

Quick Guide

EMSAT on CentreLearn

Creating an Account on CentreLearn for EMSAT

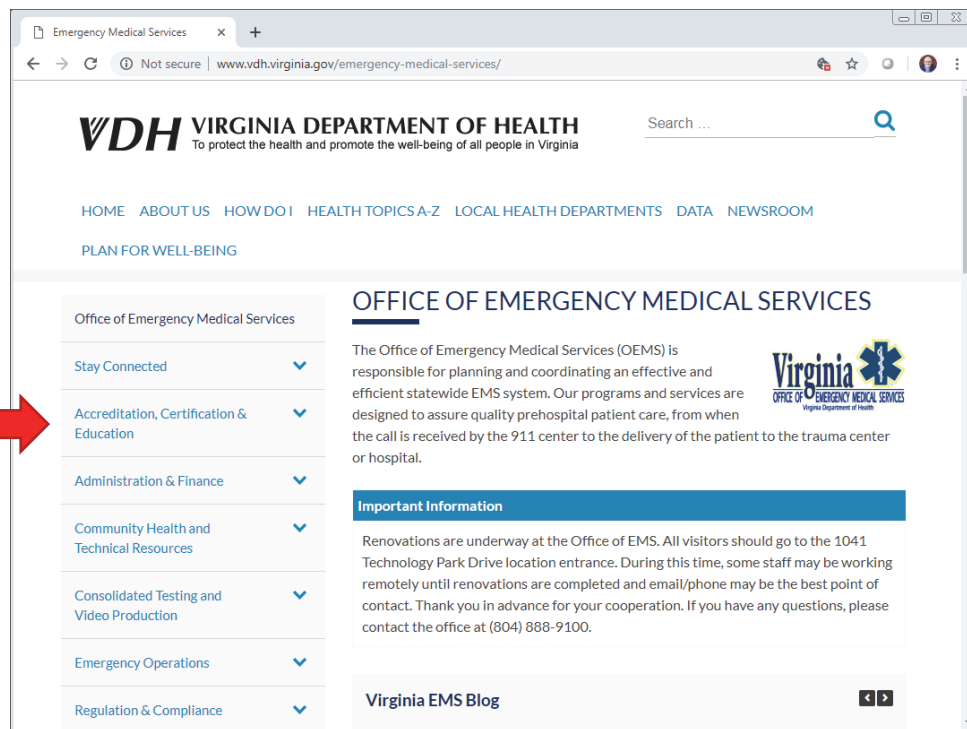


Account Creation on CentreLearn for EMSAT

This Quick Guide has been developed to assist Virginia EMS providers in the creation of an account on CentreLearn in order to take EMSAT courses.

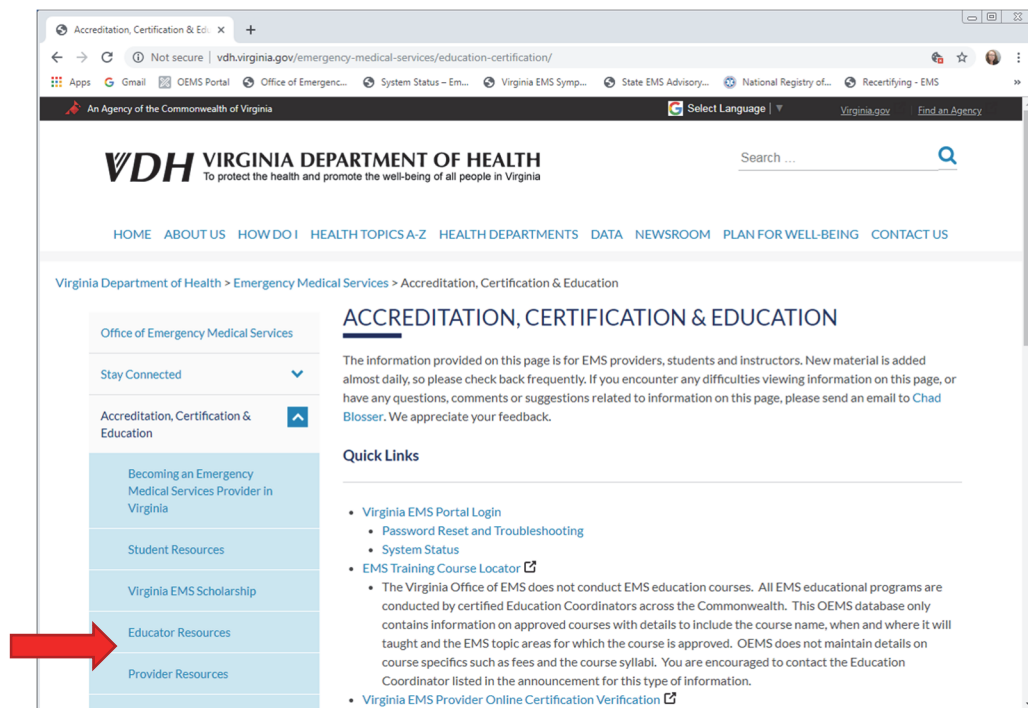
Step 1: Accessing the OEMS Webpage

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.



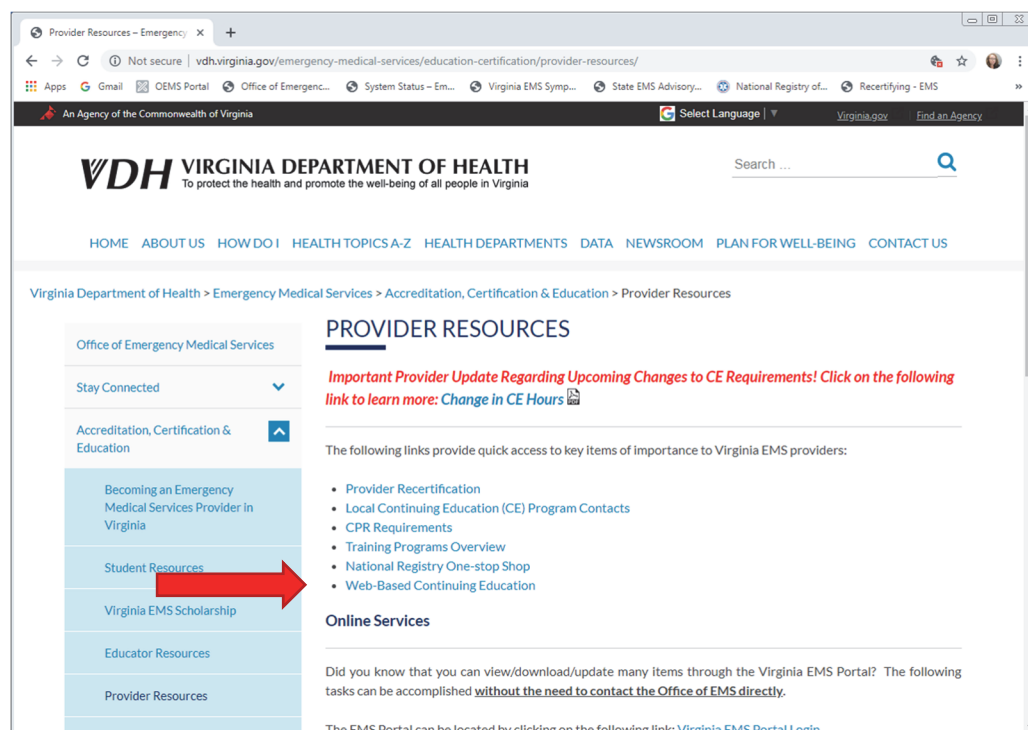
Step 2: Accessing Provider Resources

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

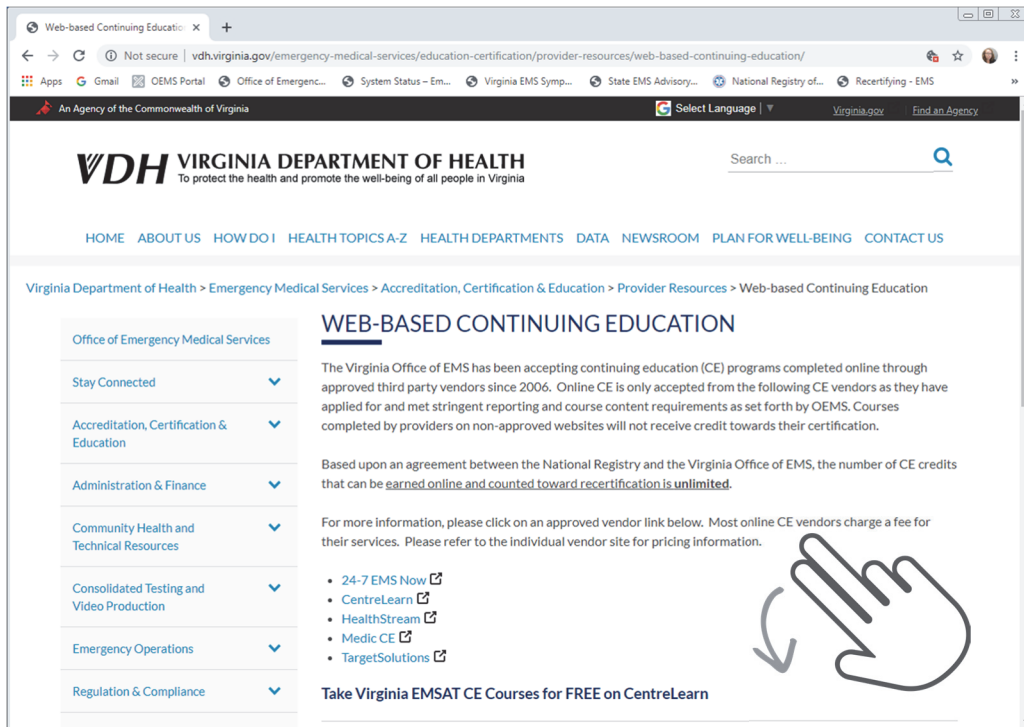


Step 3: Accessing CentreLearn Sign-Up Link

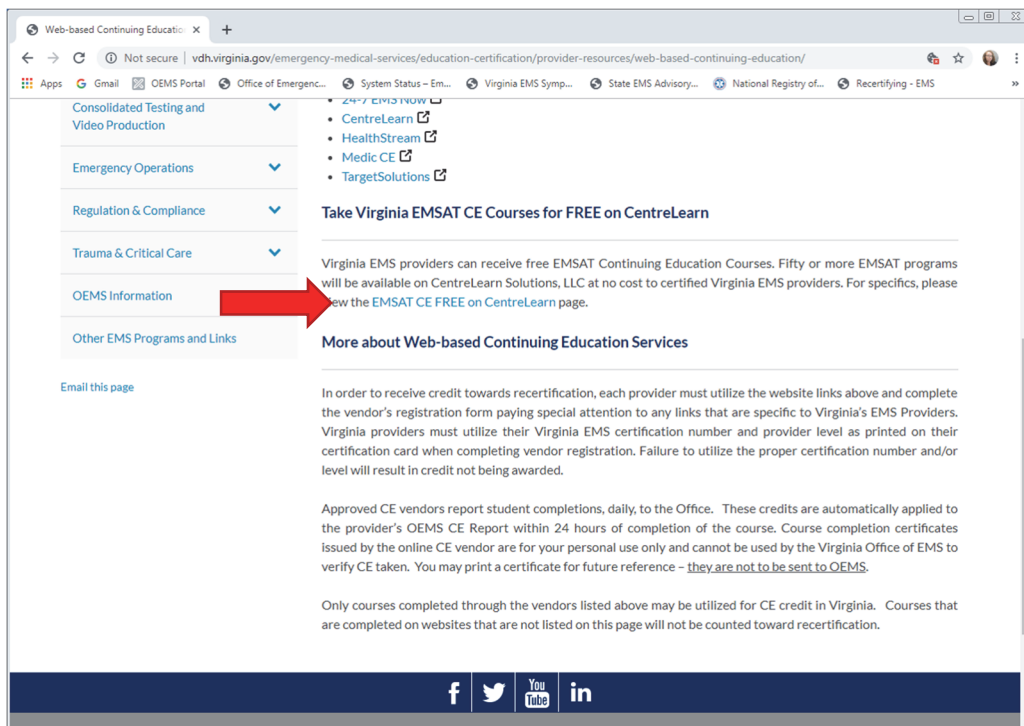
1. In the first set of links, click **Web-Based Continuing Education**.



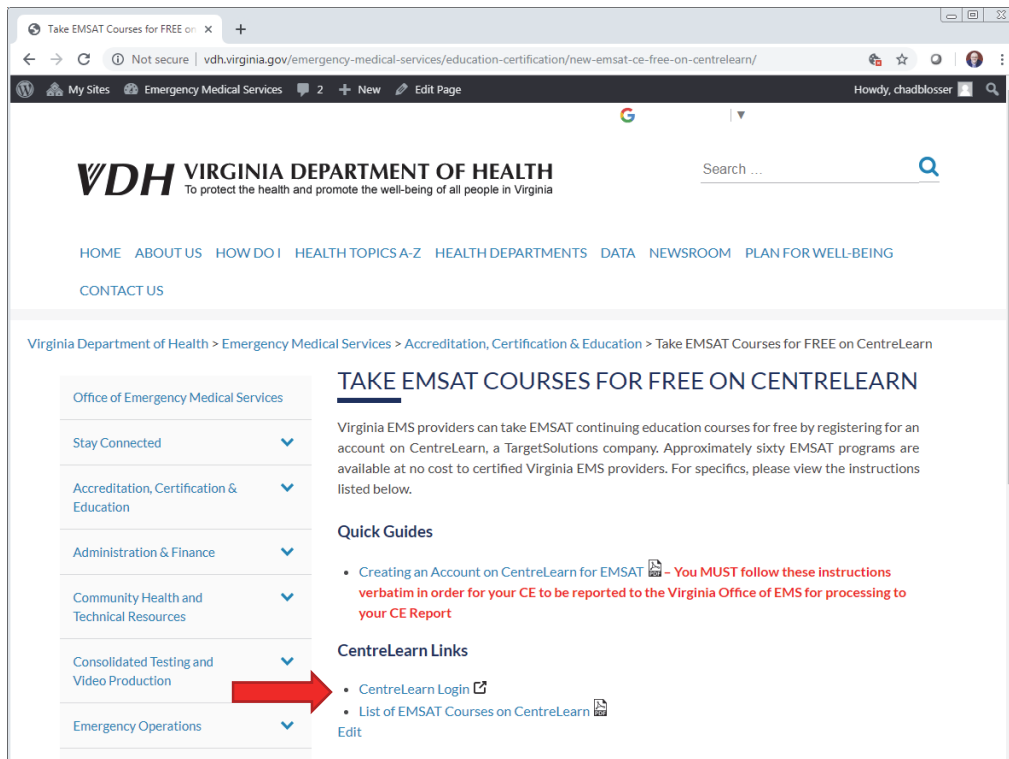
2. From the **Web-Based Continuing Education** screen, scroll down to **Take Virginia EMSAT Courses for FREE on CentreLearn**.



3. After scrolling down, click **EMSAT CE FREE on CentreLearn**.



- Click on CentreLearn Login to start the process. It will open a new window.

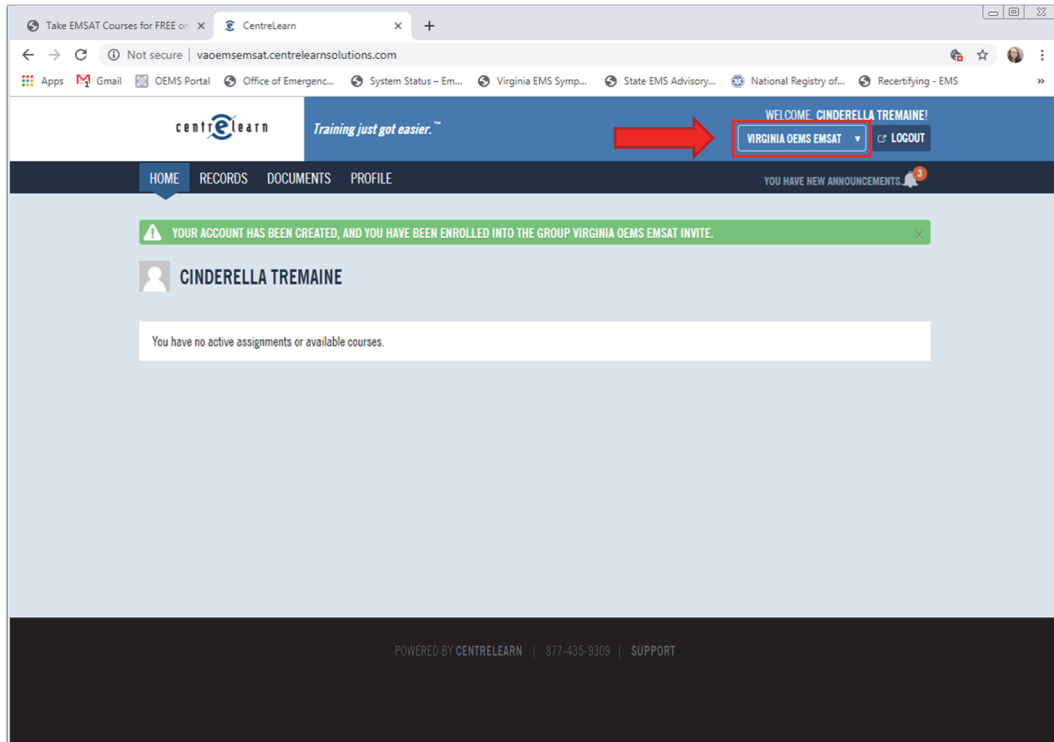


Step 4: Create New CentreLearn Account

- If you already have an individual account, you can click on **LOG IN** where you can log in to CentreLearn and get access to the EMSAT courses. Otherwise, complete the form being sure to provide all required information. Click **Create Account**.

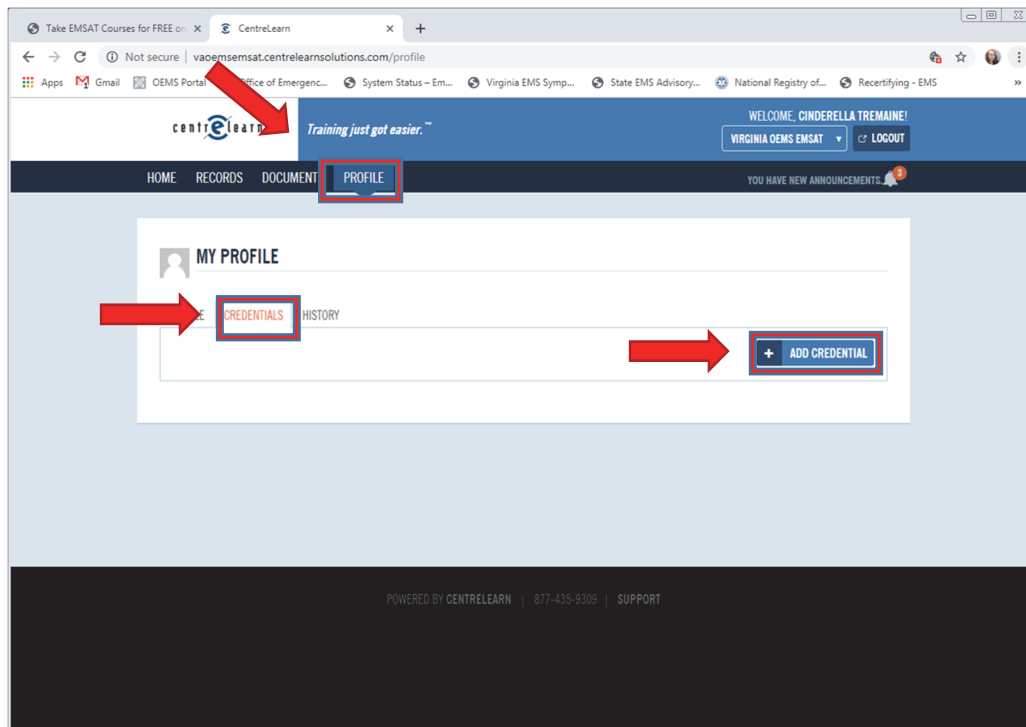
A screenshot of the CentreLearn Account Invitation form. The form is titled 'CentreLearn Account Invitation' and includes a sub-header 'ALREADY HAVE AN ACCOUNT? LOG IN'. Below this, it says 'You've been invited to join the Virginia OEMS EMSAT "Virginia OEMS EMSAT Invite" group.' The form contains several input fields for user information: First Name, Last Name, Password, Password Confirmation, Email, Secondary Email, Address Line 1, Address Line 2, City, State/Province/Region (dropdown menu), Zip/Postal Code, Country (dropdown menu), Home Phone, Work Phone, Mobile Phone, and Time Zone (dropdown menu). The form is set against a light blue background with the TargetSolutions and CentreLearn logos at the top.

2. Once your account is created, you should see the **Virginia OEMS EMSAT** organization to access the free CE courses.



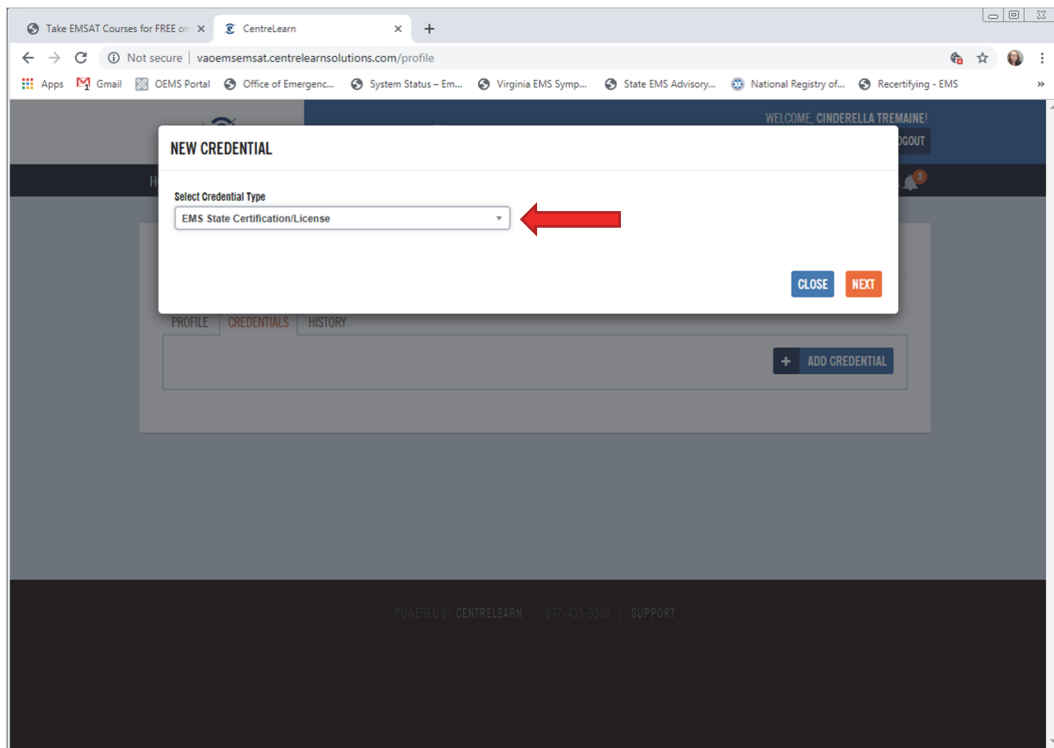
Step 5: Entering your Credentials

1. Once you have created your account, you need to add your Virginia credential.
2. On the menu bar, click **Profile**. Once the profile page is loaded, click **Credentials** and then the blue button to the right to **Add Credential**.



Course completions **cannot be reported to the state** without your VA credentials being entered into your CentreLearn profile.

3. In the dropdown menu, scroll down and select **EMS State Certification/License**. Click Next.



4. Enter your ten character Virginia EMS certification **Number**, the **Issued Date**, the **Expiration Date**, **State**, and **Level**.
- Certification number: Your Virginia EMS certification number including the alpha character: For example: B022976029
 - Issue Date: The date your certification was issued to you.
 - For BLS providers, this is your expiration date **MINUS** four (4) years.
 - For ALS providers, this is your expiration date **MINUS** three (3) years.
 - Expiration Date: The expiration date listed on your certification card.
 - State: Virginia
 - Level: One of the following levels: EMR, EMT, AEMT, EMT-Int or Paramedic.
 - If you are an EMT, **do not select** EMT-B. Virginia has not had any EMT-B certified providers since 2012.
5. Click **Save Changes**.

EMS STATE CERTIFICATION/LICENSE

Number B022976029	Issued Date 2016-02-01
Expiration Date 2020-02-28	State Virginia
Level EMT	

[CLOSE](#) [SAVE CHANGES](#)

6. Your screen should look like this after you've entered your credentials.

MY PROFILE

PROFILE **CREDENTIALS** HISTORY

[+ ADD CREDENTIAL](#)

EMS STATE CERTIFICATION/LICENSE

Number: B022976029	State: VA
Level: EMT	Issued: 02/01/16
Expires: 02/28/20	

7. This completes your enrollment.