Quick Guide

Virginia EMS Portal

How to Apply for the Virginia EMS Scholarship
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 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](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.

![Image of an email from the EMS Portal system]

**Dear Snow White,**

Your request to enroll in the Fritz 15995 (Emergency Medical Technician) program coordinated by William Fritz has been approved.

Additionally, we have determined that the program you are enrolled in makes you eligible to apply for a Virginia Emergency Medical Services Scholarship Program (EMSSP). You have 10 days from the course begin date to complete the contract found in your Virginia EMS Portal. To accept scholarship funding, complete the scholarship contract electronically.

Scholarships are only offered for initial certification programs and are available once per initial certification level. If you wish to receive the scholarship, it must be submitted within 10 days of the program’s start date. The Office of EMS cannot administratively override the scholarship application deadline—so please ensure your application is completed electronically before the deadline.

If you have any questions, contact me at the e-mail address below or call the Virginia Office of EMS and ask for me by name. Direct replies to this message will not be answered as this message is system generated from an unmonitored e-mail account.

Sincerely,

Chad Blosser
EMSSP Administrator
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.
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.
Step 7: Accessing Your Enrolled Courses

1. After logging into you 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.

![Image of EMS Portal showing ineligibility]

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.

   ![Image of EMS Portal showing ineligibility]

   - **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) 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.

- 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.

- 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.

- 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) in order to correct the wrong number.
    - This must be completed before the expiration deadline for the scholarship.
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.

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

1. The next screen requires that you complete and upload a Commonwealth of Virginia Substitute 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 Commonwealth of Virginia Substitute W-9 allows our Fiscal Technicians to enter you into the Commonwealth’s Cardinal Accounting System and add you a vendor in eVA. These steps are required in order to be able to make a payment to you.

2. Click the **State W-9 Form** button to download the form to your computer. The W-9 will open in a new browser window.

The Commonwealth of Virginia Substitute W-9 form can be completed on your computer. Once you have filled it in you must **print the completed form, sign it** and either scan it in to your computer or take a picture of the completed, signed form with your smartphone in order to upload the form back to OEMS.

**We cannot accept this form via e-mail.**
1. After clicking the **State W-9 Form** button, the system will display the form fillable version of the Commonwealth of Virginia Substitute W-9 in a new browser window.

2. Complete the form electrically, print it off, sign it and then scan the form onto your computer or take a picture of the completed W-9 on your smartphone and transfer the picture file to your PC or Mac to prepare for uploading the document. See **Appendix A** for an example of what your W-9 should look like before you upload it.

3. Return to the application in your EMS Portal and click **Choose File** to upload the document.
4. Clicking **Choose File** will open a Windows Explorer window on a PC or the Finder window on a Mac.
5. 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.

[Images of the contract being signed and completed]
4. Once you have checked off each section of the contract, the **Sign Contract and Submit Application** button will be enabled.

5. Once the button is enabled, click the **Sign Contract and Submit Application** button.
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.

2. A sample scholarship approval e-mail is displayed below.

   ![Sample Scholarship Approval Email](image)

   Dear SNOW WHITE,

   Congratulations on receiving a Virginia EMS Scholarship. The award amount for your scholarship is: $510.72. We are currently processing this payment and a check will be cut and mailed to you within the next 30 days.

   Sincerely,

   Chad Blosser

   EMSSP Administrator

   chad.blosser@vdh.virginia.gov

   PLEASE DO NOT REPLY TO THIS MESSAGE. This is a system-generated email. Replies will not be read or forwarded for handling. (Message ID: 2000)

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.

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

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.
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.

Step 19: Authorizing your Agency

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

   ![Image of EMS Portal](https://example.com/ems_portal_image)

   - **Acknowledgement**
     - Agency has been authorized successfully and notified about the scholarship request.

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.

   ![Image of EMS Portal](https://example.com/ems_portal_image)

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.