

# Quick Guide

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## Virginia EMS Portal

### How to Apply for Legal Recognition



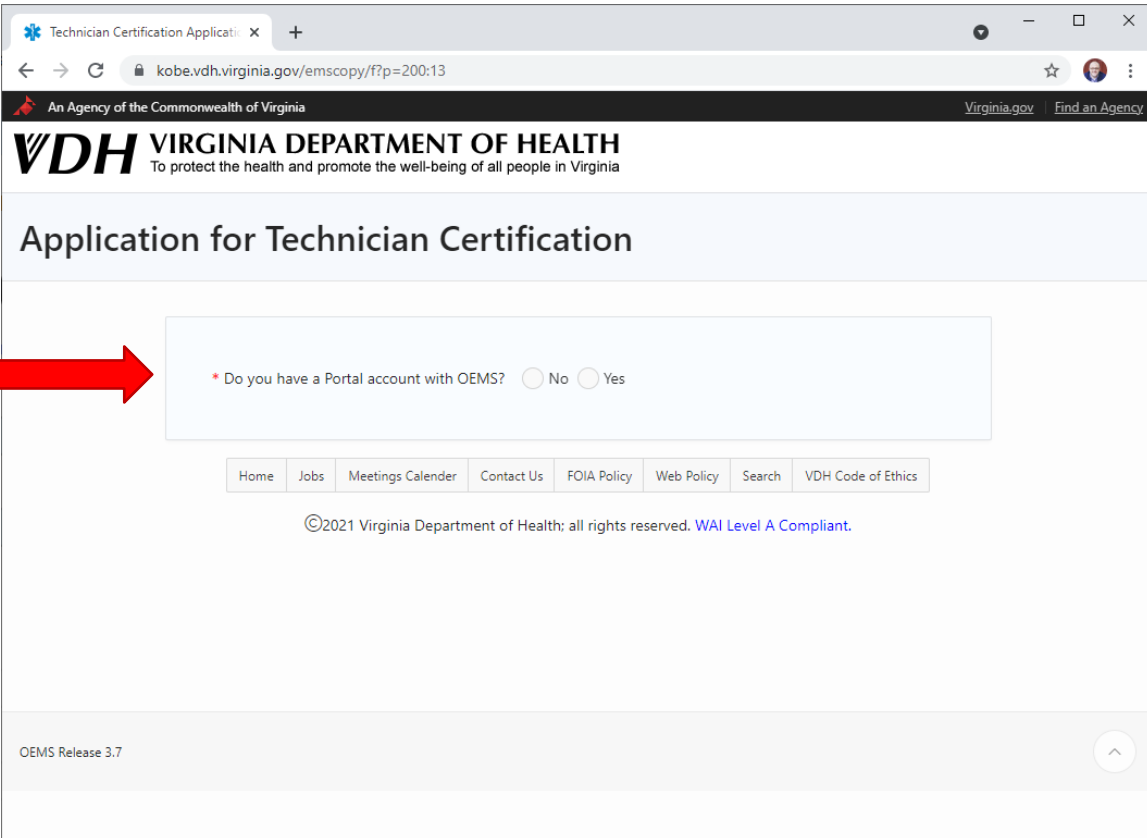
# EMS Portal: How to Make Application for Legal Recognition

This Quick Guide provides guidance on how to make a formal request for the Office of EMS for legal recognition of a state EMS certification.

For questions about legal recognition email Ms. Toni Twyman ([toni.twyman@vdh.virginia.gov](mailto:toni.twyman@vdh.virginia.gov)).

## Step 1: Creating an Account on the Virginia EMS Portal

1. Open your web browser and type the following URL into the address bar:  
<https://vdhems.vdh.virginia.gov/emsapps/f?p=200:13>
2. Answer the question **“Do you have a Portal account with OEMS?”**
  - i) Answer **“No”**, if you have never been a student or obtained a certification from Virginia. Move to **Step 2** below.
  - ii) Answer **“Yes”**, if you have been a student or have been certified in Virginia. Login to your existing Virginia EMS Portal account and move to **Step 5** below.



The screenshot shows a web browser window with the URL [kobe.vdh.virginia.gov/emsapps/f?p=200:13](https://kobe.vdh.virginia.gov/emsapps/f?p=200:13). The page header includes the Virginia Department of Health logo and the text "Application for Technician Certification". The main content area contains a question: "Do you have a Portal account with OEMS?" with two radio buttons, "No" and "Yes". A red arrow points to the "No" radio button. Below the question is a navigation menu with links: Home, Jobs, Meetings Calender, Contact Us, FOIA Policy, Web Policy, Search, and VDH Code of Ethics. The footer includes the copyright notice "©2021 Virginia Department of Health; all rights reserved. WAI Level A Compliant." and the version number "OEMS Release 3.7".

## Step 2: Enter Your SSN to Begin Account Creation

1. All applicants must provide their **Social Security Number**. The number is gathered over a secure connection to our servers and is never printed or used on any correspondence by the office. This number is used to issue your **EMS number** which is unique.
2. You will be required to enter the number twice in order to ensure data integrity.
3. After entering your **Social Security Number** twice, once in each block, click on **Continue**.

SSN  
123-45-6789

Re-Enter SSN  
123-45-6789

Continue

Home Jobs Meetings Calendar Contact Us FOIA Policy Web Policy Search VDH Code of Ethics

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OEMS Release 3.7

**Accuracy is important. Incorrectly entered SSNs will cause delay in processing and issuing certification. Take your time and be sure you enter your SSN correctly.**



If the Virginia EMS Portal would not allow you to submit your SSN and you received a message that your SSN is already in use, please stop now and send an e-mail the Virginia Office of EMS Help Desk.

The Help Desk can be reached at: [oems-appsupport@vdh.virginia.gov](mailto:oems-appsupport@vdh.virginia.gov)

**Subject:** SSN Already In Use

**Message body:** Hello. I was applying for legal recognition and the EMS Portal indicated that my SSN was already in use in the system. My full name is: **[enter your name]** and my phone number is: **[enter your #]** Can you please assist me with this?

## Step 3: Completing Your Account

1. Complete the account creation process by entering the required data into the form.
2. **Please take your time and check your entries as this information is used to establish your portal account.**
3. Each field that has a red asterisk "\*" is required.
  - a. It is preferred that you complete **ALL** data elements on the form.
  - b. You can navigate between data elements using your mouse or the TAB key.
4. Please confirm that the data you enter on this form matches the data on your state issued driver's license.
5. Be sure to accurately insert your email address as this will be used to communicate to you Portal information, test letters and test results.
6. Once completed, you will receive an e-mail notification from the Virginia EMS Portal acknowledging your account creation and it will contain your Virginia EMS number.

Sign Up

kobe.vdh.virginia.gov/emscopy/f?p=200:12:6270361519309:TECHNICIAN\_APP\_SIGNUP:NO:RP,12::&cs=34wUTfhWRojieYEGJzDW...

An Agency of the Commonwealth of Virginia

Virginia.gov Find an Agency

**VDH** VIRGINIA DEPARTMENT OF HEALTH  
To protect the health and promote the well-being of all people in Virginia

Application for Technician Certification

Cancel Sign Up

**Personal Information**

\* First Name

Middle Initial

\* Last Name

Suffix

\* Date Of Birth MM/DD/YYYY

\* Email Address

\* Confirm Email Address

Note: Please make sure you have access to this email account, because emails will be sent periodically to confirm information that you submit and

**Contact Information**

Address

Country \* UNITED STATES OF AMERICA

Address Line1 \*

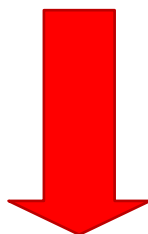
Address Line2

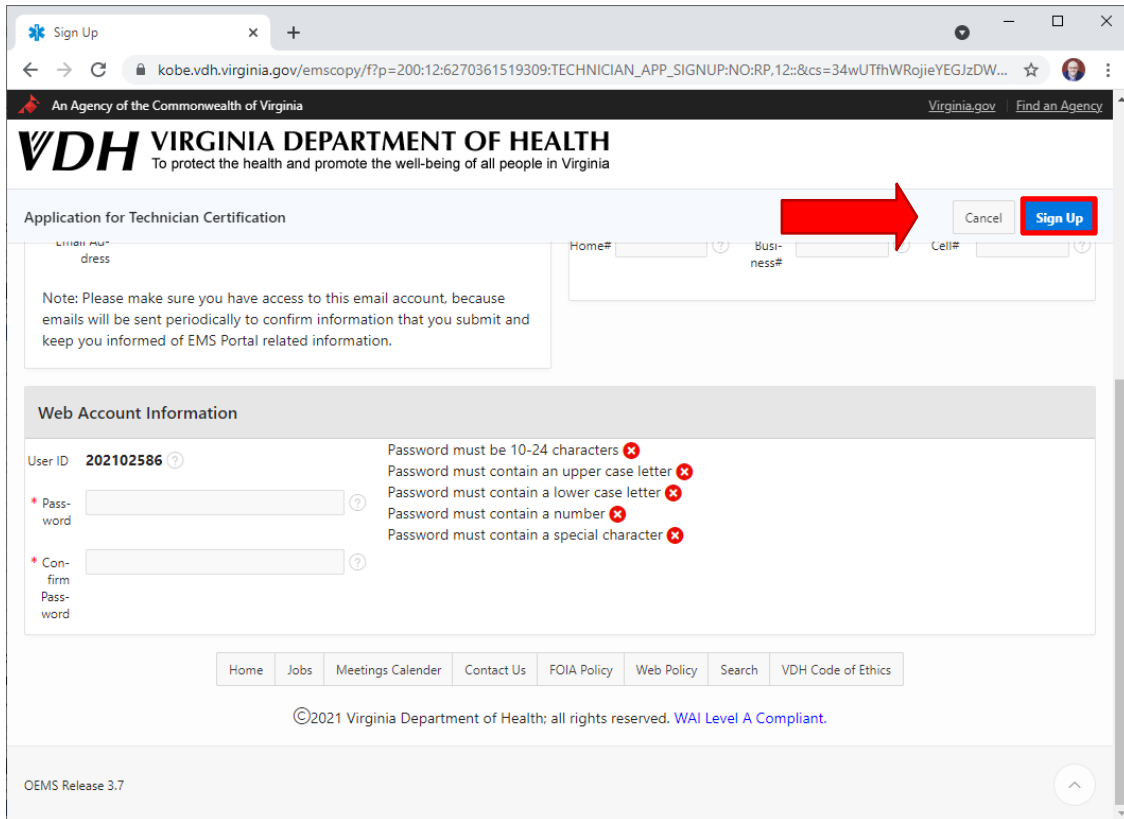
Zip \*  City  State

Phone Numbers - A valid Home Phone or Business Phone or Cell P

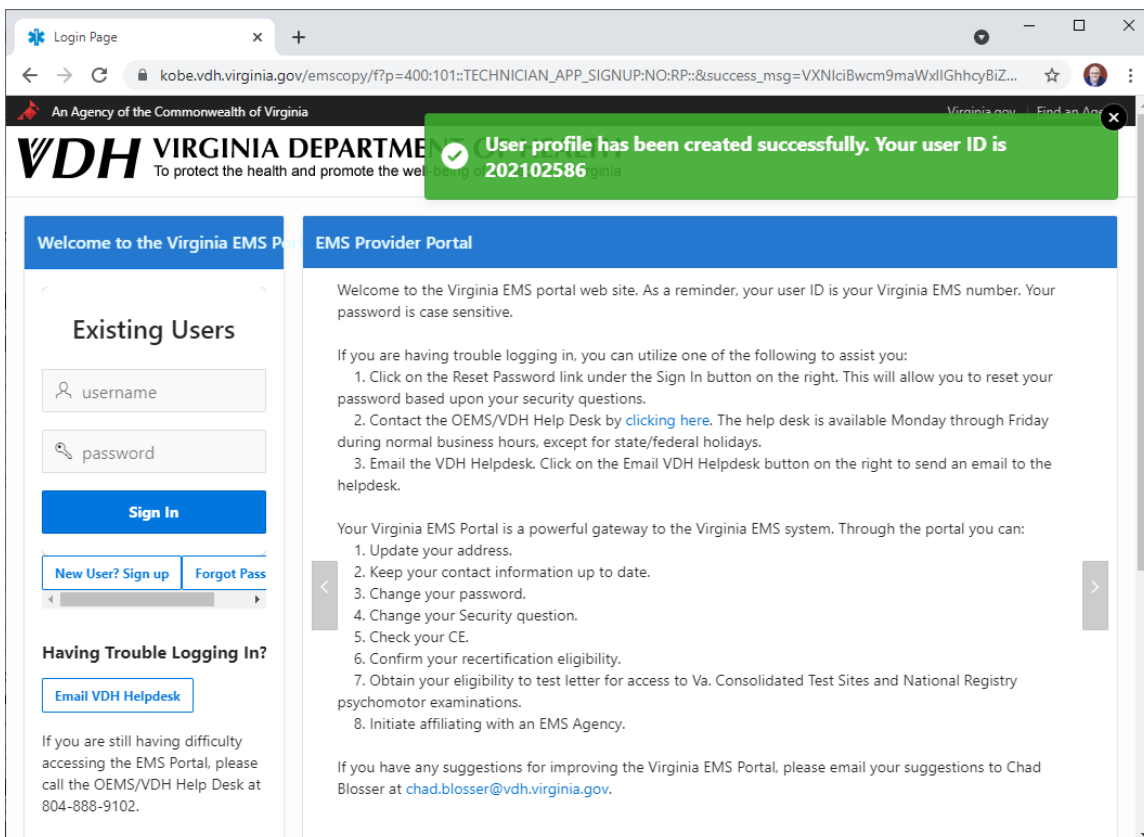
Home#  Business#  Cell#

7. Once you have entered your password, click the **Sign Up** button as show below.





8. When you click the **Sign Up** button, your account will be created and you will be required to login to the Virginia EMS Portal to continue your application.
9. Your EMS number will be provided to you in the green confirmation message as well as in an e-mail.



## Step 4: Login to Your EMS Portal Account

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

Virginia.gov Agencies | Governor

**VDH VIRGINIA DEPARTMENT OF HEALTH**  
To protect the health and promote the well-being of all people in Virginia

Welcome to the Virginia EMS Portal!

Existing Users

Sign In

New User? Sign up | Forgot Password?

**Having Trouble Logging In?**  
If you are still having difficulty accessing the EMS

**EMS Provider Portal**

Welcome to the Virginia EMS portal web site. As a reminder, your user ID is your Virginia EMS number. Your password is case sensitive.

If you are having trouble logging in, you can utilize one of the following to assist you:

1. Click on the Reset Password link under the Sign In button on the right. This will allow you to reset your password based upon your security questions.
2. Contact the OEMS/VDH Help Desk at 804-864-7200, option 2. The help desk is available Monday through Friday during normal business hours, except for state/federal holidays.
3. Email the VDH Helpdesk. Click on the Email VDH Helpdesk button on the right to send an email to the helpdesk.

Your Virginia EMS Portal is a powerful gateway to the Virginia EMS system. Through the portal you can:

1. Update your address.
2. Keep your contact information up to date.
3. Change your password.
4. Change your Security question.
5. Check your CE.
6. Confirm your recertification eligibility.
7. Obtain your eligibility to test letter for access to Va. Consolidated Test Sites and National Registry psychomotor examinations.
8. Initiate affiliating with an EMS Agency.

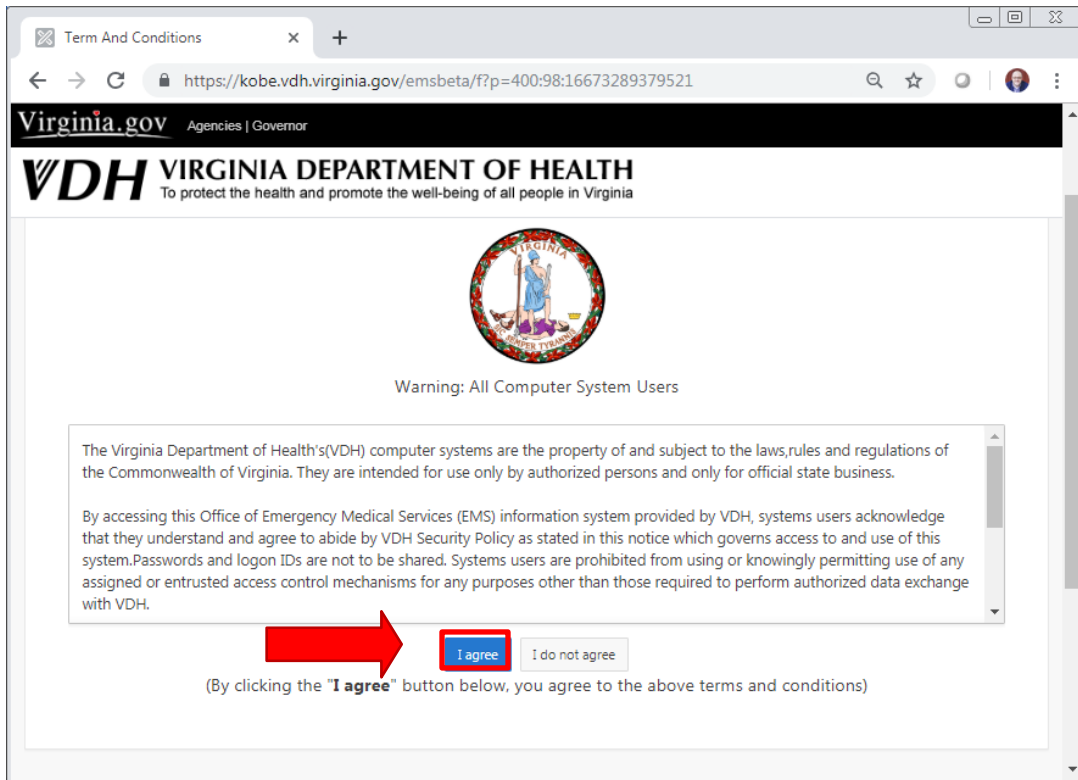
## Step 5: Terms of Service

1. After successfully logging into the Virginia EMS Portal, you will need to acknowledge the terms of service for using a state website.

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).

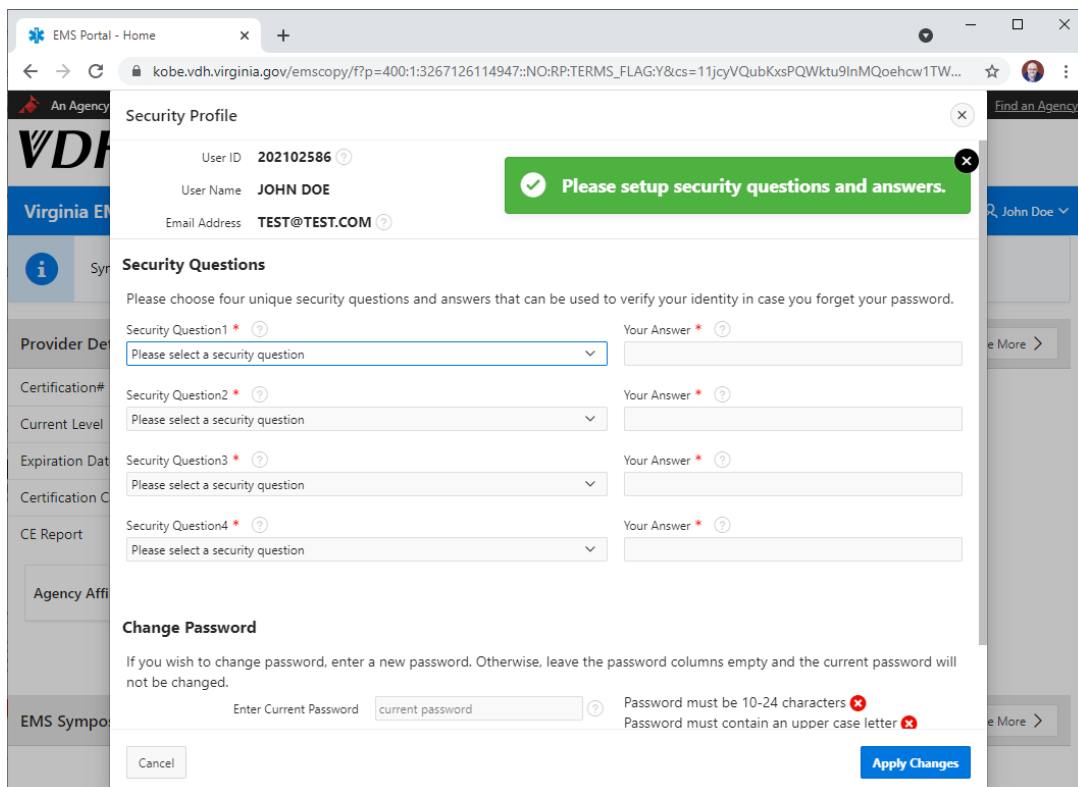
Your agency and/or OMD are not allowed to make submission of your personal EMS Portal account information a condition of employment.

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



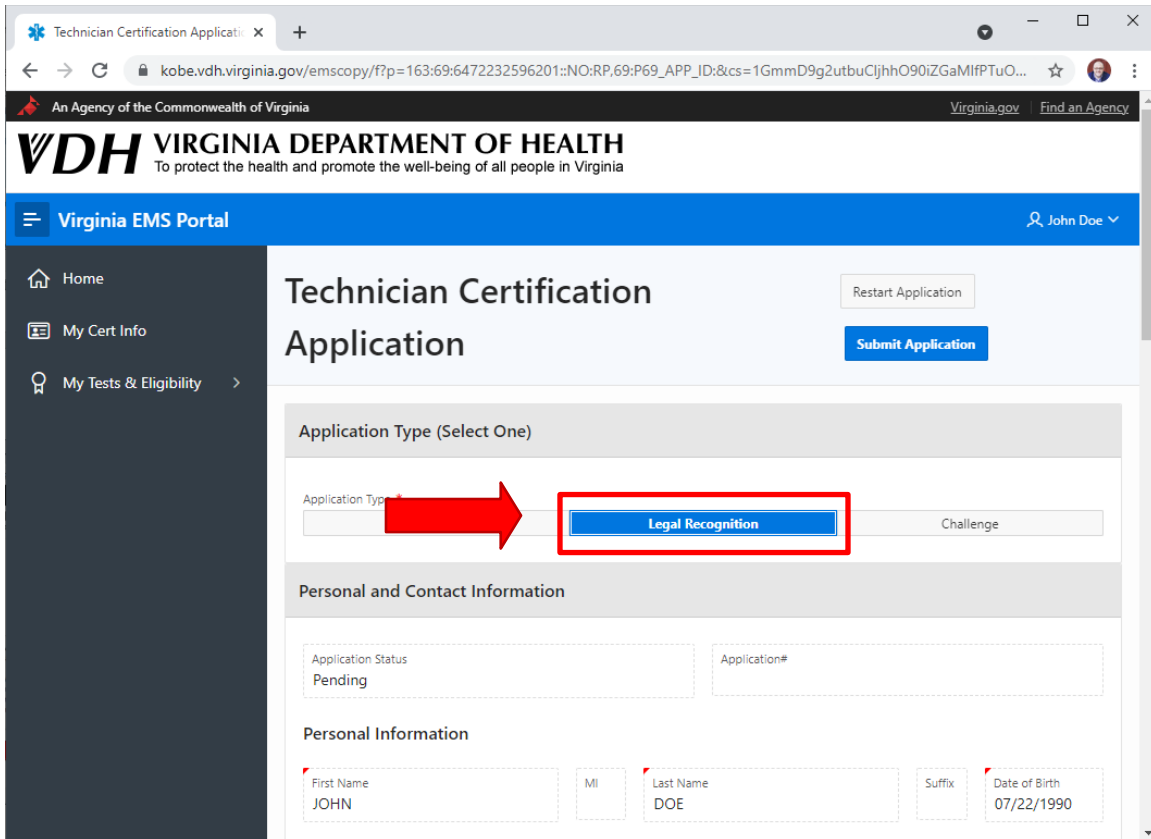
## Step 6: Set Security Questions

1. Once you have successfully logged in, you will be required to set four (4) security questions.
2. You are **NOT** required to reset your password.



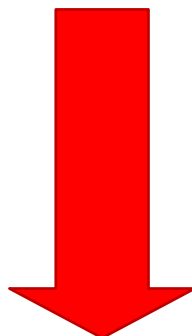
## Step 7: Application for Reciprocity

1. Once you have acknowledged the set you security questions, the Virginia EMS Portal will bring you to your application.
2. Select **Legal Recognition** as your application type.

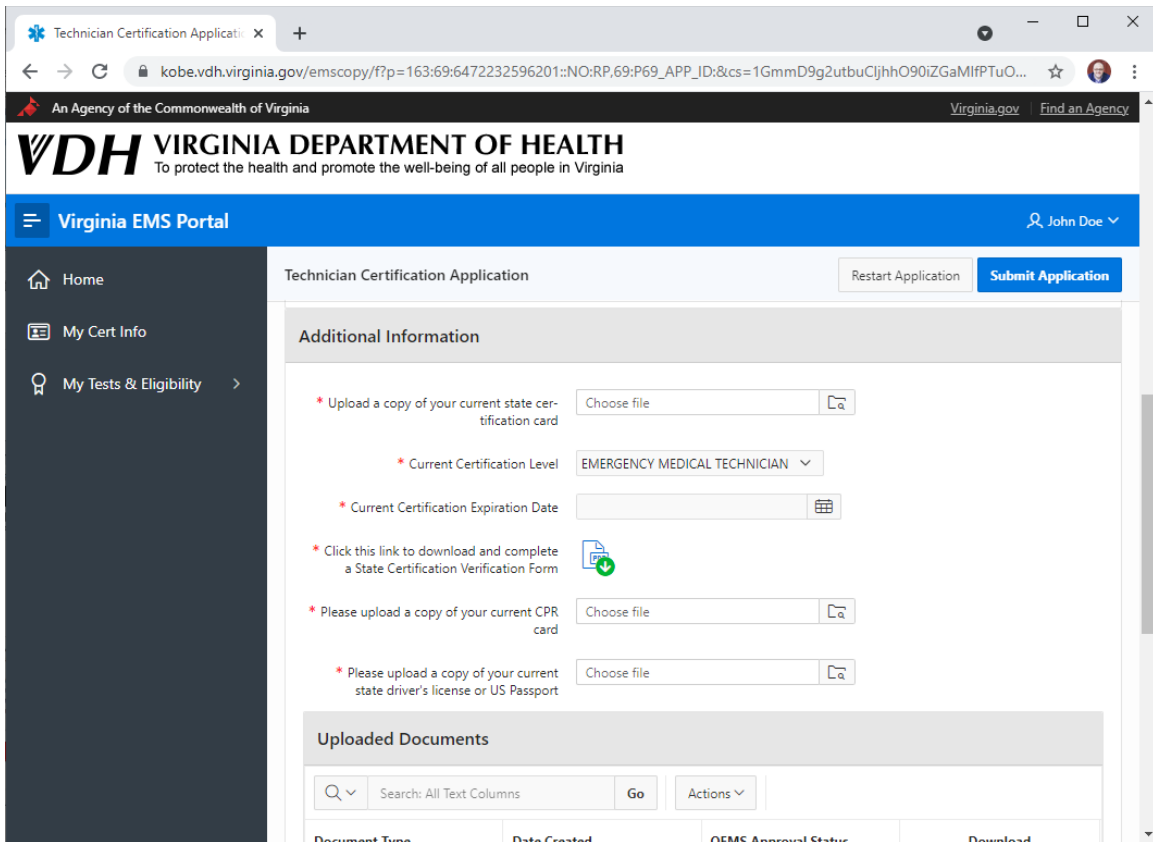


The screenshot shows the Virginia EMS Portal Technician Certification Application form. The browser address bar indicates the URL is kobe.vdh.virginia.gov/emscopy/f?p=163:69:6472232596201::NO:RP:69:P69\_APP\_ID:&cs=1GmmD9g2utbuCjhhO90iZGaMifPTuO... The page header includes the Virginia Department of Health logo and the text "An Agency of the Commonwealth of Virginia". The main heading is "Technician Certification Application". A "Restart Application" button is visible. The "Application Type (Select One)" dropdown menu is open, showing "Legal Recognition" selected and highlighted with a red box and a red arrow. Below this, the "Personal and Contact Information" section shows "Application Status" as "Pending" and "Application#" as an empty field. The "Personal Information" section shows "First Name" as "JOHN", "MI" as an empty field, "Last Name" as "DOE", "Suffix" as an empty field, and "Date of Birth" as "07/22/1990".

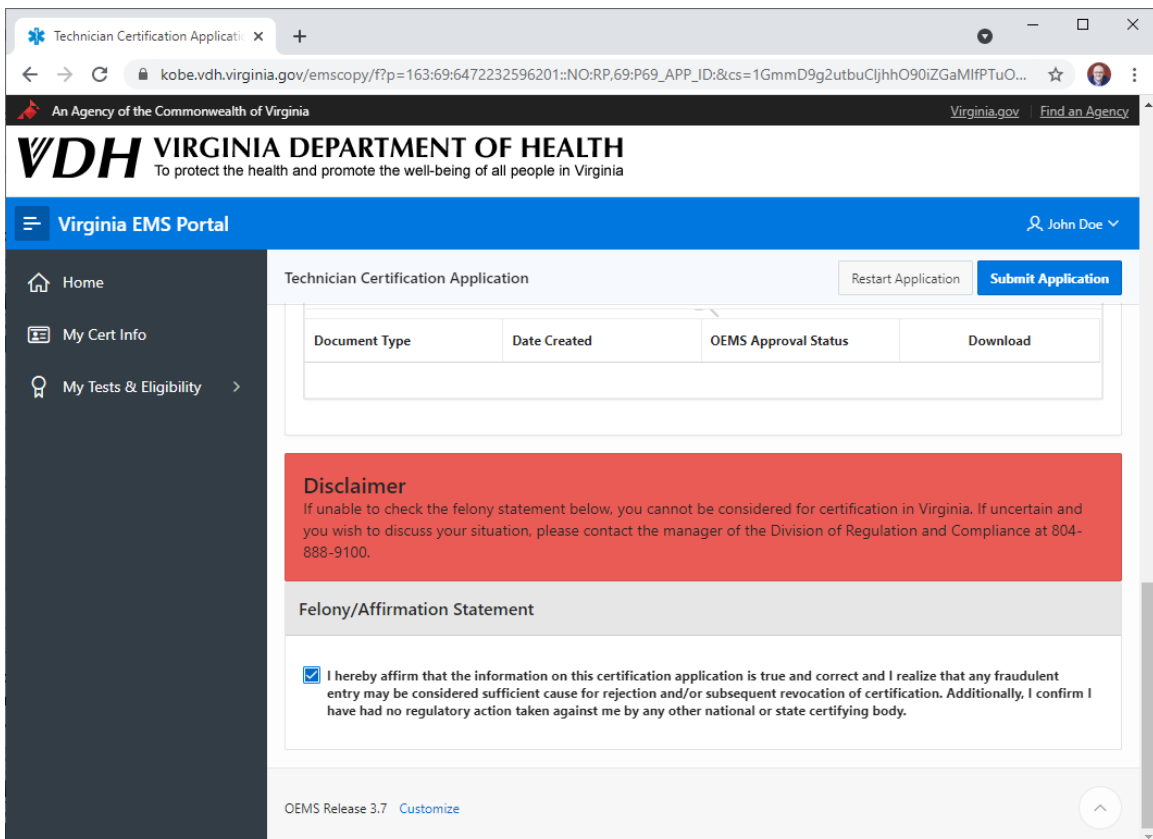
3. Fill in the required fields on the application.
4. You must have the following documentation in a digital format in order to make your application for legal recognition. A current:
  - a. State certification card
  - b. Cardiopulmonary resuscitation (CPR) card
  - c. Driver's license or U.S. Passport
5. Please do not begin the online application process until you have gathered all the necessary documentation in order to prevent your application from timing out.



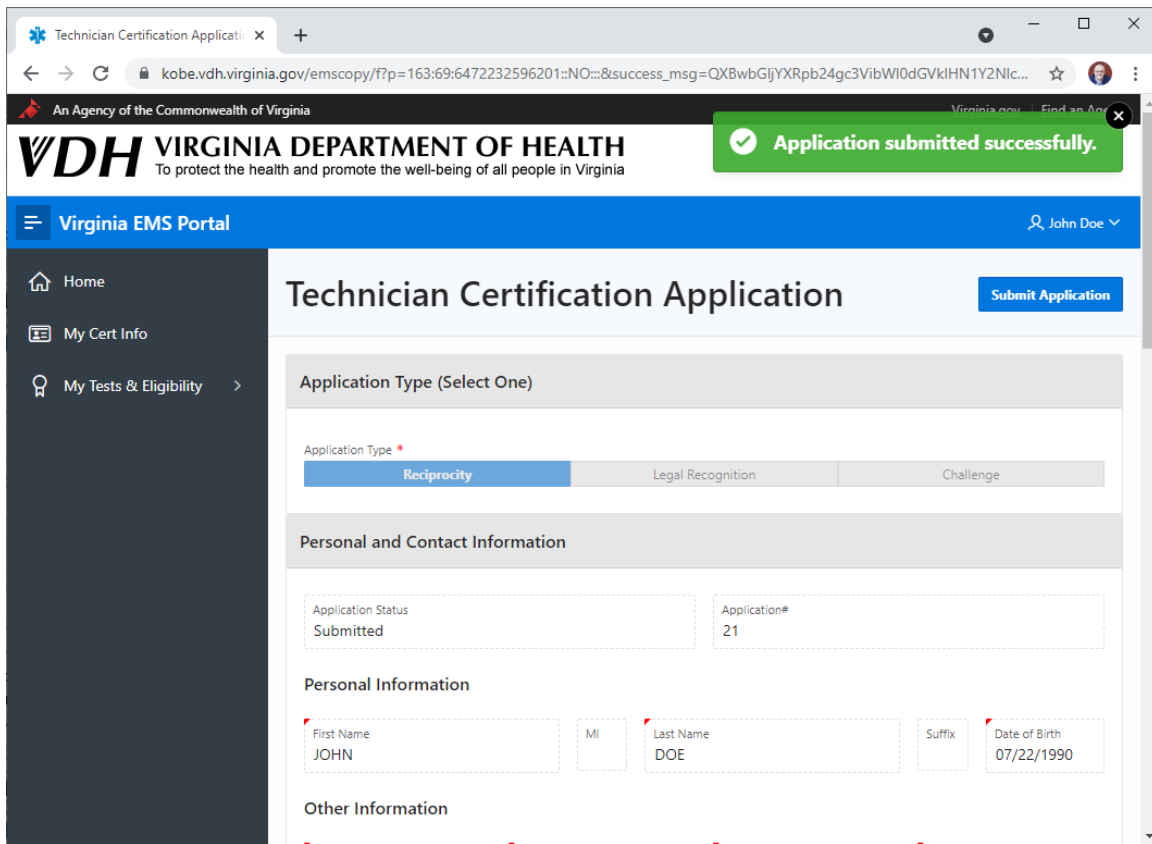




6. **Felony/Affirmation Statement:** Please pay special attention to the felony/affirmation statement.
7. After carefully reading the statement, click the check box to acknowledge your agreement.



- Click **Submit Application** and wait for the green acknowledgement message to be returned by the EMS Portal.
- Your application is now complete.
- We will communicate with you via e-mail as your application is processed.



The screenshot shows a web browser window displaying the Virginia EMS Portal. The browser's address bar shows the URL: [kobe.vdh.virginia.gov/emscopy/f?p=163:69:6472232596201::NO::&success\\_msg=QXBwbGJjYXRpb24gc3VibWl0dGVkIHh1Y2Nlc...](https://kobe.vdh.virginia.gov/emscopy/f?p=163:69:6472232596201::NO::&success_msg=QXBwbGJjYXRpb24gc3VibWl0dGVkIHh1Y2Nlc...). The page header includes the Virginia Department of Health (VDH) logo and the text "An Agency of the Commonwealth of Virginia" and "VIRGINIA DEPARTMENT OF HEALTH To protect the health and promote the well-being of all people in Virginia". A green notification banner at the top right says "Application submitted successfully." The main navigation bar is blue and contains "Virginia EMS Portal" and a user profile for "John Doe". The left sidebar has links for "Home", "My Cert Info", and "My Tests & Eligibility". The main content area is titled "Technician Certification Application" and features a "Submit Application" button. Below the title, there is a section for "Application Type (Select One)" with three radio buttons: "Reciprocity" (selected), "Legal Recognition", and "Challenge". The "Personal and Contact Information" section includes fields for "Application Status" (Submitted) and "Application#" (21). The "Personal Information" section has fields for "First Name" (JOHN), "MI", "Last Name" (DOE), "Suffix", and "Date of Birth" (07/22/1990). The "Other Information" section is partially visible at the bottom.

## Step 8: FBI Fingerprint Background Check

- Individuals seeking legal recognition are required to have an FBI fingerprint background check completed.
- In order to not delay the processing of your application, please make sure to visit the following website for directions on completing your background check.
  - <https://www.vdh.virginia.gov/emergency-medical-services/education-certification/fingerprinting-for-legal-recognition-legal-recognition-challenge-candidates/>

## Step 9: How to Retain Your Virginia Certification

- Individuals seeking legal recognition should familiarize themselves with how to retain their Virginia certification.
- Please [click here](#) to see Virginia's recertification process.