

## Chad Blosser

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**From:** Chad Blosser  
**Sent:** Thursday, April 18, 2019 4:22 PM  
**To:** 'chad.blosser@vdh.virginia.gov'  
**Subject:** Spring Education Coordinator Update  
**Attachments:** Sample of New EMS Forms.pdf

Dear Education Coordinator,

Good afternoon. I just wanted to provide you with an update on OEMS operations, some changes that have taken place and some things that you can look forward to.

### 1. OEMS COOP Operations

- a. The Office of EMS is currently operating under out COOP Plan. We have no internet access and many of our fellow staff members do not have access to the core systems and network services needed for daily operations. The phone system and fax machine for the Virginia Office of EMS are also down and will remain down for an undetermined period of time due to ongoing construction activities.
  - i. Should you need to contact Office of EMS staff, Verizon has temporarily redirected our primary phone number 804-888-9100 so that it is still operational. Without network connectivity, it is not possible to transfer phone calls to individual staff members, so our front desk staff will be taking pen & paper messages.
  - ii. The best method of contact with Office of EMS staff during this time is via employee email. If you are unsure of an email address, staff contact information can be found at: <http://www.vdh.virginia.gov/emergency-medical-services/oems-information/contact-ems/office-of-ems-staff-listing/>
- b. **The ACE Division has not able to scan and/or process any bubble forms since received since April 11, 2019. This means we cannot process CTS test packets, CE scancards and paper Enrollment Forms. We will be processing all paper bubble forms as soon as possible after our network services have been restored.**

### 2. Education Coordinator Candidates

- a. As of Friday, April 19, 2019, Education Coordinator Candidates are no longer required to take the Virginia Psychomotor exam as a part of their requirements for the EC Candidate process.
- b. The state Training and Certification Committee made a recommendation to the EMS Advisory Board at their February 2019 meeting to eliminate the requirement that Education Coordinator candidates take and pass the Virginia Psychomotor exam. Since that time, OEMS staff have been working with our IT Team to bring this to fruition.
- c. All current Education Coordinator Candidates are being made aware of this change via e-mail.

### 3. CE Cards (Brown)

- a. There are known printing issues with the brown CE bubble cards that are presently in circulation in the field. These cards were misaligned when printed which prevents them from scanning properly. We have ordered new updated cards and have them in stock. If you use bubble cards, please DISCARD THE ONES YOU HAVE ON HAND. We will supply you with new cards to you.
- b. Rather than utilizing bubble cards however, this is a great opportunity to utilize the CE Scanner Application which is available free to educators in Virginia! CE Scanner training and refreshers are available by contacting me ([chad.blosser@vdh.virginia.gov](mailto:chad.blosser@vdh.virginia.gov)) if you have not already completed this training.
- c. If you need new cards, you may request them by replying to [tracie.jones@vdh.virginia.gov](mailto:tracie.jones@vdh.virginia.gov). She will mail them out so ensure to provide the contact information for mailing.

### 4. Enrollment Forms (Red)

- a. When updating the CE cards, we made needed updates to the red Enrollment Forms. While these forms should most only be used for Reciprocity, Legal Recognition and Challenges, some educators use these for course enrollments.
  - b. We would strongly encourage initial program educators to use the [Online Course Enrollment](#) process. There is a great Quick Guide available to guide you through this process.
  - c. While a rare case, if you need new Enrollment Forms, you may request them by replying to [toni.twyman@vdh.virginia.gov](mailto:toni.twyman@vdh.virginia.gov). She will mail them out so ensure you provide your contact information to her for mailing purposes.
5. **COMING SOON! Certification Forms (Green)**
- a. Finally, we completely redesigned the Certification (testing) Form. Now labeled Form C. In the coming weeks, we will be retiring the old blue enrollment form (Form A) and replacing it with the streamlined green form. The new form is single-sided green and purple.
  - b. The green section is to be completed by the testing candidate and the purple section is for Office of EMS use only.
  - c. These forms require less bubbling information to decrease errors.
  - d. We are in the final stages of testing these forms with Scantron and our IT Team to ensure that they work properly. If our testing goes as planned and there are no major hiccups, then these forms will be going live in the next month or so.
  - e. CTS examiners will have copies of these forms in the transition period. Additionally, we will be mailing out a supply to the Regional EMS Councils.
  - f. When you receive the green forms, please DISCARD THE BLUE FORMS. There will be a sunset date to the blue form which our system will no longer read. We will send a blast email out to all parties when the go-live date has been determined.
6. **Examples Attached**
- a. Copies of the new bubble forms are attached for your preview. Please do not try and print to use these forms as they are simply examples. You will note that the CE Card and Enrollment Forms have QR barcodes. These will easily identify the forms as new. The Certification Form is green which will be the identifying feature.

The ACE Division staff would like to thank you for your patience during our construction and renovations. As always, we are doing our best to address your questions and calls as they come in.

Regards,

Chad

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