

# Quick Guide

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## Education Coordinator Mentor Required Processes for the Virginia EMS Portal



# Virginia EMS Portal: Education Coordinator Mentor Required Processes

This Quick Guide reviews the processes that are required of Education Coordinator Mentors as they work with their mentees during the Education Coordinator (EC) Candidate Phase.

This guide will provide information for those wishing to serve as a mentor to a candidate seeking to become an EMS Education Coordinator. The three major components required for EC are the application process, the mentorship and the Education Coordinator Institute.

Your mentee must complete the online application process and becoming an Education Coordinator Candidate prior to beginning any of the required components. Any activity completed prior to being accepted by the Office of EMS as a candidate will not be accepted or applied.

## Step 1: New Terminology

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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

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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: Access to the Mentor Module in the Virginia EMS Portal.

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- A. Login to the Virginia EMS Portal.
- B. On your Dashboard, click the chevron (>) in the header of your Education Coordinator quadrant. See image below in Fig. 1.
  - A. Click on the My Tests & Eligibility menu
    - 1. There are two menu items for Mentors to access when they have a mentee.
    - 2. EC Candidate Endorsement
      - a) If you are selected to be a mentor, the request will appear here.
      - b) On this page you will either accept or reject a request from an Education Coordinator Candidate applicant.
      - c) Mentors are limited to no more than 2 mentees who are going through the Education Coordinator Candidate mentorship. Once you approve a mentees teaching, another mentee position opens for you as a mentor.
    - 3. Mentorship
      - a) Where you will track mentees teaching hours.
      - b) Teaching hours are recorded by scanning the mentees Education Coordinator Candidate barcode provided in the mentee's portal using the new scanner program only.
      - c) You should record each time the mentee teaches by scanning the appropriate subtopic and then their Education Coordinator Candidate barcode as well as having a listing on the class roster.
      - d) Remember, most initial course topics are awarded default hours of *1*. If the mentee teaches more or less than the default hours, adjust the default hours on the scanner.
      - e) Mentees should be scanned whenever they teach, regardless whether it is an initial class or CE class.
      - f) If you have two mentees at the same class, only one can receive hours for a single didactic topic unless the topic is for skills. In other words, award hours only for what they teach.
      - g) Mentees are required to comply with the minimum hours defined.

## Step 4: Mentor Expectations and Responsibilities

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- 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” if their Mentor or a Mentor approved EC is NOT present in the classroom during their teaching time.
  - c. 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/>
  - d. 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. Allow the Education Coordinator Candidate 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. Allow the Education Coordinator Candidate to participate in all aspects of coordinating a program/class.
- E. Using the new CE scanner program, record all teaching activity until you have approved the Education Coordinator Candidate as being competent by clicking on the “Approve” button by scanning the “H” level barcode provided by the Education Coordinator Candidate.

## Step 5: Explanation of Teaching Hours

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- A. **Total Teaching Hours Required** - Provides total number of hours required which **MUST BE TAUGHT** with the Mentor present or another certified Education Coordinator approved by the Candidate’s Mentor.
- B. **Level H Category 7 Basic Programs with Mentor**
  - 1. This column identifies the minimum number of hours with a mentor or a mentor approved EC the mentee is required to teach in an EMT initial certification program.
  - 2. On the Education Coordinator Candidate teaching hours report, these are reported as Cat. 7 Area00.
  - 3. **MUST BE TAUGHT** with the Mentor present or another certified Education Coordinator approved by the Candidate’s Mentor.
- C. **Category 7 Area 01 Calculated Max ALS with Mentor**
  - 1. This column provides the number of teaching hours in an ALS initial certification program that may be allowed with a mentor.
  - 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 acquire all hours in Cat. 7 in an EMT certification program and therefore not need hours here.*
3. Hours acquired in this section will reduce the number in the previous column (Hours Required in Basic Programs).
  4. **MUST BE TAUGHT** with the Mentor present or another certified Education Coordinator approved by the Candidate's Mentor.
- D. Level H Category 8 Other**
1. Can be roll over hours for Cat. 7 teaching hours.
  2. Can also be hours taught in a CE program.
  3. **MUST BE TAUGHT** with the Mentor present or another certified Education Coordinator approved by the Candidate's Mentor.
- E. Administration**
1. 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>
  2. **MUST BE EARNED** with the Mentor present in face-to-face lessons.
- F. Total Hours Taught**
1. Is a tally of the Education Coordinator Candidate's teaching hours.
  2. The number when it appears is a hyperlink to the Education Coordinator Candidate's teaching record.
    - c) *The CE/teaching report includes the provider's CE and*
    - d) *The Education Coordinator Candidate teaching report which breaks down into Cat. 7 and 8 the distribution of hours.*

## Step 6: Education Candidate Letter

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The Education Coordinator Candidate letter contains the following components.

- A. The Education Coordinator Candidate's barcode for recording teaching hours must be scanned for the appropriate topic taught.
- B. The letter will remain available during the entire Education Coordinator Candidate period.

## Step 7: Making Your Mentee Eligible for the EC Institute

Once your Education Coordinator Candidate has completed their hours and the mentorship process, the mentor must login into their Virginia EMS Portal account and mark the Education Coordinator Candidate mentorship as being complete.

Once the minimum teaching hours are completed, an approved button will appear. Do not approve the mentee until you are satisfied of their competency. **Example:** A mentee completes all 100 hours to teaching as outlined but you as the mentor are not yet satisfied with their abilities. Even though the “Approved” button appears, you should not click on it until you are satisfied that the mentee has completed all the necessary parts of their mentorship. Continue scanning the Education Coordinator Candidate when they teach until you click on the “Approve” button.


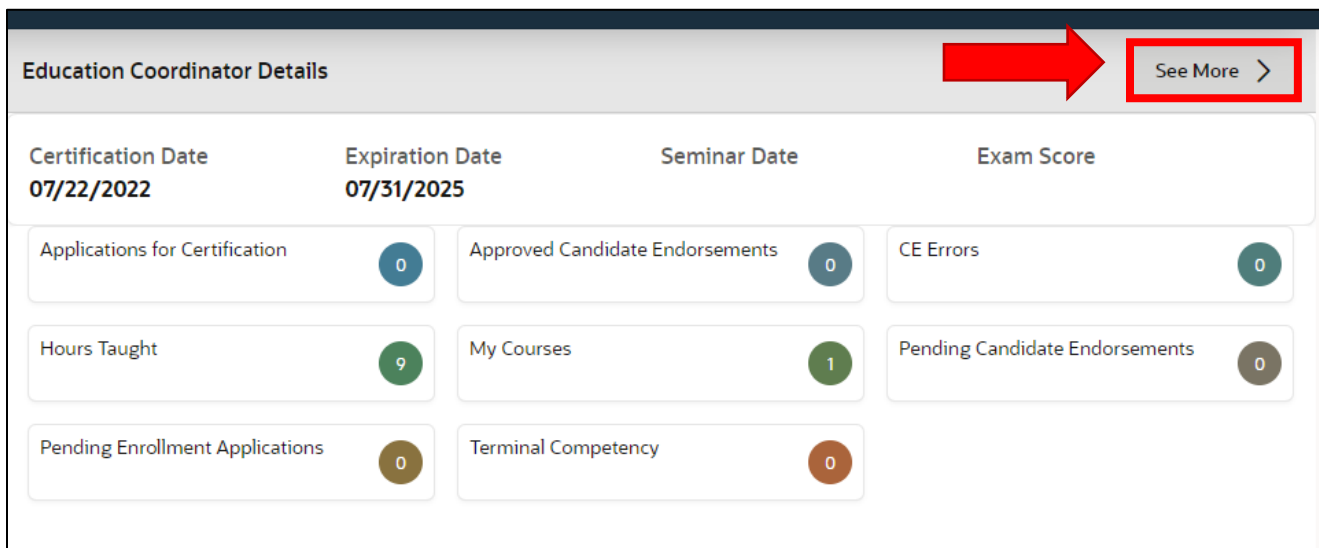
- A. Login to the Virginia EMS Portal.
- B. On your Dashboard, click the “See More >” chevron in the header of your Education Coordinator quadrant. See image below in Fig. 1.
- C. From the menu, in your Virginia EMS Portal account, select My Tests & Eligibility > Mentorship.
- D. Click the  icon out beside of the mentee who has completed all the requirements of your mentorship. See Fig. 2.
- E. This will allow the Education Coordinator Candidate to become eligible for the Education Coordinator Institute as long as they have completed their teaching hours and passed their cognitive testing.

Fig. 1



Education Coordinator Details			
Certification Date 07/22/2022	Expiration Date 07/31/2025	Seminar Date	Exam Score
Applications for Certification 0	Approved Candidate Endorsements 0	CE Errors 0	
Hours Taught 9	My Courses 1	Pending Candidate Endorsements 0	
Pending Enrollment Applications 0	Terminal Competency 0		

Fig. 2

The screenshot shows a web browser window with the URL `kobe.vdh.virginia.gov/emscopy/f?p=163:13:13117491590718:::`. The page header includes the Virginia Department of Health logo and the text "An Agency of the Commonwealth of Virginia". The main navigation menu on the left lists various options, with "Mentorship" currently selected. The main content area is titled "Mentorship" and contains an "EC Candidate List" table. A red arrow points to the "Approve" button in the "Status" column of the table.

First Name	Last Name	Total Teaching Hours Required	Hours Required in Basic Programs	Hours Allowed in ALS Basic Programs	Hours Required in Category 8 Other	Total Hours Taught	Applied Hours Taught	Status
JANE	DOE	24	5	4	9	44	24	Approve