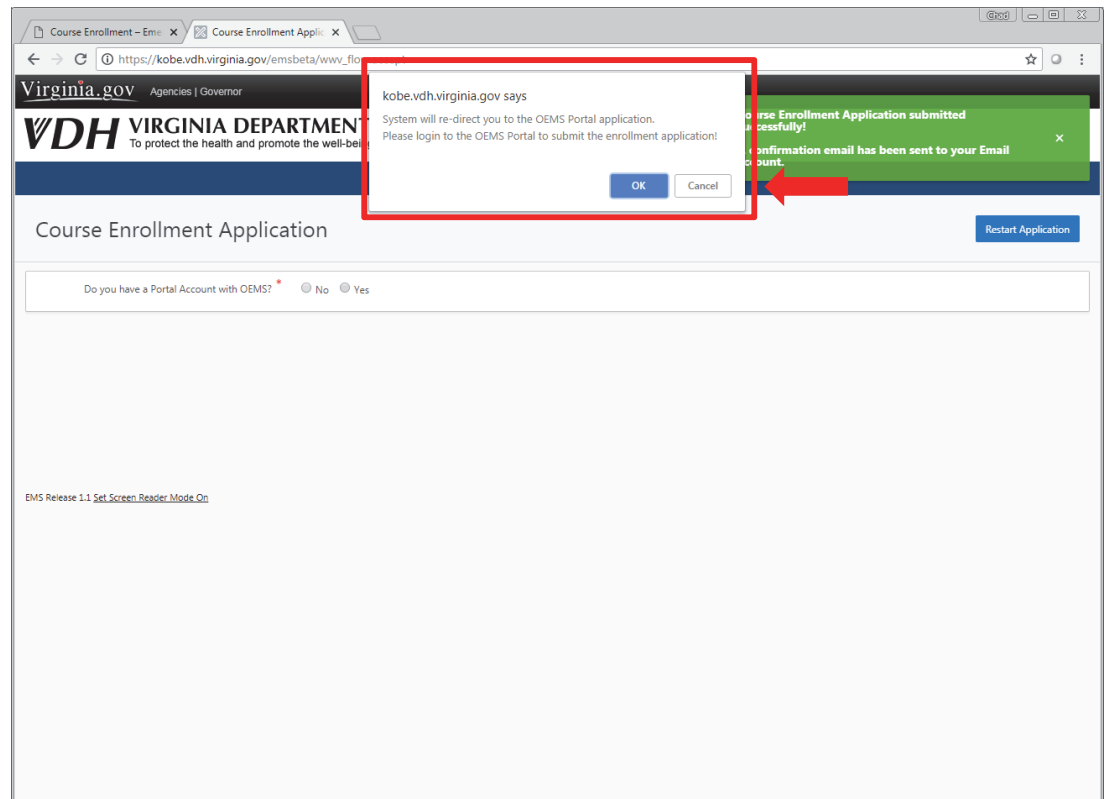
Because you have an Office of EMS issued EMS provider number, you should select “**Yes**” to the question: “Do you have a Portal Account with OEMS?” You are starting at this page because you have an existing Virginia EMS Portal account which you can access.

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

Logging into the Virginia EMS Portal

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

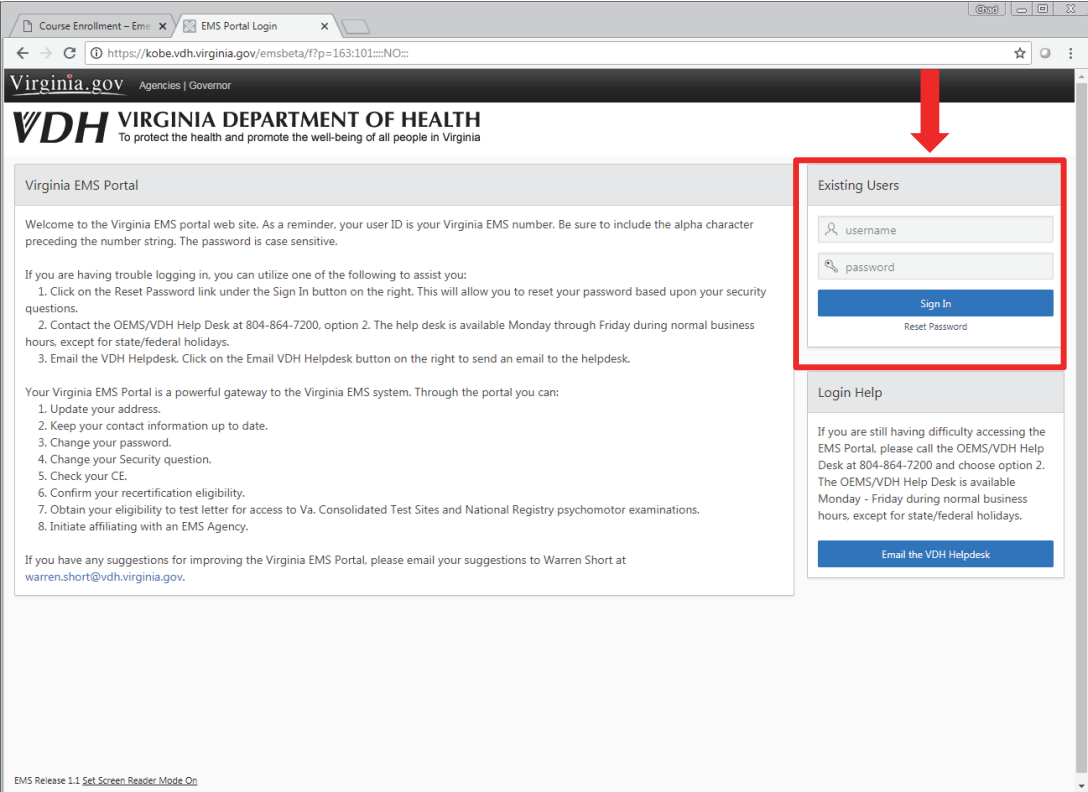
Click **OK**.



Logging into the Virginia EMS Portal

Clicking **OK**, will redirect you to the EMS Portal login page.

Login to the EMS Portal using your existing credentials.



The screenshot shows the Virginia EMS Portal login page. The page is titled "Virginia EMS Portal" and features a "Sign In" button highlighted with a red box and a red arrow pointing to it. The page also includes a "Reset Password" link and a "Login Help" section.

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

Welcome to the Virginia EMS portal web site. As a reminder, your user ID is your Virginia EMS number. Be sure to include the alpha character preceding the number string. The password is case sensitive.

If you are having trouble logging in, you can utilize one of the following to assist you:

1. Click on the Reset Password link under the Sign In button on the right. This will allow you to reset your password based upon your security questions.
2. Contact the OEMS/VDH Help Desk at 804-864-7200, option 2. The help desk is available Monday through Friday during normal business hours, except for state/federal holidays.
3. Email the VDH Helpdesk. Click on the Email VDH Helpdesk button on the right to send an email to the helpdesk.

Your Virginia EMS Portal is a powerful gateway to the Virginia EMS system. Through the portal you can:

1. Update your address.
2. Keep your contact information up to date.
3. Change your password.
4. Change your Security question.
5. Check your CE.
6. Confirm your recertification eligibility.
7. Obtain your eligibility to test letter for access to Va. Consolidated Test Sites and National Registry psychomotor examinations.
8. Initiate affiliating with an EMS Agency.

If you have any suggestions for improving the Virginia EMS Portal, please email your suggestions to Warren Short at warren.short@vdh.virginia.gov.

EMS Release 1.1 Set Screen Reader Mode On

Existing Users

username

password

Sign In

Reset Password

Login Help

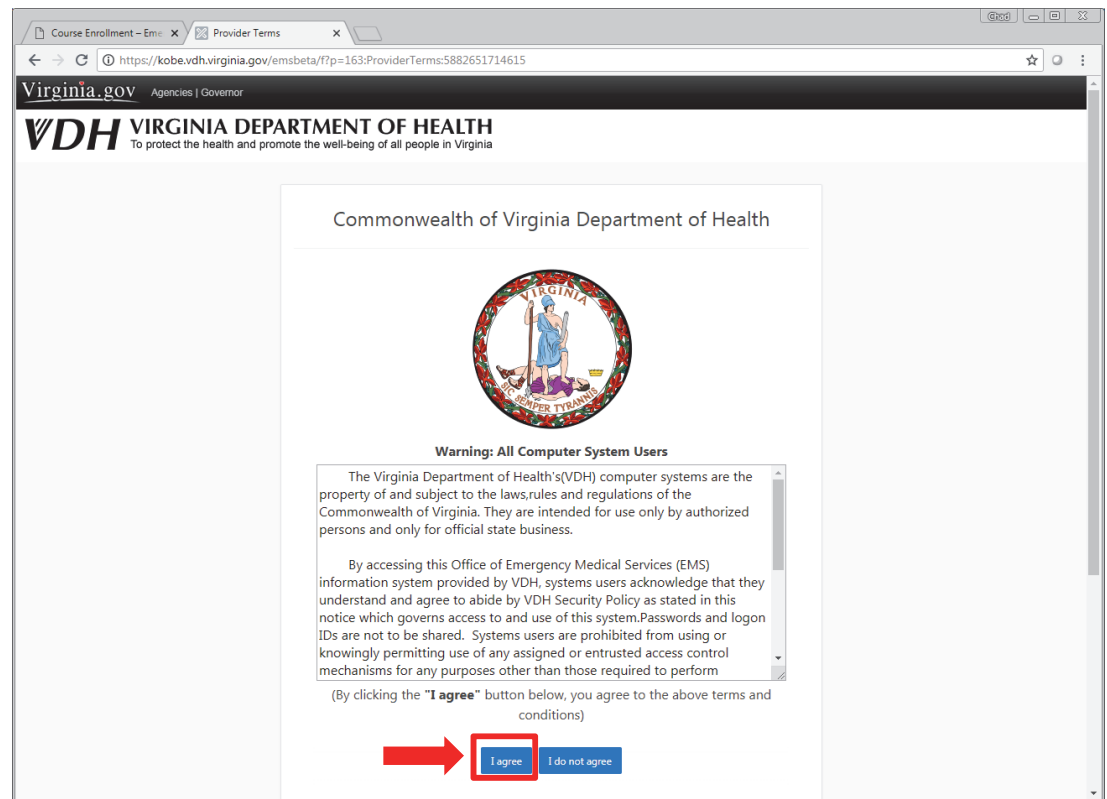
If you are still having difficulty accessing the EMS Portal, please call the OEMS/VDH Help Desk at 804-864-7200 and choose option 2. The OEMS/VDH Help Desk is available Monday - Friday during normal business hours, except for state/federal holidays.

Email the VDH Helpdesk

Acknowledging the Terms of Service for the EMS Portal

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

See the special note on the next slide regarding the security of your EMS Portal credentials.



EMS Portal Account Security

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.

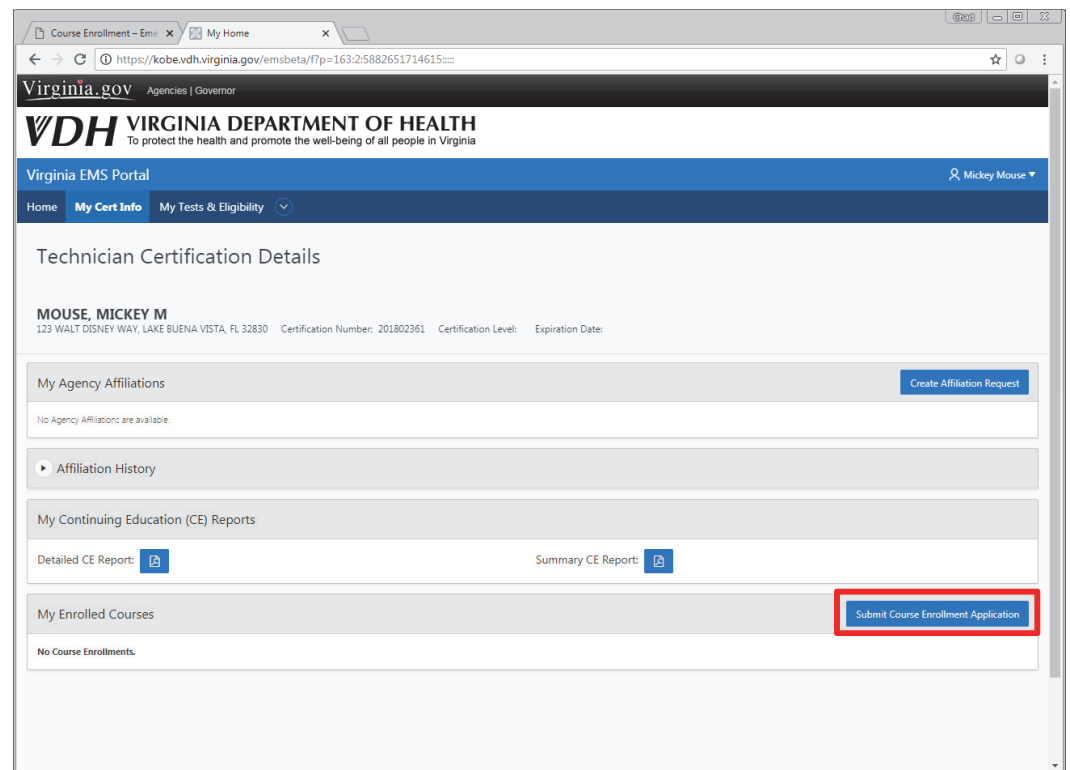
If you have questions or concerns about this or require assistance with a request from a third party to have access to your EMS Portal credentials, please contact Chad Blosser at chad.blosser@vdh.virginia.gov.

Enrolling in a Course

After logging into your EMS Portal account, you should be directed to the ***My Cert Info*** tab.

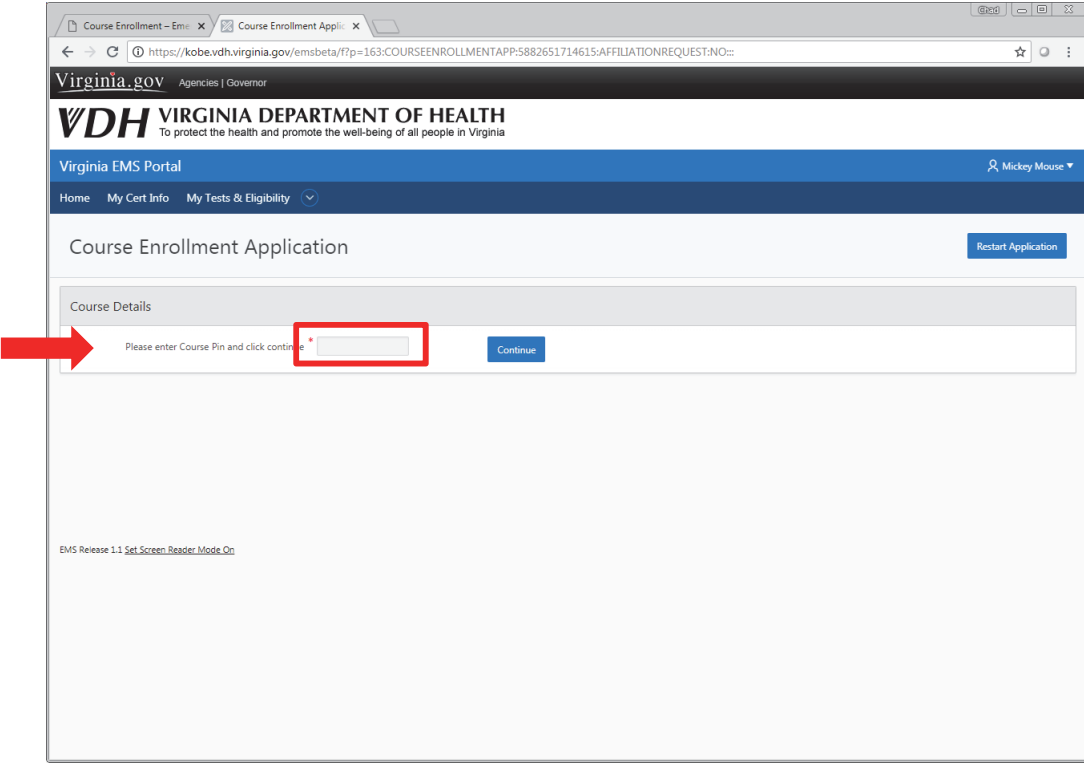
At the bottom of the page, you will see a list of courses in which you are enrolled—this will show ***No Course Enrollments*** for a majority of people.

Click on the ***Submit Course Enrollment Application*** button to begin enrolling in your new course.



Entering your Course PIN Number

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/f?p=163:COURSEENROLLMENTAPP:5882651714615::AFFILIATIONREQUEST:NO::>. 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". Below the header is the "Virginia EMS Portal" section with a user profile "Mickey Mouse" and navigation links: "Home", "My Cert Info", and "My Tests & Eligibility". The main heading is "Course Enrollment Application" with a "Restart Application" button. Under the "Course Details" section, there is a prompt "Please enter Course Pin and click continue" followed by a text input field. A red arrow points to this input field. To the right of the input field is a blue "Continue" button. At the bottom of the page, there is a small link: "EMS Release 1.1 Set Screen Reader Mode On".

Verification of EMS Portal Data

Once you have enter the course PIN number, you will be prompted to verify your EMS Portal data.

Please update any information which has changed.

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:
Business Fax:
Cell Phone: (407) 939-4357
Fax Number:
Email Address: mickey.mouse@aol.com Re-Enter Email Address: mickey.mouse@aol.com

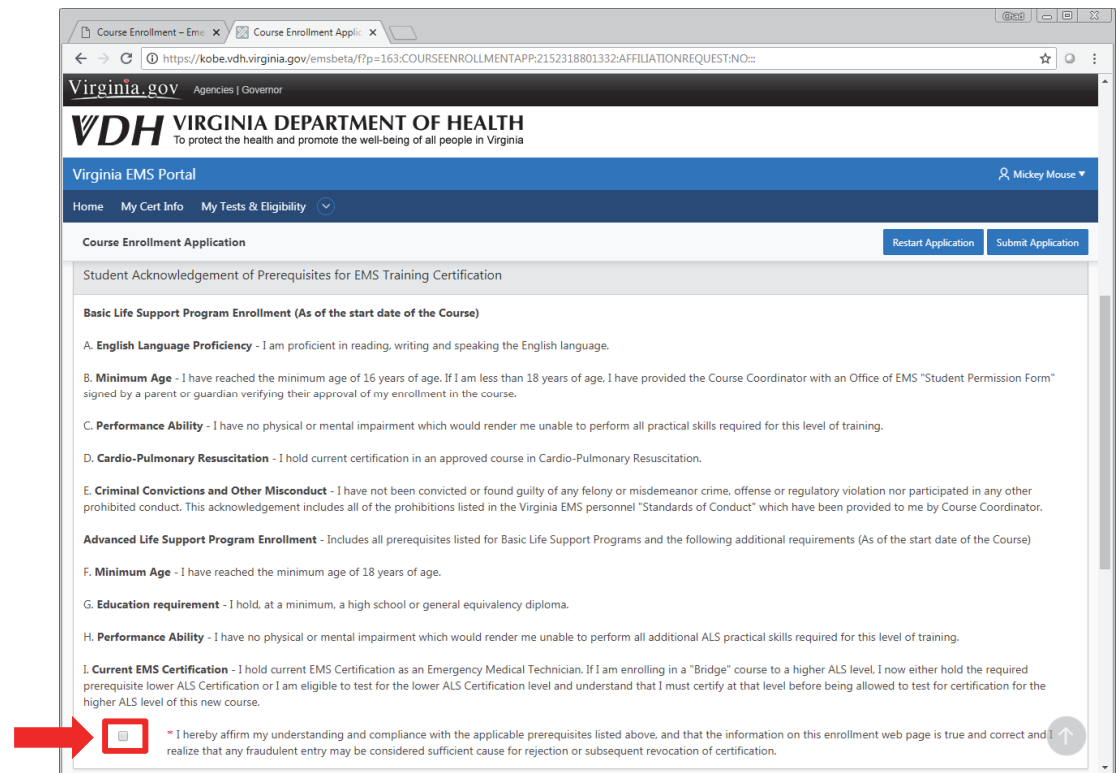
Student Acknowledgement of Prerequisites for EMS Training Certification

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.

Acknowledging Course Prerequisites

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 displays the Virginia EMS Portal's 'Course Enrollment Application' page. The page includes a header with the Virginia Department of Health logo and navigation links. The main content area is titled 'Student Acknowledgement of Prerequisites for EMS Training Certification'. It contains several sections for acknowledgment, including 'Basic Life Support Program Enrollment' and 'Advanced Life Support Program Enrollment'. 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 this checkbox.

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)

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.

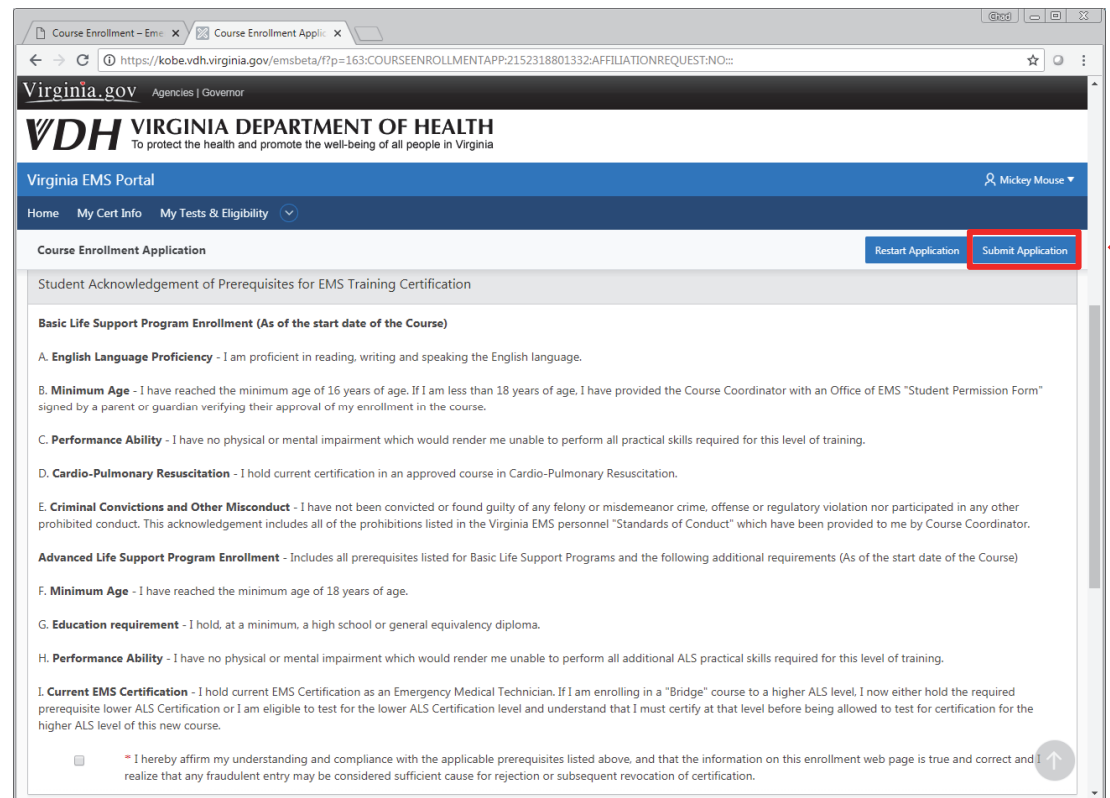
H. **Performance Ability** - I have no physical or mental impairment which would render me unable to perform all additional ALS practical skills required for this level of training.

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.

Submitting your Enrollment Application

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



The screenshot shows a web browser window with the URL <https://kobe.vdh.virginia.gov/emsbeta/?p=163:COURSEENROLLMENTAPP:2152318801332:AFFILIATIONREQUEST:NO::>. 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 navigation bar shows "Virginia EMS Portal" and a user profile for "Mickey Mouse". The main content area is titled "Course Enrollment Application" and contains a "Student Acknowledgement of Prerequisites for EMS Training Certification" form. The form includes sections for "Basic Life Support Program Enrollment" and "Advanced Life Support Program Enrollment", each with several prerequisites (A through I). At the bottom of the form, there is a checkbox and a 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 box highlights the "Submit Application" button, and a red arrow points to it from the right.

Successful Submission Message

Upon acceptance by the system, you will receive a message confirming your submission.

