

Quick Guide

Virginia EMS Portal

Education Coordinator Guide for Student Enrollment
for Virginia EMS Certification Courses



EMS Portal: Student Enrollment

This Quick Guide has been developed to assist Virginia Education Coordinators with the online enrollment process for Virginia EMS certification courses. This guide is only for Education Coordinators conducting initial certification courses.

Please follow this step-by-step guidance when conducting initial certification courses making use of the Virginia EMS Portal online enrollment module.

The EMS Portal works best when using Google Chrome or with Internet Explorer (IE).

Step 1: Course Approval Request Forms

1. There are no changes in the manner in which you announce courses to the Office of EMS (OEMS). Please continue to announce your courses on form TR-01 – Course Approval Request as seen below.
2. Electronic enrollment is for use only with courses that lead to a new certification level. ***It is not designed for nor should it be used for providers seeking continuing education.***
3. The Office of EMS encourages all Education Coordinators to make use of the online course enrollment process. This process is quick, easy and provides EC's instant access to their student enrollments. Paper based enrollment will still be available, however paper-based enrollments will be phased out in the future.

		Course Approval Request	
Type of Program: (Select the appropriate class from the drop down menu and from only one of the selection groups)			
Initial Programs	CE Programs	Auxiliary Programs	
Choose an item.	Choose an item.	Choose an item.	
☐ *Other: _____			
Course Coordinator Information			
Name: _____		CERT #: _____	
Address: _____		City: _____	
Phone #: _____		ST: _____ Zip: _____	
home: () - -		business: () - -	
E-mail Address: _____		cell: () - -	
Name of assisting instructor authorized to receive course information: _____			
Assisting Instructor Cert #: _____			
Program Location*			
Facility Number: _____		Required for all "OPEN" programs.	
Facility Name: _____		For information students can call: _____	
Facility Address: _____		(published on the web for OEMS Programs Only)	
Classroom Location: _____		STATE USE ONLY	
City: _____		FIPS	
* A physical location is required—listing "Various" is not acceptable.			
Program Information			
Maximum Number of Students: _____		Program Length: _____ (hours)	
Open / Closed: _____		Total CE Hours Requested: _____	
		Will this program make use of CE Scanners?	
		☐ YES ☐ NO	

Step 2: New Course Approval Fields

1. There are two fields on the Course Approval Form which Education Coordinators should pay special attention to
 - a. Course PIN
 - i. This number is only used by individuals wishing to enroll in your program.
 - ii. The **Course PIN** is for certification programs only. See **yellow highlighted** area in the screenshot below.
 - iii. **Do not give out your Course Number.**
 - iv. A new **Course PIN** is generated for every certification course you announce. That is to say, it is dynamic, not static. Be sure you give the correct Course PIN if you have multiple programs.
 - b. Enrollment Deadline Date
 - i. See the **red highlighted** area in the screenshot below.
 - ii. Instructors will have access to approve or deny enrollments through this date.
 - iii. After this date, enrollments can only be approved by OEMS.

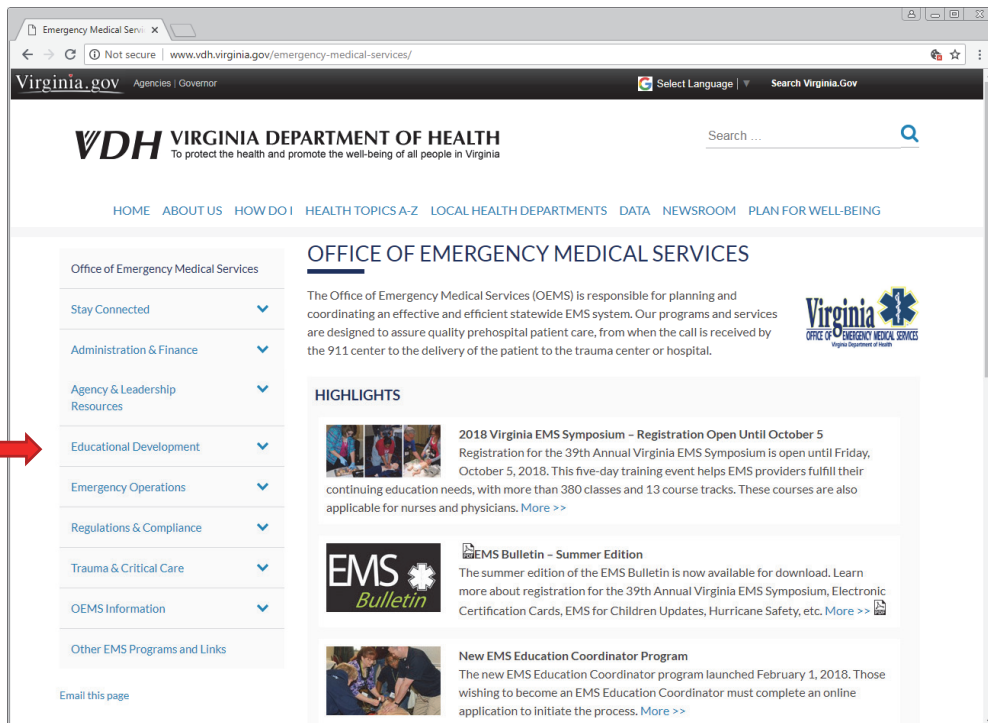
Office of Emergency Medical Services				EMSC44
20-AUG-2018		Course Approval		
Course Number	78674	Course PIN	SHORT15157	
Topic Number	40010	Subject	EMERGENCY MEDICAL TECHNICIAN	
Coordinator	E052504101	WARREN	W SHORT	JR, _
Home Phone	8048889120	1041 TECHNOLOGY PARK DR. _		
Business Phone	8048889210			
Certifying Authority	OEMS	GLEN ALLEN	VA 23059	
Special Training				
Facility - Name	FOREST VIEW VOL. RESCUE SQUAD		Contact Phone	8047514740
Address	8008 MIDLOTHIAN TURNPIKE			
	RICHMOND, VA 23225		FIPS	041
Mailing Label	Max. Students	30	Program Length	
CE Evaluation	Open/Closed		CE Hours Requested	154.0
Begin Date	01-AUG-2018	End Date	31-DEC-2018	Enrollment Deadline 31-AUG-2018
Class Days	Self-Evaluation		Coordinator Signature	Y
Sun _	Thr _	Written X	Review _	Postmark/Submitted Date
Mon _	Fri _	Practical X	Other _	Receipt Date
Tue _	Sat _	Oral _	None _	Objectives _
Wed _				Outline _
				Syllabus _
				Reimbursement Requested N
Approving PCD P080654005 George Lindbeck, MD				
Category	1 REQUIRED	A B C _ E _ _ I _ _ _		
	2 APPROVED	A B C _ E F G _ I _ _ _		
Level	A EMR	C AEMT	E EMT/P	G ALS-C
	B EMT		F EMSEC	I EMT/I
CE Hours Granted	154.0	Contract Signed		
Notice to Program Coordinator:				



Online Enrollment Guidance Documents:
The Office has developed a page with resources for both students and Education Coordinators on how to access and use the EMS Portal's Online Enrollment module.

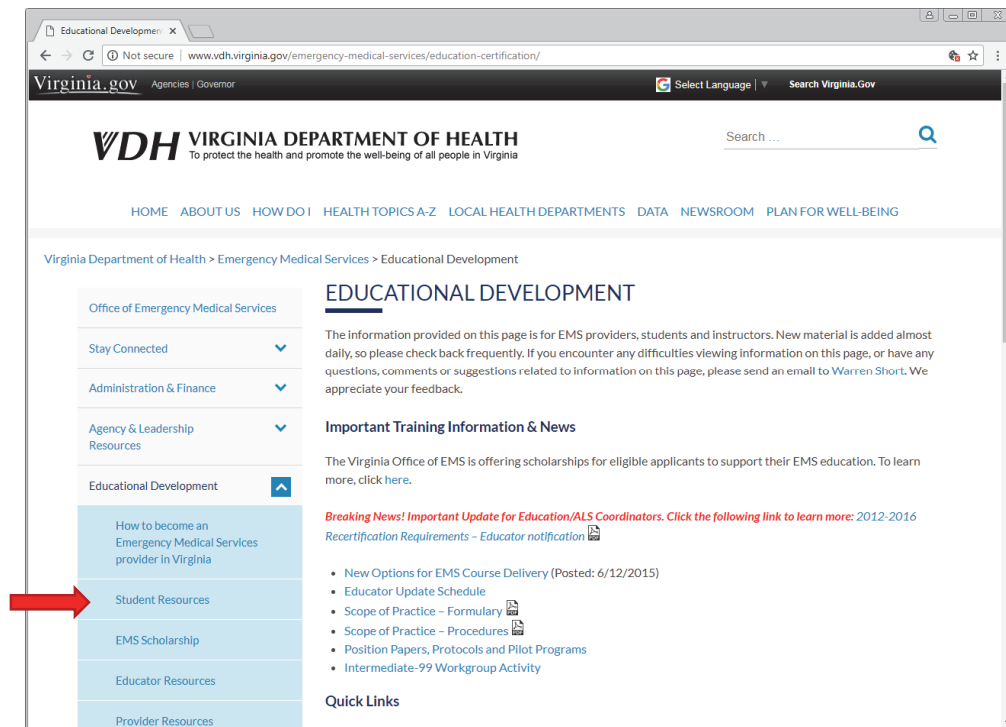
Step 3: Accessing Student and Education Coordinator Resources

1. Access to the **Virginia EMS Portal's Online Enrollment** module can be gained from the OEMS web page. You should always direct your students to the OEMS web page as sometimes links to the EMS Portal change—the most current links will always be on the OEMS web page.
2. Provide your students with your **Course PIN** at the first class meeting.
3. Direct your students to the OEMS web page. There is a guide for online enrollment that should be shared with the students.
4. All Online Enrollments should be submitted within one (1) week of the first class meeting.
5. The next pages include screen shots your students will follow to get to the link allowing for online enrollment. See the student guide.
6. From the Office of EMS web page, click on the **Educational Development** sub-menu.



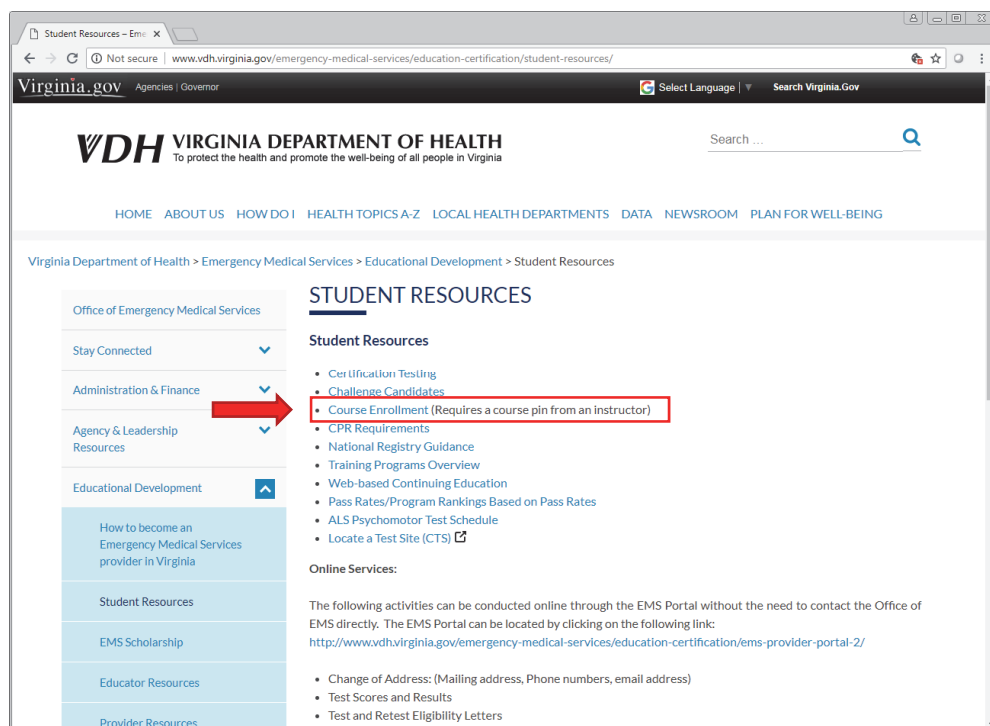
Step 4: Accessing Student and Education Coordinator Resources (cont)

1. Click on **Student Resources** in the **Educational Development** sub-menu.

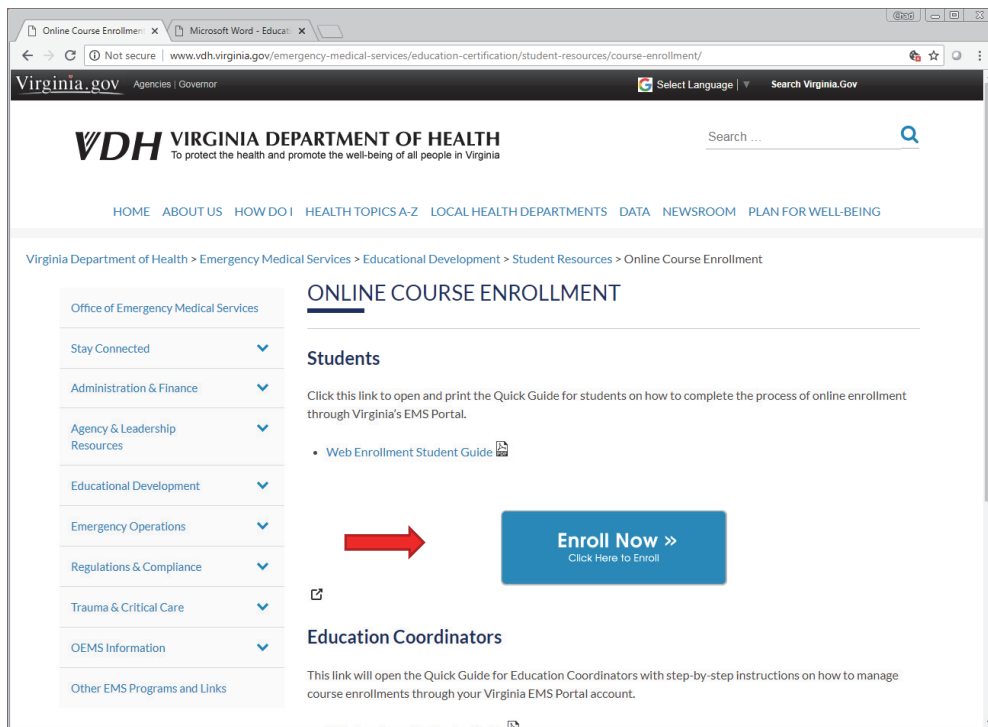


Step 5: Accessing Student and Education Coordinator Resources (cont)

1. Click on **Course Enrollment** under the **Student Resources** section of this page.



2. From the **Course Enrollment** screen, click on **Enroll Now** button.



- **Web Enrollment Student Guide** – clicking on this link will open the Student Quick Guide which will provide step-by-step instructions for students on accessing and completing the course enrollment application.
- **Web Enrollment Application** – clicking on this link will initiate the course enrollment application process for students.
- **Web Enrollment Instructor Guide** – clicking on this box will open this Quick Guide which provides step-by-step guidance for Education Coordinators in the enrollment process.
- **Web Enrollment Instructor Presentation** – clicking on this link will open a PowerPoint presentation for Education Coordinators to use the first class that explains the online enrollment process.

The following pages of this Quick Guide detail the process you, as an Education Coordinator, will need to follow in order to access, review, approve/deny and manage online enrollments for your courses.

Step 6: Accessing Online Enrollment Requests

1. Login to your Virginia EMS Portal account.
2. Access to **Enrollment Approval** is through your **My Courses** tab.
3. **All electronic enrollments will require your approval.**
4. You will notice a column titled **Course PIN** that is second from the left. Any course with a **Course PIN** assigned will have it appear here.
5. The Course PIN has two states:
 - a. Empty. No enrollments have been submitted
 - b. Existing enrollments awaiting your action. When this occurs, the Course PIN turns into a hyperlink.
6. To open enrollment requests, click on the Course PIN hyperlink.

The screenshot shows the Virginia EMS Portal interface. The user is logged in as Warren Short. The 'My Courses' tab is selected. The 'Courses List' table displays the following data:

Course No	Course Pin	Program	Start Date	End Date	Reports
77925		FVRS CE PROGRAM 2018	01/30/2018	12/31/2018	[Icons]
78674	SHORT15157	EMERGENCY MEDICAL TECHNICIAN	08/01/2018	12/31/2018	[Icons]

A red box highlights the 'Course Pin' column header, and a red arrow points to the 'SHORT15157' link in the second row.

Step 7: Accepting and Denying Enrollment Requests

1. By clicking on the **Course PIN** hyperlink, you will open the enrollment requests for the course number in question.
2. You will notice that there are certain enrollments that you cannot accept:
 - a. Chad Blosser – cannot be accepted due to **“No Bridge Up”**. This means that Chad is not eligible for this course based on his current certification level. If you have questions or concerns about this message, please contact OEMS staff at: 804-888-9120.
 - b. Road Runner – cannot be accepted due to **“Does not Meet Minimum Age”** for the program, therefore you are required to deny his enrollment.
3. For all others marked pending without a *“Reason”* code, you can either **approve** them for your class or **deny** them.
4. Once you mark either “Accept” or “Deny” for each enrollment, click on the **Submit** button.

The screenshot shows the Virginia EMS Portal interface. At the top, there's a navigation bar with links like Home, My Cert Info, My Courses, etc. The main heading is "Course Enrollment Application" for "SHORT, JR, WARREN W". Below this, there's a section for "Course Information" with details like Instructor, Course No, Topic ID, Program, Start Date, End Date, and Facility Name. A green banner at the top right says "Course Enrollment Applications details updated!". Below the course info, there's a section for "Enrollment Applications Details" with a table. The table has columns for Certification#, Last Name, First Name, MI, Level, Application Date, Status, and Reason. A red arrow points to the "Status" column, which contains dropdown menus for "Denied", "Approved", and "Denied". The "Reason" column shows "No Bridge Up" and "Does Not Meet Minimum Age".

Certification#	Last Name	First Name	MI	Level	Applic	Status	Reason
0022976029	Blosser	Chad	L	O	08/20/2018	Denied	No Bridge Up
	Duran	Elvis			08/20/2018	Denied	
201802361	Mouse	Mickey	M		08/20/2018	Approved	
	Runner	Road			08/27/2018	Denied	Does Not Meet Minimum Age

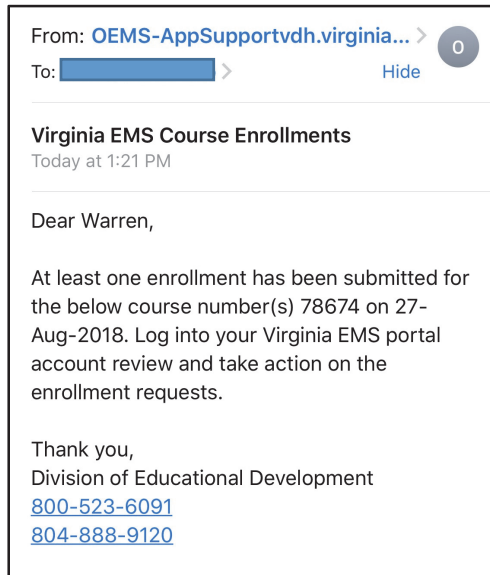
5. Upon successful submission, you will notice that the **Status** for each student is locked and cannot be changed.
6. This completes managing enrollments for your certification course.

If you made an error in approving/denying online enrollments that needs to be corrected, please contact the Office @ 804-888-9120 immediately.

Do not wait until your class is over/completed to contact the Office.

Step 8: E-mail Notifications

1. E-mail notifications are integrated into the Virginia EMS Portal system.
2. As an Education Coordinator, you will receive notifications letting you know that there are enrollments pending in your EMS Portal. This will serve as a notice to you that you have enrollments in need of action.



3. Enrollees will likewise receive e-mail messages. A message will be sent to each accepted enrollee notifying them of their acceptance into the program.

