

# Quick Guide

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



# Virginia EMS Portal: Education Coordinator Physician Required Processes

## 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. ECC – Education Coordinator Candidate
- B. Education Coordinator Candidate Level = H

## Step 2: Education Coordinator Candidate Timeframes

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Education Coordinator Candidates has a specified time frames which have timeframes associated them. This is described below.

- A. The ECC application is valid for 90 days. Upon receipt of notification of pending applications, please address as soon as is reasonable. The applicant does not become an ECC until all components of the application have been approved.
- B. The EC Candidate period is 2 years from the date the applicant becomes and ECC.
- C. All components of the ECC process must be completed during this time period.
- D. D. If the candidate has not completed the process, the candidate status expires.

## Step 3: Physician Endorsement Required

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- A. The application process must be completed before the applicant receives ECC status.
- B. Endorsement by an EMS Physician is entirely electronic.
- C. EMS Physicians selected to endorse an ECC applicant will received an email directing them their portal.
- D. From the EMS Physician portal, select the “My EC Endorsements” tab.
- E. Under the heading “Pending EC Candidate Applications” you will find applicants awaiting for your action.
  - a) When received, it is marked as pending:

- b) You can either:
  - 1. *Approve or*
  - 2. *Reject*
- F. Once you have selected your choice, click on the “Submit Changes Now”