

Quick Guide

How to Make Application to Become an Education Coordinator



EMS Portal: Education Coordinator Application Process

This Quick Guide has been developed to provide information for those wishing to become an EMS Education Coordinator (EC). The three major components required for EC are the application process, the qualification component, and the institute

Step 1: EC Candidate Application

Completion of an EC Candidate (ECC) application and receipt of verification of ECC status from the Office of EMS must be obtained prior to beginning any other components of the ECC process. Any activity completed prior to an approved application will not be accepted or applied to the qualification component.

1. Online application is available through the provider portal and is available to any provider who meets the following criteria
 - a. Minimum of 21 years of age
 - b. Hold current Virginia EMS certification as an EMT or higher level Virginia EMS certification
 - c. Must not have any EMS compliance enforcement actions within the previous five years.
 - d. Have three years medical experience with a minimum of two years verified field experience as an EMS provider at the appropriate EMS level or two years of current Virginia licensure as a registered nurse, physician assistant, medical or osteopathic physician.
 - e. *If coming from another state, uploaded documentation is required.*

Step 2: Accessing the Application

1. Access to the application is under the My Tests & Eligibility tab
 - a. Click on EC Candidate
 - b. Click on "Submit or View EC Candidate Application" to open the application. (Remember, if you do not meet the criteria under 'A' access is not available)
 - c. If criteria 1D in Step 1 above cannot be verified, you are required to attach document(s) that can verify compliance with the criteria.
 - d. Verification of Education
 - i. *Select your highest level of education completed which determines the number of mentored hours as follows:*
 1. High School Diploma/GED – 100 hours
 2. Associates Degree – 75 hours
 3. Bachelor's Degree – 50 hours
 4. Master's/Doctorate – 25 hours

- ii. *Attach a document verifying your highest level of Education*
- e. Virginia EMS Physician Endorsement
 - i. *Select an EMS physician from the list provided. Upon submitting the application, an email is sent to the selected physician requesting their acceptance or rejection through their physician portal.*
- f. Mentor Acceptance
 - i. *Select a mentor from the list provided. Upon submitting the application, an email is sent to the selected mentor requesting their acceptance or rejection through their EMS provider portal. (Mentors are limited to 2 ECCs unless otherwise indicated)*
- g. Optional Educator Training
 - i. *The ECC applicant must select all completed optional educator training courses during the initial application process. Documentation verifying these credentials is required and the application will remain in pending status until the document is reviewed and accepted by the Office of EMS or you remove the check placed in the box.*
 - ii. *If no options are checked, and all other application components are completed and approved, the application is processed and the applicant becomes an Educational Coordinator Candidate (ECC).*
 - iii. *Once the ECC status is obtained, you **cannot** go back and add optional training.*
 - iv. *Reduction in mentored hours are cumulative as follows:*
 - 1. JMA Method Seminar – 5%
 - 2. NAEMSE Level I Educator’s Course – 10%
 - 3. NAEMSE Level II Educator’s Course – 10%
 - 4. NAEMSE Level I and Level II Educator’s Course – 15%
 - 5. NCEE Certification – 10%
 - 6. VDFP/Pro Board Fire Instructor Certification – 5%
- h. Be sure to click on the submit button before leaving the page.
- i. Application Expiration
 - i. *The application expires 90 days from its initial submission and requires initiation of a new application if the applicant has not been issued ECC status. No data is saved from the expired application.*

Step 3: Application Status

1. Application Status
 - a. Review frequently the status of their application.
 - b. Email notification is the means of communication so portal emails must be up to date.
 - c. Once the application process is completed the applicant is notified by email on obtaining EC candidate status and can initiate the qualification phase.