Quick Guide

Guide to Completing National Registry Recertification 2.0 Application (2020)
This Quick Guide has been developed and approved by National Registry to assist Virginia providers who are certified with National Registry to complete their recertification application based on the National Continued Competency Program (NCCP). All providers recertifying starting in the 2019 certification cycle are utilizing the 2016 NCCP requirements.

Please follow this step-by-step guide when completing your National Registry recertification application. All answers highlighted in BOLD must be the response you provide to each question. Providers who do not maintain their Virginia CE report in alignment with their National Registry certification cycle will not be able to utilize this process.

Please remember to use the ‘Recertify Me’ option in your Virginia EMS portal after your National Registry has been recertified to maintain your CE report in alignment with your National Registry certification cycle.

**Note: Recertification Cycle Start Date will be unique to each provider based on when National Registry issues your new certification. Hours accumulated after that start date can be utilized toward the next certification cycle.**

**Step 1: Summary Step-by-Step Guidance without Screenshots**

2. Log into your existing National Registry account and select ‘My Certification’.
   a. Review the information contained on ‘Certification Dashboard’
   b. Review and update your profile information if necessary by selecting ‘Update Profile’.
   c. Review and manage your agency affiliations by selecting ‘Manage Affiliations’. You do have the option to affiliate with multiple agencies.
   d. Your recertification cycle will be specific to you based on your recertification date. All courses used to recertify must fall between the dates listed on your recertification cycle.
3. Select ‘Manage My Education’ to access the ‘Manage Education for Recertification’ screen.
4. Your current Recert Model will be **NCCP 2016**.
5. At the bottom of the page select ‘Add a Course’
   a. Course Type – select ‘**Refresher Course/National Component Course**’
   b. Course Name – Select the level you are recertifying at and: ‘**Refresher/National Component Course**’ i.e., (NRP Refresher/National Component Course)
   c. Course Approved by - ‘**State EMS Office**’ and ‘**Virginia**’
   d. Course Completion Date will be the **date that you completed your NCCR (Category 1)** required course hours on your Virginia CE report
   e. Course Duration
i. Paramedic - ‘30 Hours: 00 Minutes’
ii. AEMT - ‘25 Hours: 00 Minutes’
iii. EMT - ‘20 Hours: 00 Minutes’
iv. EMR – ‘8 Hours: 00 Minutes’

f. ‘Did you teach this course?’ ‘No’ unless you were the instructor for all hours listed on your CE report.

g. ‘Was an instructor present at this course?’ ‘Yes’

h. ‘Course Location’
   i. Country - ‘United States’
   ii. State - ‘Virginia’
   iii. City - ‘Glen Allen’

i. ‘Additional Course Information’
   i. Sponsor – ‘Virginia Office of EMS’

6. Click on ‘Save & Add Another Course’
   a. Under Course Type – select ‘Continuing Education Course’
   b. Course Name - ‘Virginia Approved LCCR Topics’
   c. Course Approved by - ‘Virginia’
   d. Course Completion Date will be the date that you completed your LCCR/ICCR (Category 2) hours on your Virginia CE report
   e. Course Duration
      i. Paramedic - ‘15 Hours: 00 Minutes’
      ii. AEMT - ‘12 Hours: 30 Minutes’
      iii. EMT - ‘10 Hours: 00 Minutes’
      iv. EMR – ‘4 Hours: 00 Minutes’

f. ‘Did you teach this course?’ ‘No’ unless you were the instructor for all hours listed on your CE report.

g. ‘Was an instructor present at this course?’ ‘Yes’

h. ‘Course Location’
   i. Country - ‘United States’
   ii. State - ‘Virginia’
   iii. City - ‘Glen Allen’

i. ‘Additional Course Information’
   i. Sponsor – ‘Virginia Office of EMS’

7. Click on ‘Save & Add Another Course’
   a. Under Course Type – select ‘Continuing Education Course’
   b. Course Name - ‘Virginia Approved ICCR Topics’
   c. Course Approved by - ‘Virginia’
   d. Course Completion Date will be the date that you completed your LCCR/ICCR (Category 2) hours on your Virginia CE report
   e. Course Duration
      i. Paramedic - ‘15 Hours: 00 Minutes’
      ii. AEMT - ‘12 Hours: 30 Minutes’
iii. EMT - ‘10 Hours: 00 Minutes’
iv. EMR – ‘4 Hours: 00 Minutes’
f. ‘Did you teach this course?’ ‘No’ unless you were the instructor for all hours listed on your CE report.
g. ‘Was an instructor present at this course?’ ‘Yes’
h. ‘Course Location’
   i. Country - ‘United States’
   ii. State - ‘Virginia’
   iii. City - ‘Glen Allen’
i. ‘Additional Course Information’
   i. Sponsor – ‘Virginia Office of EMS’
8. Click on ‘Save & View Transcript’
9. On ‘My Professional Transcript’ you should now see the entries you made above with each reflecting ‘Unassigned’ under ‘Recert Topic Map’
10. Click on ‘Unassigned’ on the ‘Refresher/National Component Course’.
   a. Click ‘Assign’ on Airway/Respiration/Ventilation and the required hours will be assigned.
   b. Click ‘Assign’ on Cardiology and the required hours will be assigned.
   c. Click ‘Assign’ on Trauma and the required hours will be assigned.
   d. Click ‘Assign’ on Medical and the required hours will be assigned.
   e. Click ‘Assign’ on Operations and the required hours will be assigned.
11. Click on ‘View Courses’.
12. Click on ‘Unassigned’ on the ‘Virginia Approved LCCR Topcs’
   a. ‘Click ‘Assign’ and the required hours will be assigned.
13. Click on ‘View Courses’.
14. Click on ‘Unassigned’ on the ‘Virginia Approved ICCR Topcs’
   a. ‘Click ‘Assign’ and the required hours will be assigned.
15. Click on ‘View Courses’. You should now see that all hours are fully assigned.
16. On left hand side of the page click on ‘Recert Application’
17. On ‘Profile and Workforce Information’, click on ‘START’
18. ‘Workforce Information’ – Complete the questionnaire. If you work for more than one agency, respond with the answers to the agency that you consider your primary agency. When all questions are answered, click Finish.
19. Select Legal Pathway & Criminal Conviction and respond accordingly
20. Select ‘Terms of Certification’, read each statement. You can click to approve each statement or at the bottom of the screen select ‘Approve All’
21. Select ‘Payment’, complete your payment method and click on ‘Submit Payment’. Payment will be submitted and your ‘Payment Information’ summary will appear. Select ‘Print Receipt’ if you desire.
22. Click on ‘Back to Application’.
23. Under ‘Submission’ select ‘Submit Application’
You may be selected to complete a survey. If selected you can choose to participate, not participate or to be reminded later. If you select ‘Remind Me Later’ you will be asked to provide an email address.

Under your ‘Recert Application’ you can review the status of your recertification application.

If you wish to change your status to ‘Inactive’ you can do so on this screen.

Don’t forget to recertify your Virginia certification to keep both in sync.


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**Step 2: Accessing the National Registry Website**


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**Step 3: Accessing Recertification Application**

1. Log into your existing National Registry account and my current role will be ‘My Certification’.
   1) Review the information contained on ‘Dashboard’
      a. Review and update your profile information if necessary by selecting ‘Update Profile’.
      b. Review and manage your agency affiliations by selecting ‘Manage Affiliations’. You do have the option to affiliate with multiple agencies.
c. Your recertification cycle is become ‘unique’ to you based on your recertification date.

2. Select ‘Manage My Education’ to access the ‘Manage Education for Recertification’ screen.
3. Your current Recert Model will be NCCP 2016.
Step 4: Adding Courses (NCCR/LCCR/ICCR)

1. After changing your recertification model, on the left side of the page select ‘Add a Course’
   a. Under Course Type – select ‘Refresher Course/National Component Course’
   b. Course Name - ‘Level you are recertifying (EMR, EMT, AEMT, NRP – National Component Course’
   c. Course Approved by State EMS Office - ‘Virginia’
   d. Course Completion Date will be the date that you completed your NCCR (Category 1) required hours on your Virginia CE report
   e. Course Duration
      i. Paramedic - ‘30 Hours: 00 Minutes’
      ii. AEMT - ‘25 Hours: 00 Minutes’
      iii. EMT - ‘20 Hours: 00 Minutes’
      iv. EMR – ‘8 Hours: 00 Minutes’
   f. ‘Did you teach this course?’ ‘No’ unless you were the instructor for all hours listed on your CE report.
   g. ‘Was an instructor present at this course?’ ‘Yes’
   h. ‘Course Location’
      i. Country - ‘United States’
      ii. State - ‘Virginia’
      iii. City - ‘Glen Allen’
   i. ‘Additional Course Information’
      i. Sponsor – ‘Virginia Office of EMS’
2. At bottom of page, click on ‘Save & Add Another Course’
   a. Under Course Type – select ‘Continuing Education Course’
   b. Course Name - ‘Virginia Approved LCCR Topics’
   c. Course Approved by - ‘Virginia’
   d. Course Completion Date will be the date that you completed your LCCR/ICCR (Category 2) hours on your Virginia CE report
   e. Course Duration
      i. Paramedic - ‘15 Hours: 00 Minutes’
      ii. AEMT - ‘12 Hours: 30 Minutes’
      iii. EMT - ‘10 Hours: 00 Minutes’
      iv. EMR – ‘4 Hours: 00 Minutes’
   f. ‘Did you teach this course?’ ‘No’ unless you were the instructor for all hours listed on your CE report.
   g. ‘Was an instructor present at this course?’ ‘Yes’
   h. ‘Course Location’
      i. Country - ‘United States’
      ii. State - ‘Virginia’
      iii. City - ‘Glen Allen’
   i. ‘Additional Course Information’
      i. Sponsor – ‘Virginia Office of EMS’
3. At bottom of page click on ‘Save and Add Another Course’
   a. Under Course Type – select ‘Continuing Education Course’
   b. Course Name - ‘Virginia Approved ICCR Topics’
   c. Course Approved by - ‘Virginia’
   d. Course Completion Date will be the date that you completed your LCCR/ICCR (Category 2) hours on your Virginia CE report
   e. Course Duration
      i. Paramedic - ‘15 Hours: 00 Minutes’
      ii. AEMT - ‘12 Hours: 30 Minutes’
      iii. EMT - ‘10 Hours: 00 Minutes’
      iv. EMR – ‘4 Hours: 00 Minutes’
   f. ‘Did you teach this course?’ ‘No’ unless you were the instructor for all hours listed on your CE report.
   g. ‘Was an instructor present at this course?’ ‘Yes’
   h. ‘Course Location’
      i. Country - ‘United States’
      ii. State - ‘Virginia’
      iii. City - ‘Glen Allen’
   i. ‘Additional Course Information’
4. Click on 'Save & View Transcript'

Step 5: Assigning NCCR, LCCR and ICCR Hours

1. On 'My Professional Transcript' you should now see the following entries with all courses ‘Unassigned’
2. Click on ‘Unassigned’ on the ‘Refresher/National Component Course’

3. Click on ‘Assign’ beside each of the five topic areas and the appropriate number of hours will be assigned and the box will turn green.
4. Click on 'View Courses' at bottom of page
5. Click on 'Unassigned' on the 'Local or State Component'
6. Click on ‘Assign’ and the hours will be applied and the box will turn green.

7. Click on ‘View Courses’ at the bottom of page.
8. Click on ‘Unassigned’ on the ‘Individual Component’

9. Click on ‘Assign’ and the hours will be applied and the box will turn green.

10. Click on ‘View Courses’. All hours will not be assigned.
Step 6: Submitting Recertification Application

1. On left hand side of the page click on ‘Recert Application’
2. On ‘Profile and Workforce Information’, click on ‘START’

3. Complete your Demographics information and click ‘Next’
Step 6: Submitting Recertification Application

4. **Workforce Information** – Complete the questionnaire. If you work for more than one agency, respond with the answers to the agency that you consider your primary agency. When all questions are answered, click **Finish**.

![Questionnaire Image](image-url)

- **Workforce Information**
  - The following information is necessary to provide the best possible service to you and our profession. These questions help us understand the needs of the EMS community and the workforce capability in times of need.
  - Note: If you work for more than one EMS agency, answer about the agency for which you do most of your EMS work.

  - **How many different agencies, services or organizations do you currently perform EMS work?**
    - 0
    - 1
    - 2 or more

  - **At your main EMS job, during a typical week, do you function as a patient care provider?**
    - Yes
    - No

  - **Which of the following best describes your primary role at your main EMS job?**
    - Patient Care Provider
    - Educator
    - Preceptor
    - Dispatcher/Call Taker
    - Administrator/Manager
    - First-line Supervisor
    - Other - A person whose primary EMS role at their main job is not listed above (please specify).

  - **If Other Please Specify**

  - **Which of the following best describes your main EMS agency?**
    - Hospital
    - Fire Department
    - Tribal
    - Military
    - Government, Non-Fire Department
    - Private
    - Air Medical
    - Other Please specify:

  - **If Other Please Specify**
Step 6: Submitting Recertification Application (cont)

Which of the following best describes the primary type of service provided by your main EMS agency? *If more than one type of service is provided, pick the service with the greatest number of calls in the past 12 months.*

- Primarily 911 response with or without transport capability
- Primarily medical transport (convalescent)
- Equal mix of 911 and medical transport (convalescent)
- Clinical services
- Mobile Integrated Healthcare & Community Paramedicine
- Other - Please specify:

If Other Please Specify

Volunteers are licensed EMS workers who receive nominal or no compensation for their provision of EMS services at the agency. At your main EMS job, are you a volunteer EMS provider?

- Yes
- No

At any of your other EMS jobs, are you a volunteer EMS provider?

- Yes
- No

Which of the following best describes your employment status at your main EMS job?

- Full-time
- Part-time

How long have you been employed or volunteered at your main EMS job?

- Less than one year
- 1-2 years
- 3-4 years
- 5-7 years
- 8-10 years
- 11-15 years
- 16-20 years
- 21 or more years

Which of the following best describes the community in which you do most of your EMS work?

- Rural area (less than 2,500 people)
- Small town (2,500 - 24,999 people)
- Medium town (25,000 - 74,999 people)
- Large town (75,000 - 149,999 people)
- Mid-sized city (150,000 - 499,999 people)
- Suburb/fringe of a mid-sized city
- Large city (500,000 or more people)
- Suburb/fringe of a large city

Thank you for participating in the survey. Please click the Finish button to return to your application.
Step 6: Submitting Recertification Application (cont)

5. Select **Legal Pathway & Criminal Conviction** and respond accordingly

![Legal Pathway & Criminal Conviction Image]

a) If your response is ‘NO’ you will see the following screen. Read and click ‘Agree & Submit’.

![Agree & Submit Image]

b) If your response is ‘YES’ you will need to provide all documentation requested to National Registry.
6. Select ‘Terms of Certification’, read each statement. You can click to approve each statement or at the bottom of the screen select ‘Approve All’.

7. Select ‘Payment’, complete your payment method and click on ‘Submit Payment’. Payment will be submitted and your ‘Payment Information’. Select ‘Print Receipt’ if you desire.

8. Click on ‘Back to Application’.
Step 7: Submitting Your Application

1. Under ‘Submission’ select ‘Submit Application’

2. You may be selected to complete a survey. If selected you can choose to participate, not participate or to be reminded later. If you select ‘Remind Me Later’ you will be asked to provide an email address.
Step 8: Status of Application

1. Under your ‘Recert Application’ you can review the status. If you wish to change your status to ‘Inactive’ you can do so on this screen.
2. Don’t forget to recertify your Virginia certification to keep both in sync.