

Quick Guide

Education Coordinator Candidate Phase



Virginia EMS Portal: Education Coordinator Candidate Phase

This Quick Guide reviews the qualification component of the Education Coordinator Candidate process and provides 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.

Completing the application process and becoming an Education Coordinator Candidate (Education Coordinator Candidate) prior to beginning any of the other components is required. Any activity completed prior to an accepted application will not be accepted or applied to the qualification component.

Step 1: New Terminology

There are new levels and Area numbers that have been established to track candidate teaching hours in the OEMS database. A description of these changes is outlined below.

- A. Education Coordinator Candidate Level = H
- B. Category 7 – Identifies the required teaching component (similar to Category 1 for providers) and has two components
 1. Cat. 7 Area 00 – hours required for teaching in an initial **EMT** certification program with a mentor or a mentor approved EC.
 2. Cat. 7 Area 01 - Calculated Max ALS with Mentor allows for Education Coordinator Candidates who are ALS to acquire some of the Cat. 7 hours in an initial ALS program provided they are certified at the level of the program and are with their mentor.
 3. The majority of Cat. 7 hours must be from an initial EMT program.
- C. Category 8 - Identifies teaching hours conducted in CE programs and roll over from Cat. 7 once Cat. 7 is fulfilled.

Step 2: Education Coordinator Candidate Phase

Education Coordinator Candidates has a specified Candidate Phase which has a defined timeframe associated with it. This is described below.

- A. The Education Coordinator Candidate phase is for two (2) years from the date the

- applicant becomes and Education Coordinator Candidate.
- B. All components of the Education Coordinator Candidate process must be completed during this phase.
 - C. If the candidate has not completed the Education Coordinator Candidate phase in the allotted time, the candidate status expires and the individual must reapply to become an Education Coordinator Candidate again.

Step 3: Candidate Phase is Tracked Through the Virginia EMS Portal

The entire Education Coordinator Candidate Phase is tracked through the Virginia EMS Portal. There are no paper records and paper-based submission of documentation is not permitted. All tracking and approvals are completed electronically through the Virginia EMS Portal.

The steps for conducting transactions on the Virginia EMS Portal are listed below.

- A. Click on the My tests & Eligibility tab
- B. Click the Education Coordinator Candidate selection
- C. Opening the Education Coordinator Candidate screen reveals:
 - 1. Mentorship – reveals who the mentor is and contact information.
 - 2. Breakdown of required teaching hours
 - a) Teaching Hours Required Column
 - (1) Provides total number of hours with a mentor
 - (2) Hyperlinks to any reductions in hour based upon optional teaching criteria.
 - b) Level H Category 7 Basic Programs with Mentor
 - (1) This column identifies the number of hours with your mentor or a mentor approved EC you are required to teach in an EMT initial certification program.
 - c) Category 7 Area 01 Calculated Max ALS with Mentor
 - (1) This column provides the number of hours in an ALS initial certification program that may be allowed teaching with a mentor or EC.
 - (2) Just because there is a number in this column does not mean you may qualify. These are potential optional hours counting toward Category 7.
 - (a) For example, an Education Coordinator Candidate who is a certified EMT provider cannot utilize these hours since the class is ALS and the Education Coordinator Candidate is BLS.
 - (b) Another example is an Education Coordinator Candidate who is also a paramedic may not acquire all hours in Cat. 7 Area 01 but may get them all in Cat. 7 Area 00.
 - (3) Hours acquired in this section will reduce the number in the previous

column (Level H Category 7 Basic Programs with Mentor).

3. Applied Hours Taught – Reveals the teaching hours number and is a hyperlink that opens a CE report
 - a) The CE report includes the provider’s CE and
 - b) The Education Coordinator Candidate teaching report that breaks down into Cat. 7 and Cat. 8 the distribution of hours.
 4. Candidate Letter Link
 - a) Has the Education Coordinator Candidate’s barcode for recording teaching hours.
 - b) Barcode must be scanned for the appropriate topic(s) taught.
 - c) Will remain available during the entire Education Coordinator Candidate period.
 5. Administrative Hour Requirements
 - a) Education Coordinator Candidates are required to have 10 hours of Administrative content during their mentorship. These 10 hours are specifically defined in and can be scanned using the OEMS Course Approval found at: <http://www.vdh.virginia.gov/content/uploads/sites/23/2020/03/EC-Candidate-Program-Updates-More.pdf>
- D. Cognitive Test
1. The Education Coordinator Candidate must take and pass the National Registry EMT test.
 2. The testing process which must be followed to apply toward the Education Coordinator Candidate qualification is described later in this document.

Candidates are STRONGLY encouraged to take this assessment exam early in their candidacy.

Step 4: Education Coordinator Candidate Teaching Hours

- A. Assure the Education Coordinator Candidate has the knowledge, skills and abilities to teach.
- B. Provide guidance for educational delivery of material.
 - a. The Education Coordinator Candidate must teach all assigned “teaching hours” under the direct supervision of their mentor or a certified Education Coordinator approved by the Candidate’s mentor.
 - b. Candidates are not permitted to gain “teaching hours” until after their Education Coordinator Candidate application has been approved by the Office of EMS.
 - c. Candidates are not permitted to gain “teaching hours” if their Mentor or a Mentor approved EC is NOT present in the classroom during their teaching time.
 - d. Candidates SHALL NOT be allowed to earn teaching hours from an Education Coordinator who is below the 16th Percentile Peer-to-Peer Benchmark. The 16th Percentile can be checked at: <http://www.vdh.virginia.gov/emergency-medical-services/education->

- [certification/program-rankings-based-on-16th-percentile-peer-to-peer-benchmarking/](#)
- e. Candidates determined by the Division of Regulation and Compliance to have taught hours on their own or with an Education Coordinator who is below the 16th Percentile Peer-to-Peer Benchmark will not be eligible to attend the Education Coordinator Institute and will be required to reteach all hours which do not meet these requirements.
- C. Education Coordinator Candidate should be allowed to participate and discuss administrative course activity.
- a. Hours must be earned working with the Candidate's assigned Mentor covering the required administrative hours as defined here:
<http://www.vdh.virginia.gov/content/uploads/sites/23/2020/03/EC-Candidate-Program-Updates-More.pdf>
 - b. **MUST BE EARNED** with the Mentor present in face-to-face lessons.
- D. The Education Coordinator Candidate should be allowed to participate in all aspects of coordinating a program/class.

Step 5: NREMT Cognitive Examination

The following guidance is provided on the NREMT cognitive exam process.

- A. Log into your National Registry account.
- B. Select "**Create Application**" under the Candidate role code.
- C. 'What level of certification are you choosing?' select '**None I was instructed to take an assessment examination**'
- D. 'What level of assessment are you choosing?' select '**Assessment - EMT**'
- E. '**Can this information be used to validate your identity when entering the exam?**' review your profile information and check the box that states '**The information above is correct and the name displayed matches my government-issued photo identification.**' and select **NEXT**
- F. State Office will be '**Virginia**'
- G. Reason to Test will be '**EMT Instructor Pretest**'
- H. Delivery Method: You can either choose On-site or Online.
 - 1. If you select '**ONLINE**' click **NEXT** and you will be directed to the '**Complete the checklist**' screen. View all videos and requirements paying special attention to the system requirements, conducting the system test and reviewing the policies and procedures and examination policies, then hit **SUBMIT**
 - 2. If you select '**ON-SITE**' click **NEXT**
- I. Review all information on the next page and check the box beside '**I agree to abide by these terms.**' and click **SUBMIT**.
- J. On the next page you will be able to check the status of your application.
- K. Click on the blue hyperlink '**Application Payment**' and make payment for the application.
- L. Contact Debbie Akers (Deborah.T.Akers@vdh.virginia.gov) when the application is complete

- so she can approve you for testing.
- M. Once the cognitive test is passed with appropriate registration, the results will appear in the candidate's Virginia EMS Portal.
 - N. It is the EC Candidate's responsibility to take the NREMT Cognitive Exam with enough lead time to allow for these results to be posted and processed to your account. The Office of EMS will not make exceptions to this policy, nor will we permit an EC Candidate to be invited to an EC Institute without having received these results officially from the National Registry.
 - O. The costs of all National Registry testing will be borne by the testing candidate. The Virginia Office of EMS does not cover these costs or provide waivers to this testing requirement.
 - P. NREMT Cognitive Exam results are not instantaneously received and processed by the Office. These results can take up to 14 days to be received from the National Registry and processed onto your account.
 - a. PLEASE understand that the Office of EMS DOES NOT CONTROL this data feed and we have no way of looking up your exam results and posting early

It is the EC Candidate's responsibility to take the NREMT Cognitive Exam with enough lead time to allow for these results to be posted and processed to your account. The Office of EMS will not make exceptions to this policy, nor will we permit an EC Candidate to be invited to an EC Institute without having received these results officially from the National Registry.

Candidates are STRONGLY encouraged to take this assessment exam early in their candidacy.

Step 6: Education Coordinator Candidate Qualification Process

The following guidance is provided to define what is considered completion of the Education Coordinator Candidate Phase in order for a candidate to be considered for invitation to an Education Coordinator Institute.

- A. All three components (teaching hours, NREMT cognitive exam, and the mentorship) must be completed within the 2 year Education Coordinator Candidate period.
- B. No aspect of the three components can be started until the Education Coordinator Candidate status is awarded. Remember, the applicant will receive this information via email.
- C. The Education Coordinator Candidate components can be taken in any order.
- D. Once all Education Coordinator Candidate components are completed, the Education

Coordinator Candidate will be invited to an Education Coordinator Institute.

Step 7: Education Coordinator Institute

The entire Education Coordinator Institute is an in-person training event lasting three (3) days.

- A. The Institute will consist of:
1. 2 ½ weeks of online LMS based prerequisite coursework leading up to the Education Coordinator Institute
 2. Detailed Course Administration Section
 3. Detailed Virginia EMS Portal Training Activities
 4. Regulation and Compliance Content
 5. MCIM I/II Instructor Training
 6. Continuing Education Processes
 7. CE Scanner Application Training (computer-based, real-time training requiring a laptop computer)
 8. Professional Development and Growth for EMS Educators
 9. Education Coordinator Recertification Requirements

Upon successful completion of the Education Coordinator Institute, the Education Coordinator Candidate will be awarded EC certification.