

# Quick Guide

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## Virginia EMS Portal

### How to Apply for the Virginia EMS Scholarship



Virginia Office of Emergency Medical Services | [vdh.virginia.gov/emergency-medical-services/](https://vdh.virginia.gov/emergency-medical-services/)

1041 Technology Park Drive, Glen Allen, VA 23059 | 804-888-9120

# EMS Portal: Scholarship Application

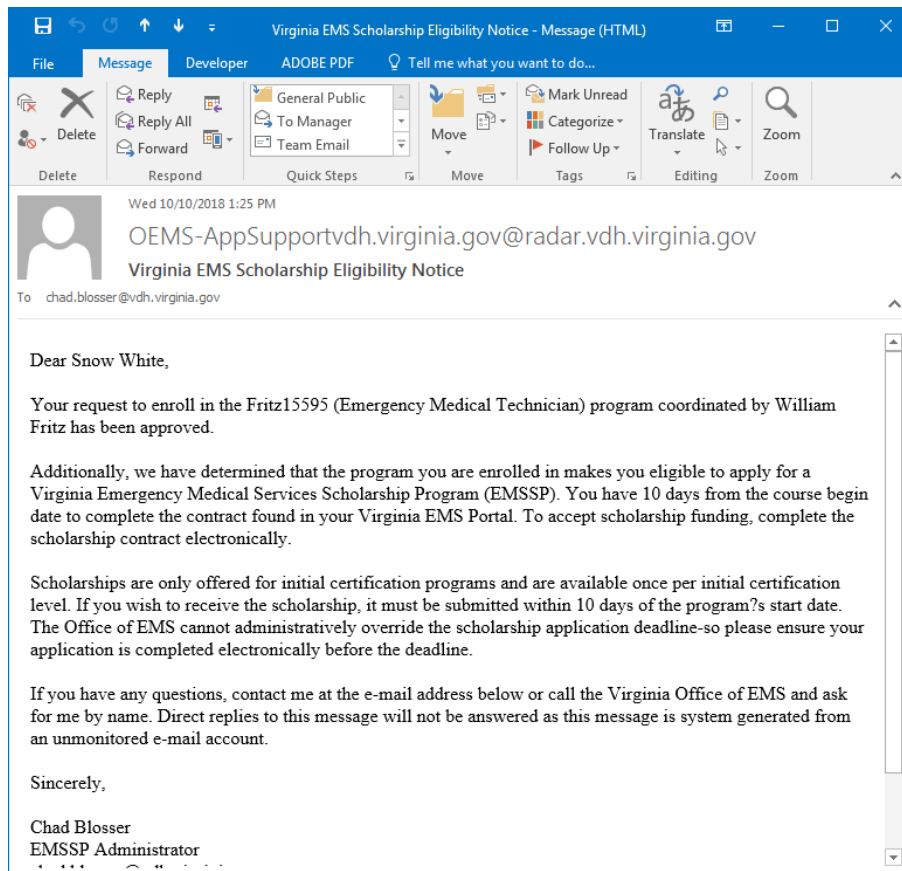
The Virginia EMS Scholarship Program (EMSSP) is a scholarship program operated by the Virginia Office of EMS providing scholarship awards to current Virginia EMS Providers and those seeking to become EMS providers in the Commonwealth.

The EMSSP supports students who are enrolled in eligible Virginia approved initial certification programs.

The scholarship program is not designed to provide 100% funding for a training program.

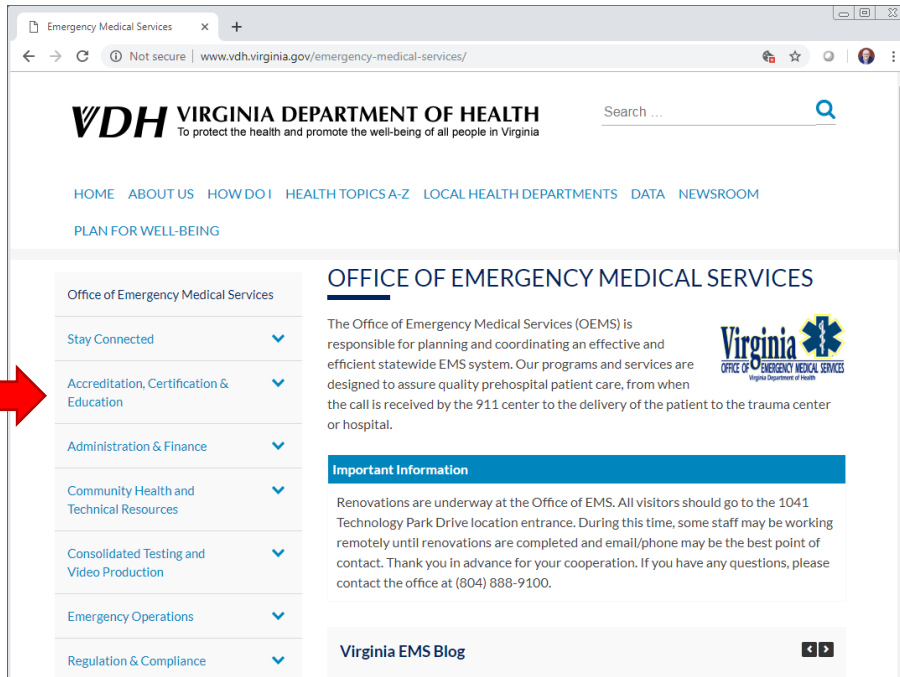
## Step 1: Enrolling in an Initial Course

1. The first step in this process is for the student to follow the [Online Enrollment Quick Guide](http://www.vdh.virginia.gov/content/uploads/sites/23/2016/05/Course-Enrollment-Quick-Guide-locked-for-web.pdf) which can be found on the Office of EMS web site by clicking the name of the document above or following this link: <http://www.vdh.virginia.gov/content/uploads/sites/23/2016/05/Course-Enrollment-Quick-Guide-locked-for-web.pdf>
2. Once you have enrolled in your initial certification course, you must wait for your Education Coordinator or Program Director to accept you into the program.
3. Upon acceptance into the program, you will receive an e-mail from the EMS Portal system acknowledging your acceptance into the program.



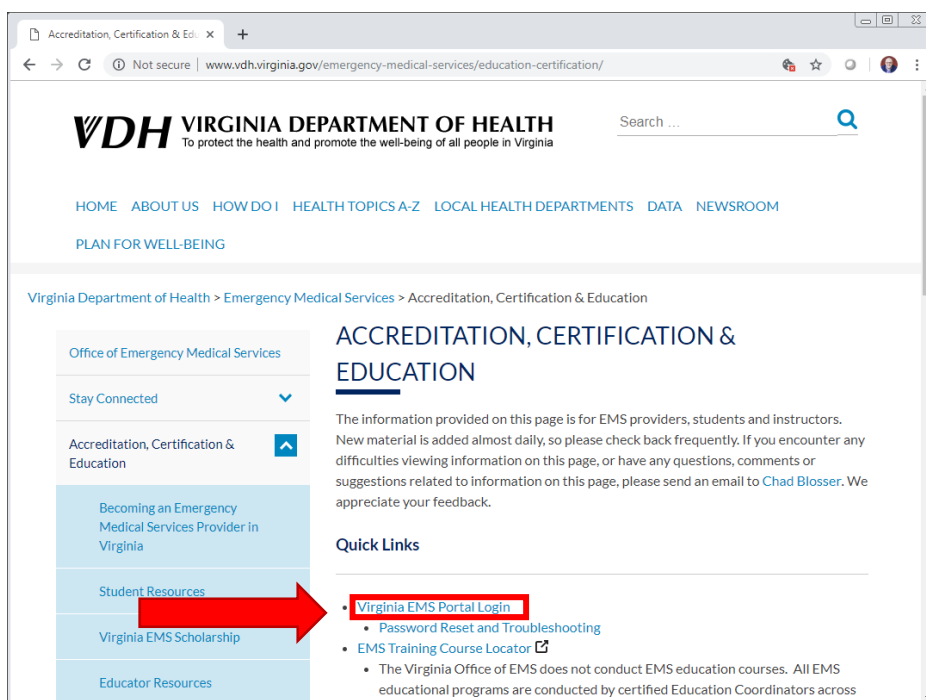
## Step 2: Accessing the OEMS Webpage

1. Open your web browser and type the following URL into the address bar:  
<http://www.vdh.virginia.gov/emergency-medical-services/>
2. Click on **Accreditation, Certification & Education** in the menu on the left-hand side of the screen.



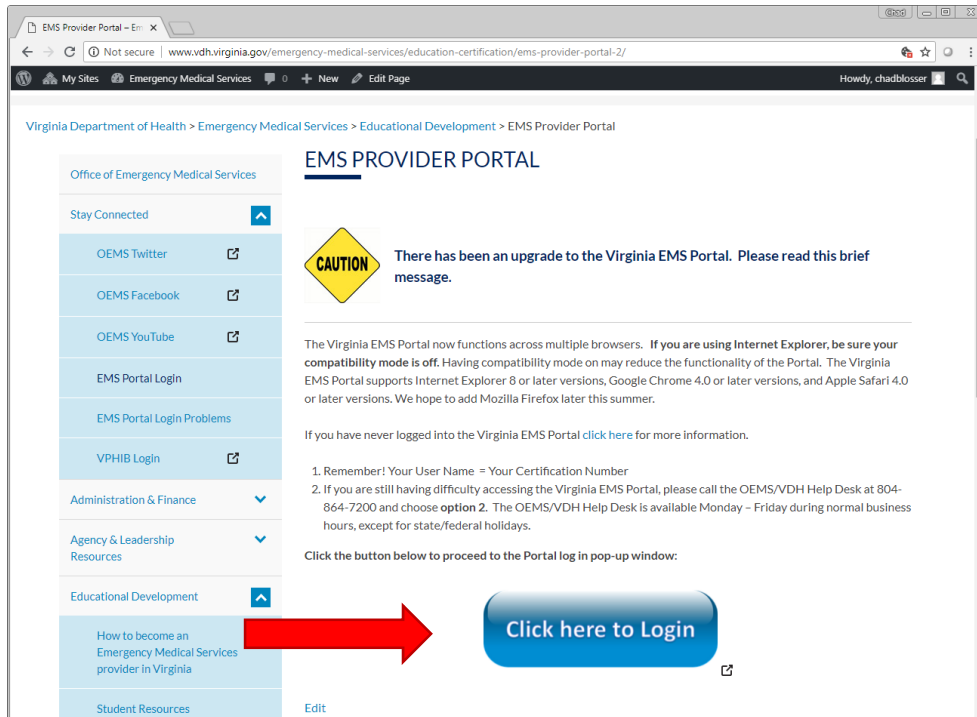
## Step 3: Accessing the Virginia EMS Portal

1. Scroll down through the *Accreditation, Certification & Education* main page and click on **Virginia EMS Portal Login** under the **Quick Links** section of this page.



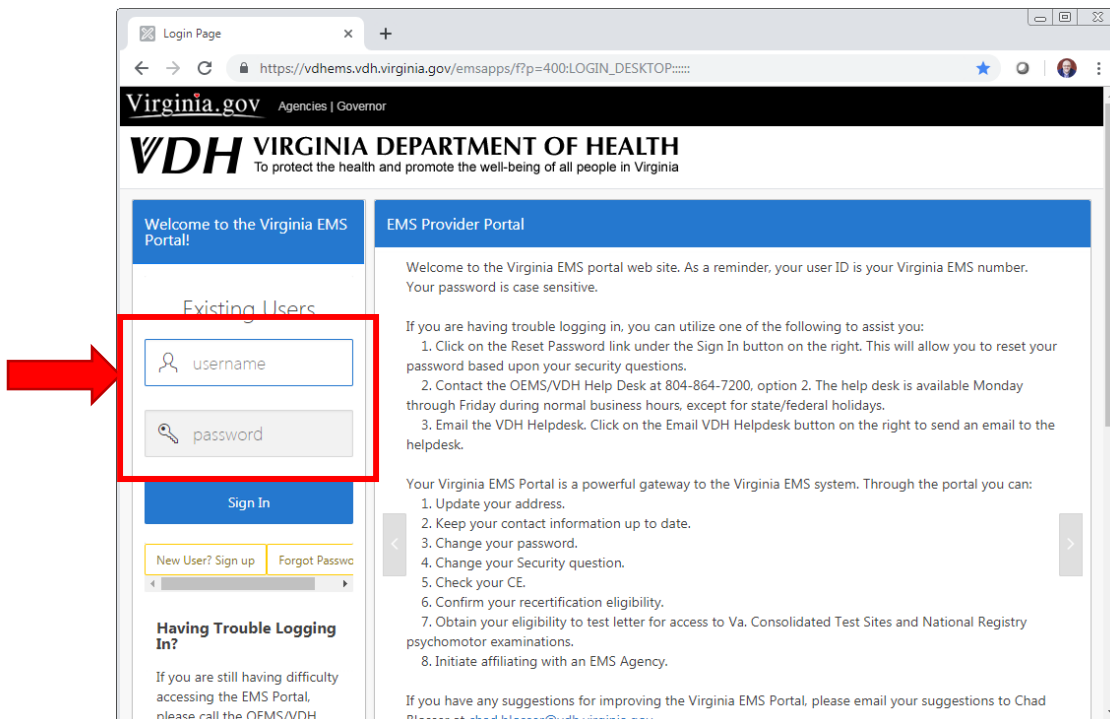
## Step 4: Launching the Virginia EMS Portal Application

1. After reading the information about web browser compatibility, click the **Click Here to Login** button to be redirected to the Virginia EMS Portal login page.



## Step 5: Login to Your EMS Portal Account

1. Type in your certification number and password to login to the Virginia EMS Portal.



## Step 6: Acknowledging the Terms of Service for the EMS Portal

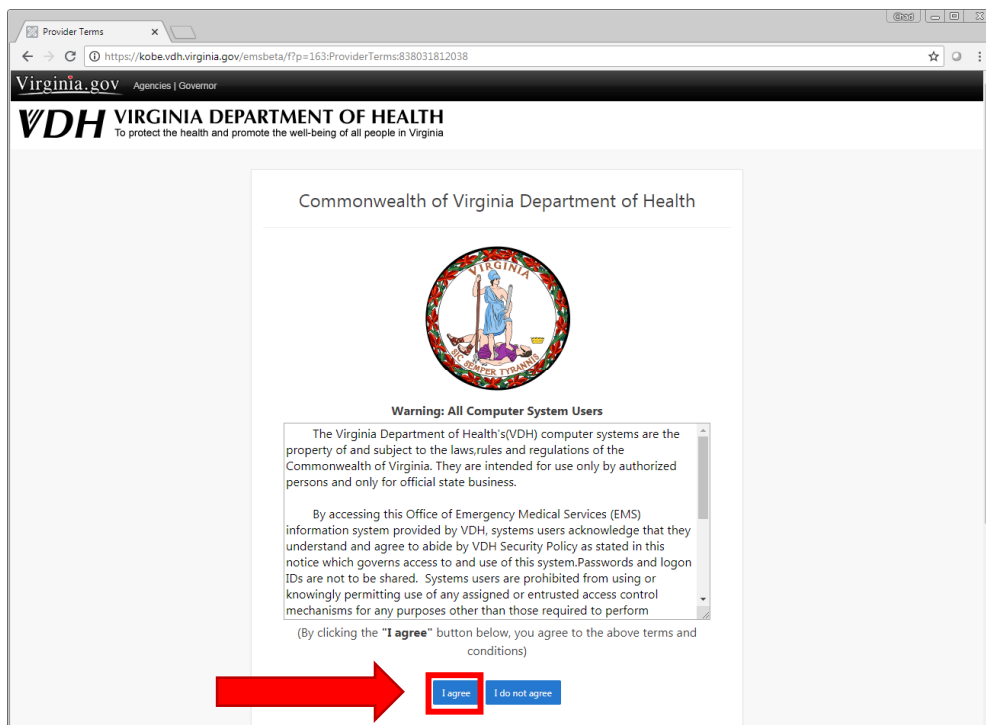
1. Agree to the Terms of Use (TOU) for accessing the Commonwealth of Virginia computer systems.

Key things to note about the Terms of Service: You are not allowed to share your user name or password with ANYONE. This includes your agency administrator or Operational Medical Director (OMD).

Your agency and/or OMD are not allowed to make submission of your personal EMS Portal account information a condition of employment.

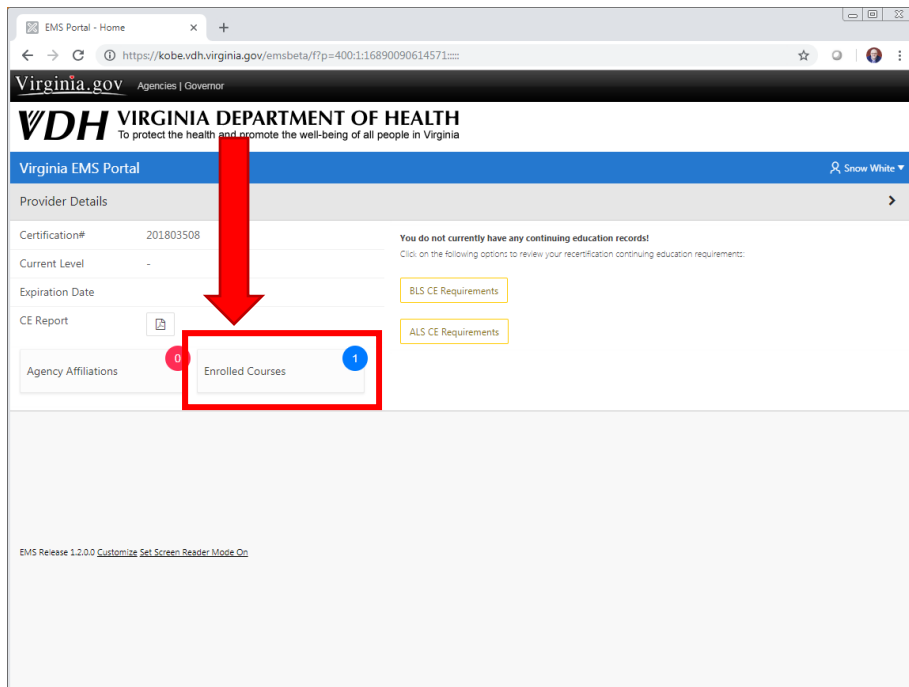
You should protect your Virginia EMS Portal account credentials like you would protect your social security number or online banking information.

If you have questions or concerns about this or require assistance with a request from a third party to have access to your EMS Portal credentials, please contact Chad Blosser at [chad.blosser@vdh.virginia.gov](mailto:chad.blosser@vdh.virginia.gov).



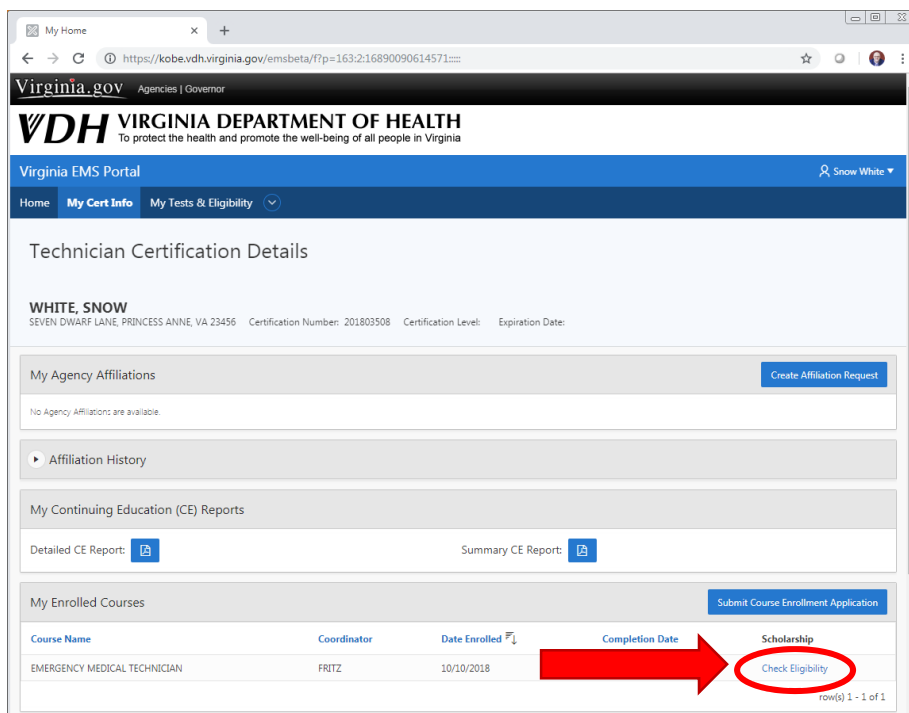
## Step 7: Accessing Your Enrolled Courses

1. After logging into your EMS Portal account, you will be taken to your **Dashboard**.
2. From your **Dashboard**, click on the **Enrolled Courses** button.



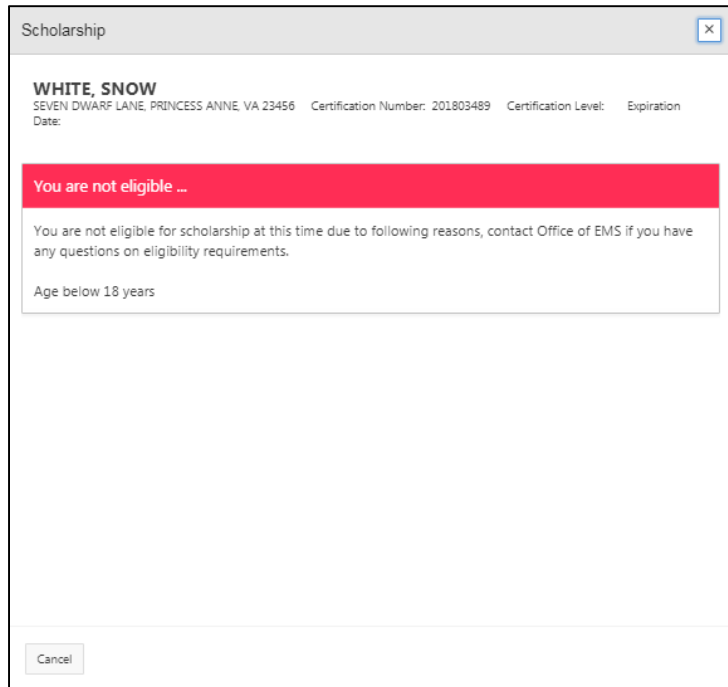
## Step 8: Checking Your Eligibility for a Virginia EMS Scholarship

1. In the **My Enrolled Courses** section of your **Technician Certification Details** page, click the link labeled '**Check Eligibility**' to initiate your Virginia EMS Scholarship Application.



## Step 9: Checking Your Eligibility for a Virginia EMS Scholarship (cont)

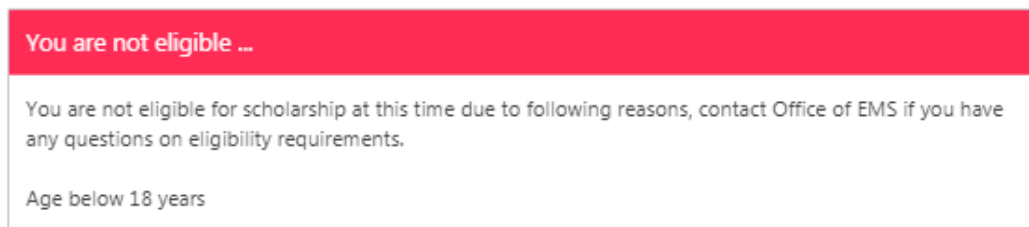
1. In a pop-up window, the EMS Portal will provide you with information about your eligibility.
2. There are a number of eligibility checks that the EMS Portal system is making to verify a student's eligibility.



The screenshot shows a web browser window titled "Scholarship". At the top, it displays the name "WHITE, SNOW" and address "SEVEN DWARF LANE, PRINCESS ANNE, VA 23456". Below this, it shows "Certification Number: 201803489", "Certification Level:", and "Expiration Date:". A red banner with white text reads "You are not eligible ...". Below the banner, a message states: "You are not eligible for scholarship at this time due to following reasons, contact Office of EMS if you have any questions on eligibility requirements." The reason listed is "Age below 18 years". At the bottom left, there is a "Cancel" button.

## Step 10: Ineligibility Notices Explained

1. There are instances when an individual and/or the EMS course/program will not be eligible for the scholarship program. The EMS Portal will provide you with a notice of ineligibility and a reason code. Some of the ineligibility notices and an explanation for each are displayed below.



The screenshot shows a red banner with white text reading "You are not eligible ...". Below the banner, a message states: "You are not eligible for scholarship at this time due to following reasons, contact Office of EMS if you have any questions on eligibility requirements." The reason listed is "Age below 18 years".

- *The Commonwealth of Virginia cannot contract with someone who is not at least 18 years of age.*
  - *In order for a student who is 16 or 17 to be eligible for a scholarship, they must first be affiliated with a licensed Virginia EMS Agency.*
  - *After they have affiliated, the student must contact Chad Blosser at the Office of EMS ([chad.blosser@vdh.virginia.gov](mailto:chad.blosser@vdh.virginia.gov)) to request an override of this eligibility criteria.*

- *The student will then be required to authorize their affiliated EMS agency to apply for their scholarship award on their behalf.*

#### Scholarship not applicable ...

Scholarship not applicable for selected course due to following reasons, contact Office of EMS if you have any questions on course requirements.

Class is not marked as open  
Class does not charge a fee

- *In order for a course or program to be eligible for the scholarship program, the course must be listed as "open" on the OEMS database allowing for enrollments from the public without discrimination.*
  - *"Closed" programs are not eligible for the scholarship.*
- *In order for a course or program to be eligible for the scholarship program, the course must charge a fee (or tuition) to all enrolled students. The fee or tuition rate charged must be the same across the board and must be charged to all students enrolled in the course.*

#### Scholarship not applicable ...

Scholarship not applicable for selected course due to following reasons, contact Office of EMS if you have any questions on course requirements.

Class begin date is past scholarship application deadline

- *This ineligibility notice is displayed when the student attempts to check eligibility for a scholarship after the deadline for applying for a scholarship has passed. The student is no longer eligible to apply for a scholarship.*

#### You are not eligible ...

You are not eligible for scholarship at this time due to following reasons, contact Office of EMS if you have any questions on eligibility requirements.

Government issued SSN or FIN not available

- *This notice is provided when the social security number entered by the student does not meet the criteria for a valid social security number as issued by the United States Social Security Administration.*
- *When receiving this error message, the student must contact Chad Blosser at the Office of EMS ([chad.blosser@vdh.virginia.gov](mailto:chad.blosser@vdh.virginia.gov)) in order to correct the wrong number.*
  - *This must be completed before the expiration deadline for the scholarship.*



#### You are not eligible ...

You are not eligible for scholarship at this time due to following reasons, contact Office of EMS if you have any questions on eligibility requirements.

Enrolled in another initial class with higher eligibility level

- *This message is notifying the student that they are enrolled in two initial certification programs, one of which is potentially eligible for a scholarship and the other which is not.*
- *Specifically, this message will apply to EMT's who are enrolled in both an AEMT and a Paramedic program.*
  - *The scholarship program will seek to fund the course with the highest level of eligibility, which in this example is the student's Paramedic program.*
  - *This message is displayed when the student checks the course which is not eligible, in this example, an AEMT program.*

#### You are not eligible ...

You are not eligible for scholarship at this time due to following reasons, contact Office of EMS if you have any questions on eligibility requirements.

Non resident of Virginia

- *Anyone seeking to apply for the Virginia EMS Scholarship Program must be a resident of Virginia.*
  - *The student/provider's address in our system should match their address on their state issued driver's license.*

Step 11 below, begins guidance for students intending to apply for a scholarship as an individual. Individual applicants will complete the online application process and upon awarding of a scholarship will receive their scholarship funds directly.

If you wish to authorize your EMS agency to apply for your scholarship on your behalf, please [click here to skip to Step 17](#) on page 19 of this Quick Guide.

## Step 11: Beginning your Individual Scholarship Application

1. In a pop-up window, the EMS Portal will provide you with information about your eligibility.
2. The most likely scenario is the one below which a green header which reads '**You are Eligible**'.
3. Click **Next** to begin your individual scholarship application.

The screenshot shows the Virginia EMS Portal interface. A pop-up window titled 'Scholarship' is displayed over the main content. The pop-up window has a green header that says 'You are eligible!'. Below the header, there is a congratulatory message about being eligible to contract for a Virginia Emergency Medical Services Scholarship Program (EMSSP). The message explains that the program is designed to assist Virginia residents with the cost of taking initial certification courses to become an EMR, EMT, AEMT, or a Paramedic. It also mentions that the program is designed to assist Virginia residents with the cost of taking initial certification courses to become an EMR, EMT, AEMT or a Paramedic. The message concludes by stating that the user can only apply for one scholarship at a time and provides contact information for the Virginia Office of EMS and the Scholarship Manager.

At the bottom of the pop-up window, there are two buttons: 'Cancel' and 'Next'. A red arrow points to the 'Next' button, which is highlighted with a red box.

The background of the screenshot shows the Virginia EMS Portal interface. The top navigation bar includes 'Home', 'My Cert Info', and 'My i'. The main content area is titled 'Technician Cert' and displays the name 'WHITE, SNOW' and the address 'SEVEN DWARF LANE, PRINCESS ANNE, VA 23456'. Below this, there is a section for 'My Agency Affiliations' which states 'No Agency Affiliations are available.' and a section for 'My Continuing Education' which shows a 'Detailed CE Report' button. At the bottom of the screenshot, there is a table with the following columns: 'Course Name', 'Coordinator', 'Date Enrolled', 'Completion Date', and 'Scholarship'. The table contains one row with the following data: 'EMERGENCY MEDICAL TECHNICIAN', 'FRITZ', '10/10/2018', 'NA', and 'Check Eligibility'.

## Step 12: Downloading, Completing and Uploading Your Federal W-9

1. The next screen requires that you complete and upload a Federal W-9 as a part of your application.
  - a. This document is our way of verifying your social security number for payment purposes.
  - b. The W-9 assists our Fiscal Technicians with issuing your 1099-MISC. These steps are required in order to be able to make a payment to you.
2. Click the **Federal W-9 Form** button to download the form to your computer. The W-9 will open in a new browser window.

Virginia EMS Portal

W-9 Form Submission

WHITE, SNOW  
SEVEN DWARF LANE, PRINCESS ANNE, VA 23456 Certification Number: 201803508 Certification Level: Expiration Date:

Form W-9, Request for Taxpayer Identification

[State W-9 Form](#)

We are required to keep completed W-9 Form on file prior to accepting scholarship application. Download State W-9 Form from above link and then attach completed form in following field. Please make sure that the form is complete, legible and correct. We are required to inform you that failure to provide correct Federal Taxpayer Identification Number and Name combination may subject you to a penalty assessed by the Internal Revenue Service under section 6723 of the Internal Revenue Code:

INDIVIDUAL "TIN": Only the individual's name to which the Social Security Number (SSN) was assigned should be entered on the first line (last name, first name & middle initial).

BUSINESS VENDOR "TIN": The name of a partnership, corporation, sole proprietorship, club, or other entity, must be entered on the first line exactly as it was registered with the IRS when the Federal Employer Identification Number (FEIN) was assigned.

Attach Completed W-9 Form \*  No file chosen

Course Name	Coordinator	Date Enrolled	Completion Date	Scholarship
EMERGENCY MEDICAL TECHNICIAN	FRITZ	10/10/2018	NA	Check Eligibility

The W-9 form can be completed and signed on your computer. Once you have filled it in you must save it to your computer's desktop so you can upload the form back to OEMS.

We cannot accept this form via e-mail.

1. After clicking the **Federal W-9 Form** button, the system will display the form fillable version of the Federal W-9 in a new browser window.
2. Complete the form electrically (either through a paid PDF account or a program like DocuSign, or print out a physical copy to be uploaded into the system), sign it with your e-signature and then save it to your PC or Mac desktop to prepare for uploading the document. See the **General**

**Instructions** section below the signature for an example of what your W-9 should look like before you upload it.

Form W-9 (Rev. October 2018)

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3).

5 Address (number, street, and apt. or suite no.) See instructions.

6 City, state, and ZIP code

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Part II Certification

- Return to the application in your EMS Portal and click **Choose File** to upload the document.

Virginia EMS Portal

W-9 Form Submission

WHITE, SNOW  
SEVEN DWARF LANE, PRINCESS ANNE, VA 23456 Certification Number: 201803508 Certification Level: Expiration Date:

Form W-9, Request for Taxpayer Identification Number and Certification

We are required to keep completed W-9 Form on file prior to accepting scholarship application. Download State W-9 Form from above link and then attach completed form in following field. Please make sure that the form is complete, legible and correct. We are required to inform you that failure to provide correct Federal Taxpayer Identification Number and Name combination may subject you to a penalty assessed by the Internal Revenue Service under section 6723 of the Internal Revenue Code:

INDIVIDUAL "TIN": Only the individual's name to which the Social Security Number (SSN) was assigned should be entered on the first line (last name, first name & middle initial).

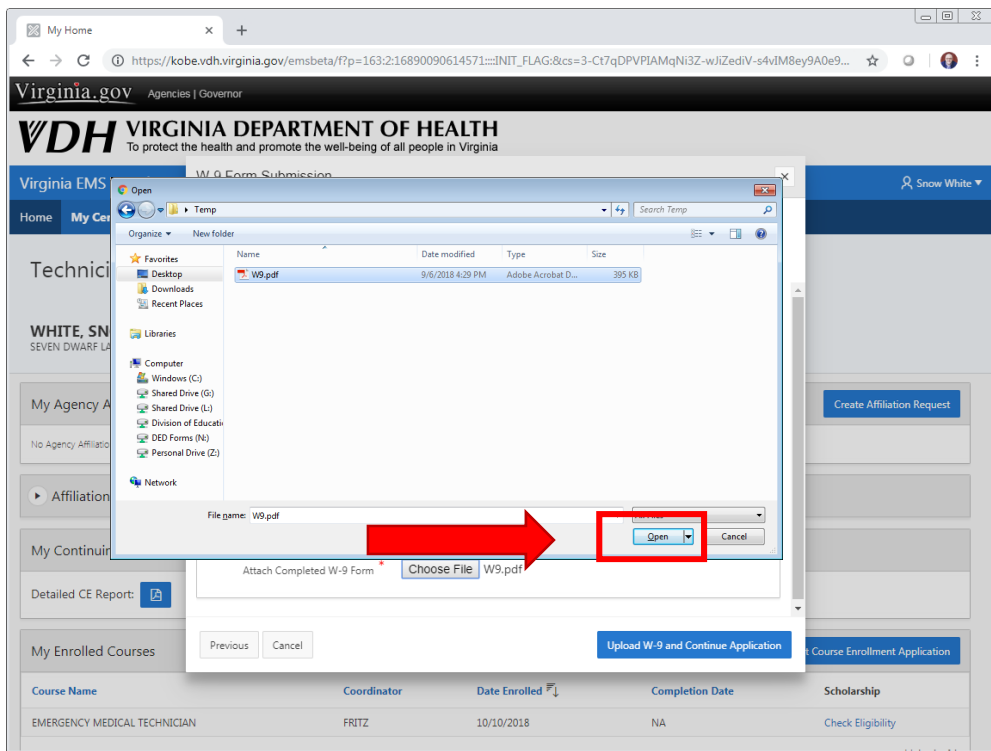
BUSINESS VENDOR "TIN": The name of a partnership, corporation, sole proprietorship, club, or other entity, must be entered on the first line exactly as it was registered with the IRS when the Federal Employer Identification Number (EIN) was assigned.

Choose File

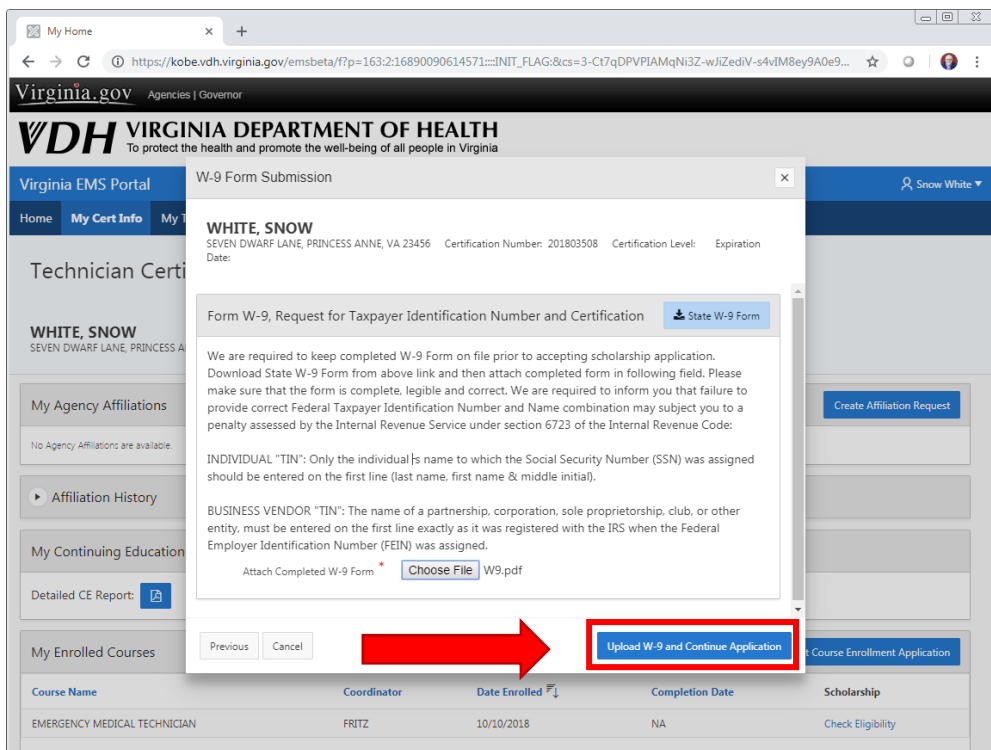
Previous Cancel Upload W-9 and Continue Application

- Clicking **Choose File** will open a Windows Explorer window on a PC or the Finder window on a Mac.
- Locate the file that contains your W-9 and select the file for upload.

6. Select **Open** to attach the file to your application.



7. You will now see the file you selected is prepared for upload. Click the **Upload W-9 and Continue Application** button.



## Step 13: Reading and Signing the Virginia EMS Scholarship Contract

1. The final step in the application process is to read and electronically sign the Virginia EMS Scholarship contract.
2. Please read this contract carefully before signing it.
3. As you read through the contract, you will be required to check off each section of the contract to indicate that you have read the terms.

Virginia.gov Agencies | Governor

### VDH VIRGINIA DEPARTMENT OF HEALTH

To protect the health and promote the well-being of all people in Virginia

Virginia EMS Portal

Scholarship Application

WHITE, SNOW  
SEVEN DWARF LANE, PRINCESS ANNE

My Agency Affiliations  
No Agency Affiliations are available.

Affiliation History

My Continuing Education  
Detailed CE Report: [Download]

My Enrolled Courses

Course Name: EMERGENCY MEDICAL TECHNICIAN | Coordinator: FRITZ | Date Enrolled: 10/10/2018 | Completion Date: NA | Scholarship: Check Eligibility

**Virginia Department of Health  
Office of Emergency Medical Services  
EMS Training Fund - Scholarship Program  
FY2019**

**BACKGROUND**

The Virginia Emergency Medical Services Scholarship Program (EMSSP) supports individuals pursuing initial certification as an EMS Provider in the Commonwealth of Virginia. The program is made possible by the EMSSP Fund in which the Office of EMS receives funding annually from motor vehicle registration fees, pursuant to Virginia Code § 46.2-694. The EMSSP aims to increase the number of certified EMS providers in Virginia by reducing some of the financial burden to enrolling in an EMS training program for eligible individuals who meet certain criteria.

The Scholarship Awardee listed below is approved for funding through the Virginia Emergency Medical Services Scholarship Program.

201803508  
SNOW WHITE  
SEVEN DWARF LANE

Course Information  
Course Coordinator: WILLIAM J FRITZ

Previous Cancel Sign Contract and Submit Application

Virginia.gov Agencies | Governor

### VDH VIRGINIA DEPARTMENT OF HEALTH

To protect the health and promote the well-being of all people in Virginia

Virginia EMS Portal

Scholarship Application

WHITE, SNOW  
SEVEN DWARF LANE, PRINCESS ANNE

My Agency Affiliations  
No Agency Affiliations are available.

Affiliation History

My Continuing Education  
Detailed CE Report: [Download]

My Enrolled Courses

Course Name: EMERGENCY MEDICAL TECHNICIAN | Coordinator: FRITZ | Date Enrolled: 10/10/2018 | Completion Date: NA | Scholarship: Check Eligibility

Topic ID: 40010 | Program: EMERGENCY MEDICAL TECHNICIAN | Course Begin Date: 02/28/2019

**THE TERMS AND CONDITIONS OF PARTICIPATING IN THE PROGRAM ARE SET FORTH BELOW:**

Section I. - The Recipient and the Commissioner or designee agree to the following terms: By accepting this contract, the recipient agrees to and accepts the following terms.

☒ A. **EFFECTIVE DATE FOR START OF CONTRACT.** The applicant becomes a Recipient and the contract becomes effective on the date that both the applicant and the Commissioner or his designee's signatures appear on this contract.

☒ B. **SCHOLARSHIP AWARD AMOUNT.** Pursuant to the Virginia Code § 46.2-694, the Virginia Department of Health (the Department) has authority to award scholarships and determine the maximum award amount. The scholarship award amount shall only be used for payment of charges for tuition, fees, or other education expenses as prescribed by the Department. Room, board, travel, research, clerical help, equipment and other expenses that are not required for enrollment in or attendance at an eligible educational institution are not allowable expenses. The scholarship amount shall be awarded as listed below, subject to the availability of funds obtained by the Emergency Medical Services Scholarship program.

1. Motor vehicle appropriations to the Department: The Department, via the Office of Emergency Medical Services shall be responsible for awarding and mailing the funds directly to the Recipient.

Previous Cancel Sign Contract and Submit Application

Virginia EMS Portal

Home My Cert Info My

Technician Cert

WHITE, SNOW  
SEVEN DWARF LANE, PRINCESS A

My Agency Affiliations  
No Agency Affiliations are available.

Affiliation History

My Continuing Education  
Detailed CE Report: [Download]

My Enrolled Courses

Course Name	Coordinator	Date Enrolled	Completion Date	Scholarship
EMERGENCY MEDICAL TECHNICIAN	FRITZ	10/10/2018	NA	Check Eligibility

Scholarship Application

including but not limited to attorney fees of thirty (30) percent of such amount. The waiver of any default by the Department shall not be construed as the waiver of any subsequent default. The *Recipient* hereby waives presentment, demand, protest and notices of dishonor, and protest and benefit of his homestead exemption, and all other exemptions, which legally may be waived with regard to the obligation evidenced by this contract. In the event of breach or default, the *Recipient* shall be ineligible for any further scholarship awards from any program administered by the Department.

☒ Section VI. ACKNOWLEDGMENT.  
This contract, with attachments as incorporated by Section I.E.1., constitutes the entire agreement between the Commissioner or designee and the *Recipient*. Nothing in this contract shall be construed as authority for either party to limit or to make commitments beyond the express scope of the provisions contained herein.

To be filled out by VDH-OEMS staff:

Full Name of the Recipient:	SNOW WHITE
Contract #:	
Total Award Amount:	

The Commissioner or authorized designee must sign this contract before it becomes effective.

SNOW WHITE  
*Recipient's (Student) Printed Name*

Electronically signed by on  
*Recipient's (Student) Signature* Date

Previous Cancel Sign Contract and Submit Application

- Once you have checked off each section of the contract, the **Sign Contract and Submit Application** button will be enabled.
- Once the button is enabled, click the **Sign Contract and Submit Application** button.

Virginia EMS Portal

Home My Cert Info My

Technician Cert

WHITE, SNOW  
SEVEN DWARF LANE, PRINCESS A

My Agency Affiliations  
No Agency Affiliations are available.

Affiliation History

My Continuing Education  
Detailed CE Report: [Download]

My Enrolled Courses

Course Name	Coordinator	Date Enrolled	Completion Date	Scholarship
EMERGENCY MEDICAL TECHNICIAN	FRITZ	10/10/2018	NA	Check Eligibility

Scholarship Application

including but not limited to attorney fees of thirty (30) percent of such amount. The waiver of any default by the Department shall not be construed as the waiver of any subsequent default. The *Recipient* hereby waives presentment, demand, protest and notices of dishonor, and protest and benefit of his homestead exemption, and all other exemptions, which legally may be waived with regard to the obligation evidenced by this contract. In the event of breach or default, the *Recipient* shall be ineligible for any further scholarship awards from any program administered by the Department.

☒ Section VI. ACKNOWLEDGMENT.  
This contract, with attachments as incorporated by Section I.E.1., constitutes the entire agreement between the Commissioner or designee and the *Recipient*. Nothing in this contract shall be construed as authority for either party to limit or to make commitments beyond the express scope of the provisions contained herein.

To be filled out by VDH-OEMS staff:

Full Name of the Recipient:	SNOW WHITE
Contract #:	
Total Award Amount:	

The Commissioner or authorized designee must sign this contract before it becomes effective.

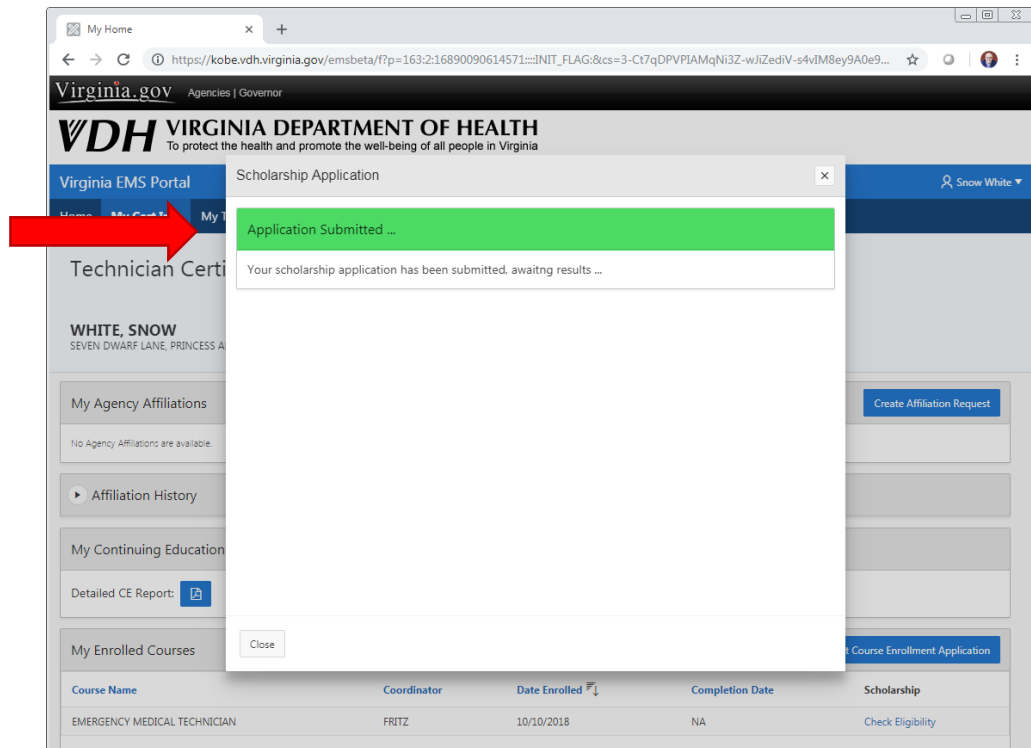
SNOW WHITE  
*Recipient's (Student) Printed Name*

Electronically signed by on  
*Recipient's (Student) Signature* Date

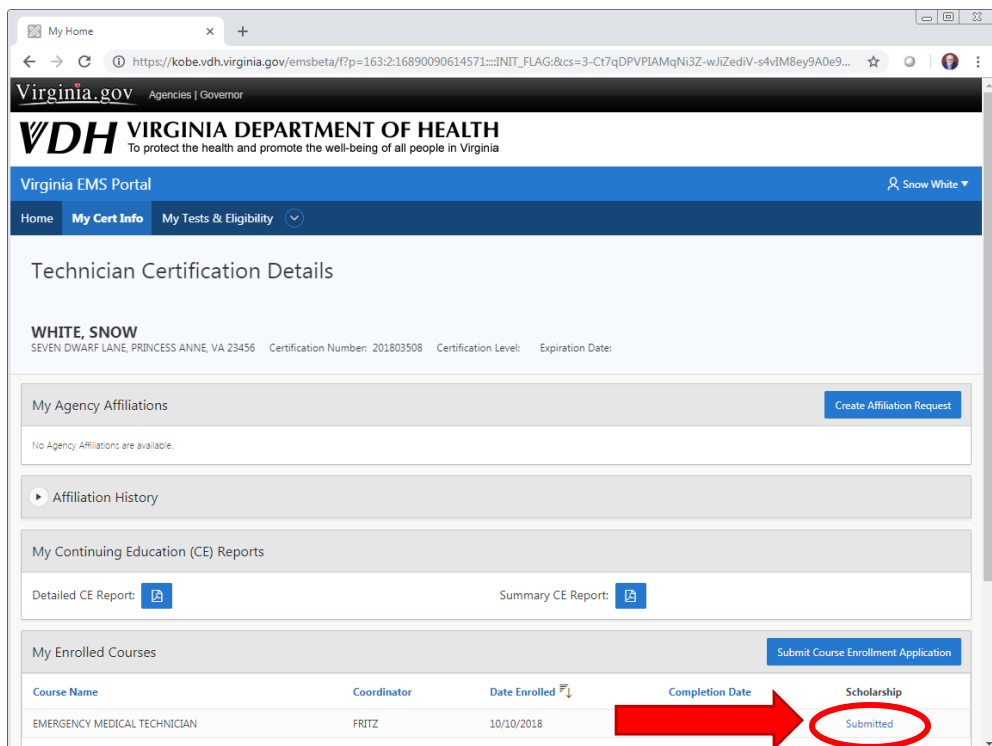
Previous Cancel Sign Contract and Submit Application

## Step 14: Verifying your Scholarship Application Has Been Submitted

1. Once you have clicked the **Sign Contract and Submit Application** button, the system will display a message indicating that your application has been submitted successfully.



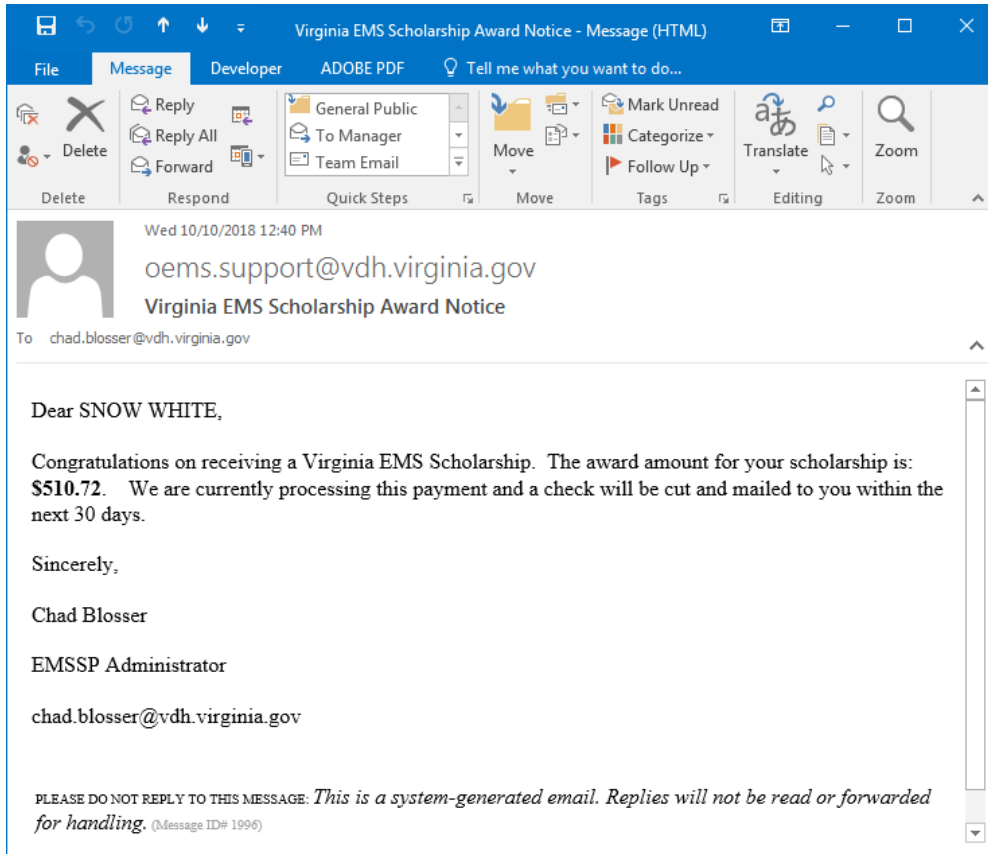
2. After refreshing your screen, you will also note that the status in the **Scholarship** column has changed from **Check Eligibility** to **Submitted**.





## Step 15: Your Scholarship Award

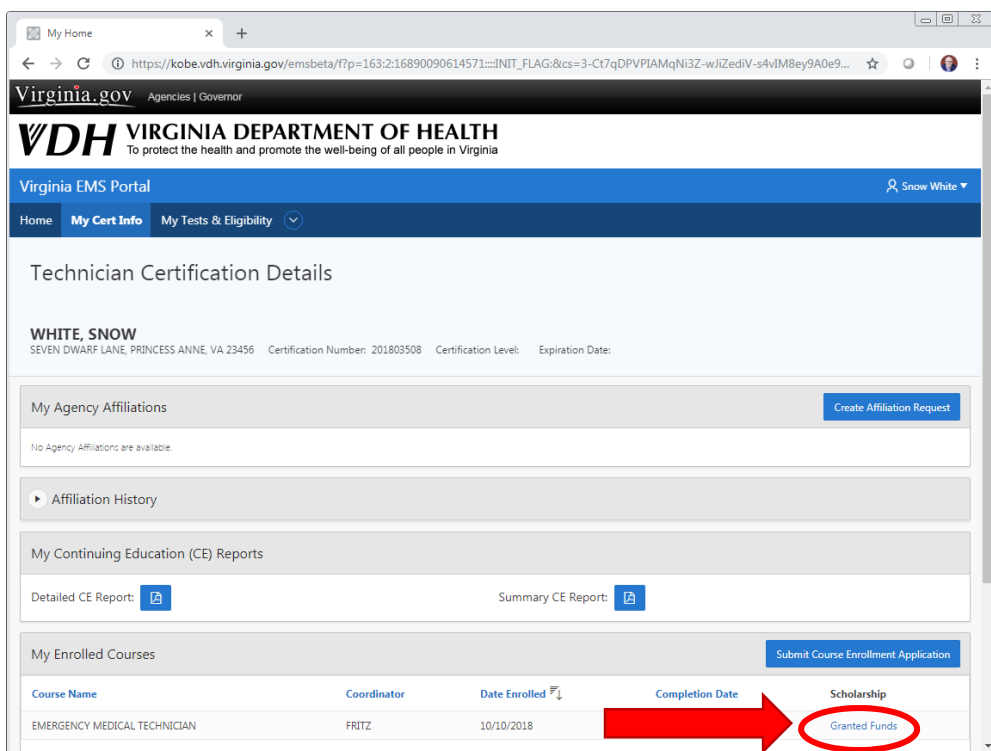
1. After the Scholarship Administrator has reviewed your application, it will either be approved or denied. A system generated e-mail will be sent to you letting you know the status of your scholarship. If corrections need to be made, they will reach out via e-mail.
2. A sample scholarship approval e-mail is displayed below.



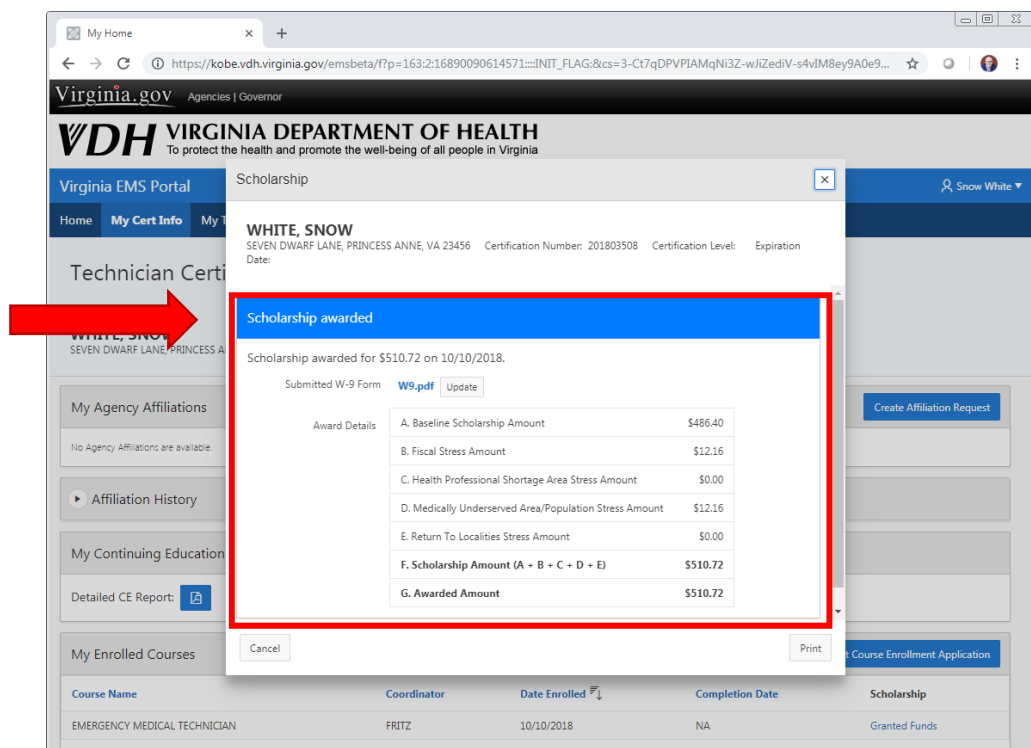
After you receive an approval e-mail, you can then log into your EMS Portal account to review the details of your scholarship award and print off a signed copy of your Virginia EMS Scholarship Program contract.

## Step 16: Reviewing your Scholarship Award and Contract

1. After receiving your scholarship approval e-mail, if you log back into your EMS Portal account you can view the details about your scholarship award.
2. Click **Granted Funds** in the **Scholarship** column to view a breakdown of your award amount.



3. Click Granted Funds will enable a popup window with an explanation of your award amount.



4. If you want to view or print a copy of your Virginia EMS Scholarship Contract, you may do so by clicking the **Print** button.

The screenshot shows the Virginia EMS Portal interface. A modal window titled "Scholarship awarded" is displayed, showing details for "WHITE, SNOW". The scholarship amount is \$510.72, awarded on 10/10/2018. A table lists the breakdown of the award:

Award Details	
A. Baseline Scholarship Amount	\$486.40
B. Fiscal Stress Amount	\$12.16
C. Health Professional Shortage Area Stress Amount	\$0.00
D. Medically Underserved Area/Population Stress Amount	\$12.16
E. Return To Localities Stress Amount	\$0.00
F. Scholarship Amount (A + B + C + D + E)	\$510.72
G. Awarded Amount	\$510.72

A red arrow points to the "Print" button located at the bottom right of the modal window.

5. After clicking the Print button, your contract will be displayed in a new browser window as a PDF document.

The screenshot shows a PDF document titled "Virginia Department of Health Office of Emergency Medical Services EMS Training Fund - Scholarship Program Contract 2018-2019". The document includes the following sections:

**BACKGROUND**

The Virginia Emergency Medical Services Scholarship Program (EMSSP) supports individuals pursuing initial certification as an EMS Provider in the Commonwealth of Virginia. The program is made possible by the EMSSP Fund in which the Office of EMS receives funding annually from motor vehicle registration fees, pursuant to Virginia Code 46.2-694. The EMSSP aims to increase the number of certified EMS providers in Virginia by reducing some of the financial burden to enrolling in an EMS training program for eligible individuals who meet certain criteria.

**The Scholarship Awardee listed below is approved for funding through the Virginia Emergency Medical Services Training Funds Scholarship Program.**

**Provider EMS Number:** 201803508

**Provider Name:** Snow White

**Provider Address:** Seven Dwarf Lane, Princess Anne, Va, 23456

**Course Information**

**Course Coordinator:** William Fritz

Topic ID	Program	Course Begin Date	Scholarship Award
40010	Emergency Medical Technician	02/28/2019	\$510.72

6. This completes the Virginia EMS Scholarship application process, award notification and contract review.

The following guidance is for individuals who are applying for the Virginia EMS Scholarship Program and authorizing their affiliated EMS agency to receive and manage their scholarship funds on their behalf.

## Step 17: Authorizing your EMS Agency to Act on your Behalf

1. After clicking on **Check Eligibility**, a pop-up window will be displayed. If you are not eligible, please [click here for further explanation about your ineligibility](#).
2. If you are presented with the **"You Are Eligible"** screen as displayed below, you will be asked: **"Do you want to authorize your affiliated EMS agency to apply for the scholarship on your behalf?"** Select **"Yes"**.
3. The pop-up window will flash and reload a list of all of the EMS agencies with which you are affiliated.

The screenshot shows the Virginia EMS Portal interface. A pop-up window titled "Scholarship" is displayed over the main content. The pop-up window has a green header that says "You are eligible!". Below this, there is a congratulatory message about the Virginia Emergency Medical Services Scholarship Program (EMSSP). At the bottom of the pop-up, there is a question: "Do you want to authorize your affiliated agency to apply for scholarship on your behalf?". Below this question are two radio buttons: "No" and "Yes". A red arrow points to the "Yes" radio button. The background of the portal shows the user's profile information for "WHITE, SNOW" and a list of enrolled courses.

## Step 18: Select the EMS Agency you want to Act on your Behalf

1. From the drop-down list, **select the EMS agency** you want to act on your behalf for the purposes of the Virginia EMS Scholarship Program.

The screenshot shows the Virginia EMS Portal with a 'Scholarship' modal open. The modal contains the following text:

**WHITE, SNOW**  
SEVEN DWARF LANE, PRINCESS ANNE, VA 23456 Certification Number: 201803510 Certification Level: Expiration Date:

Congratulations on being eligible to contract for a Virginia Emergency Medical Services Scholarship Program (EMSSP). This program is designed to assist Virginia residents with the cost for taking initial certification course to become an EMR, EMT, AEMT or a Paramedic. Click on the next button if you wish to contract for financial assistance through the EMSSP program. If you are receiving funds from other sources, we ask that you not apply as funds are limited. Contracting for these funds require that you received Virginia EMS certification within two (2) years of the course end date AND be affiliated with a Virginia licensed EMS agency for a period of one (1) year or you may be expected to return the funds. If you contract with the Office of EMS for a scholarship, you will receive a 1099-MIS at the end of the calendar year in the amount of your scholarship. You can only apply for one scholarship at a time. If you have any questions, please contact the Virginia Office of EMS and ask to speak to the Scholarship Manager at 804-888-9120.

Do want to authorize your affiliated agency to apply for scholarship on your behalf?

☐ No ☒ Yes

Select Agency

HOT SPRINGS VOLUNTEER FIRE AND RESCUE ASSOCIATION INC.

Cancel Authorize Agency

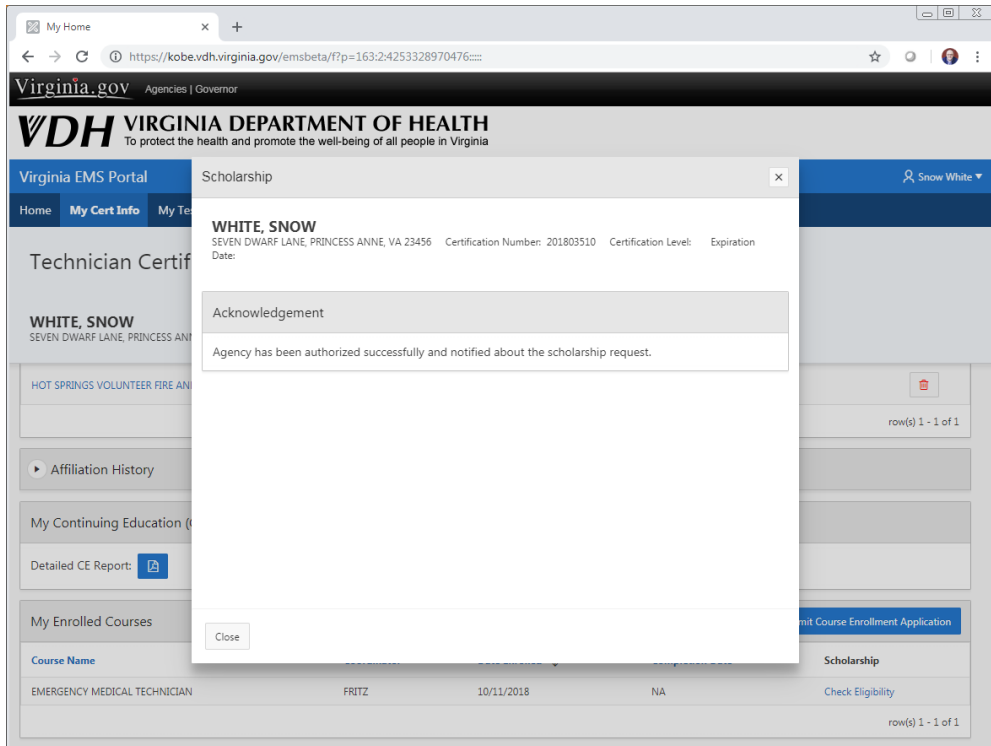
## Step 19: Authorizing your Agency

1. Once the agency has been selected, click the **Authorize Agency** button.

The screenshot shows the same 'Scholarship' modal as in Step 18. The 'Select Agency' dropdown menu now displays 'HOT SPRINGS VOLUNTEER FIRE AND RESCUE ASSOCIATION INC.' with a close button (X) on the right. A red arrow points to the 'Authorize Agency' button at the bottom right of the modal.

## Step 20: Confirmation of Application Submission

1. Upon successful submission, you will receive an **Acknowledgement** page from the EMS Portal letting you know your application has been received.



2. E-mail messages will be generated to the applicant as well as the SuperUser for the EMS agency selected.
3. The student/applicant should immediately make contact with their EMS Agency SuperUser—either via phone or e-mail—to ensure the e-mail was received and to confirm that the EMS agency will act on the scholarship request promptly.

All steps in the application process must be completed within the scholarship application window of which is 30-days from the course begin date.

Courses less than 30-days in length have a 10-day application window.