

# Quick Guide

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## Virginia EMS Portal

### How to Apply for Reciprocity



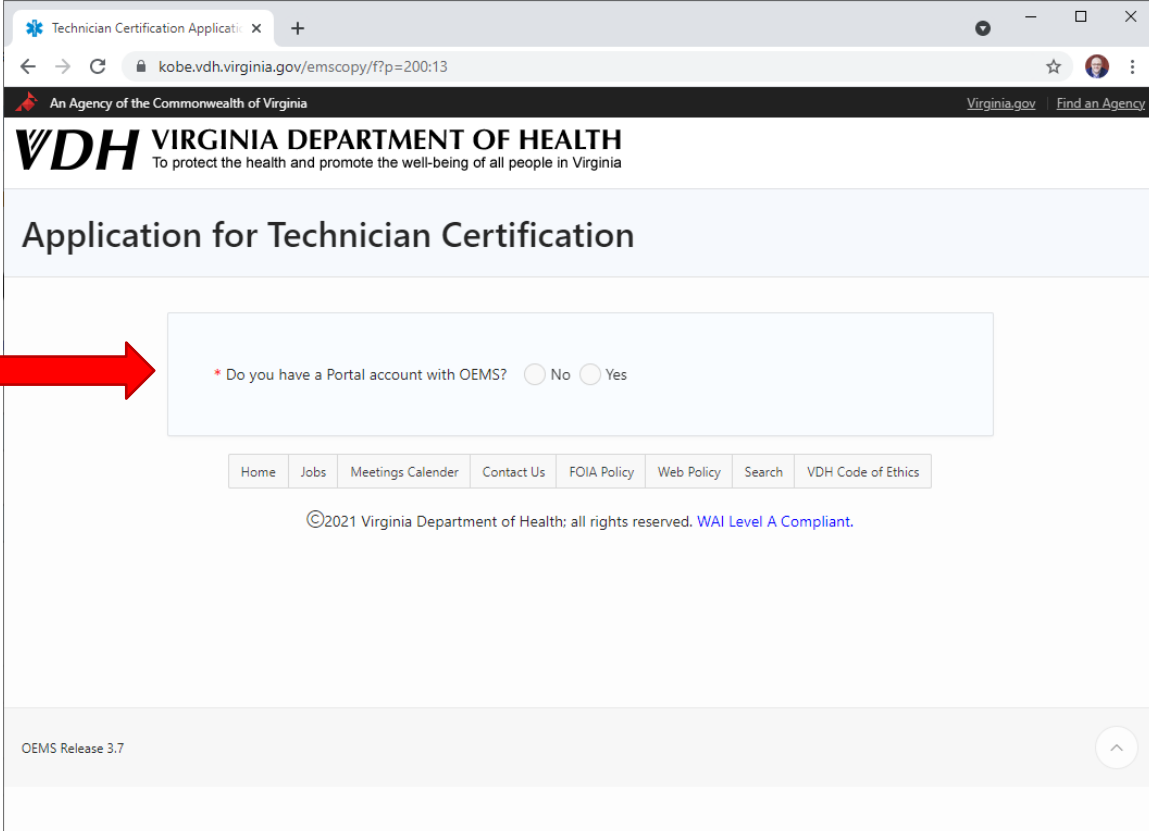
# EMS Portal: How to Make Application for Reciprocity

This Quick Guide provides guidance on how to make a formal request for the Office of EMS for reciprocity of a National Registry certification.

For questions about reciprocity 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

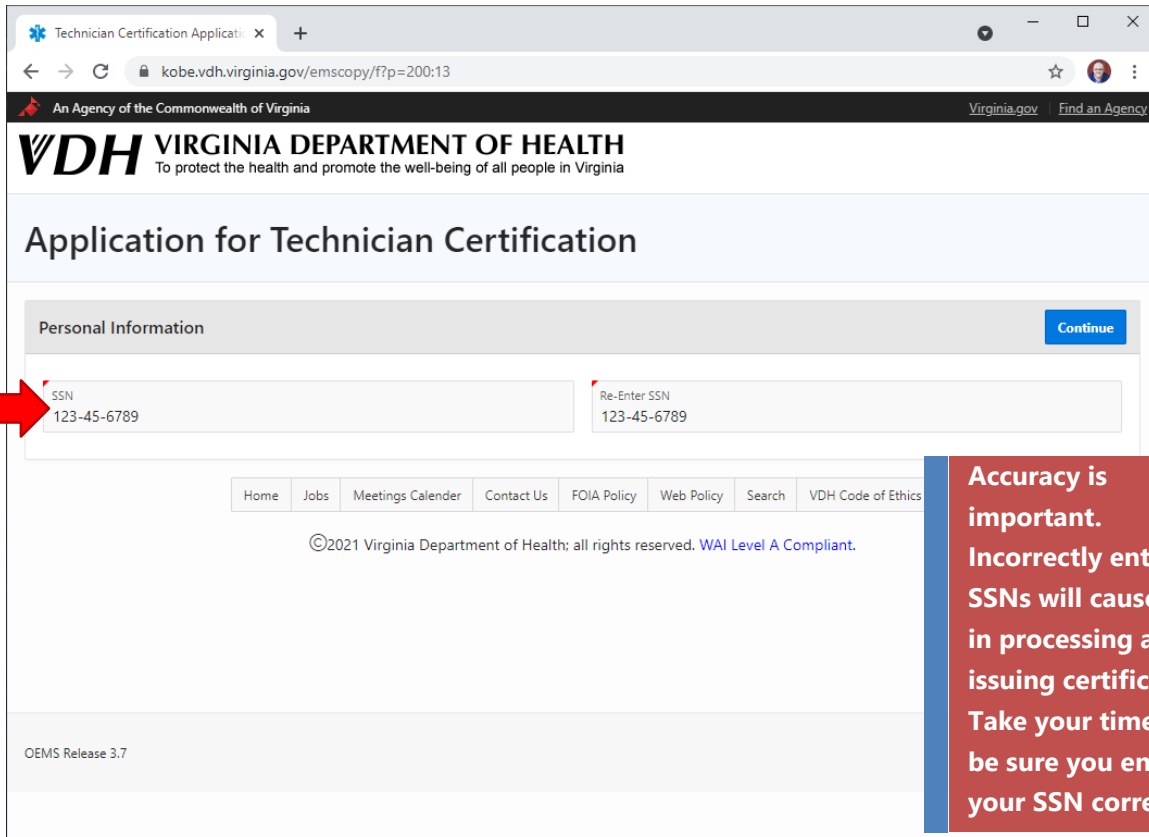
1. Open your web browser and type the following URL into the address bar:  
<https://vdhems.vdh.virginia.gov/emsapps/f?p=200:13>
2. Answer the question **“Do you have a Portal account with OEMS?”**
  - i) Answer **“No”**, if you have never been a student or obtained a certification from Virginia. Move 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 (VDH) logo and the text "An Agency of the Commonwealth of Virginia". The main heading is "Application for Technician Certification". Below this, there is a question: "Do you have a Portal account with OEMS?" with two radio buttons, "No" and "Yes". A red arrow points to the question. Below the question, there is a navigation menu with links: Home, Jobs, Meetings Calender, Contact Us, FOIA Policy, Web Policy, Search, and VDH Code of Ethics. At the bottom, there is a copyright notice: "©2021 Virginia Department of Health; all rights reserved. WAI Level A Compliant." and a footer: "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 reciprocity 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

\* 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 \*

Address Line1 \*

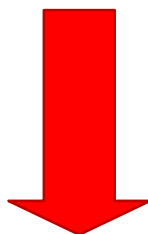
Address Line2

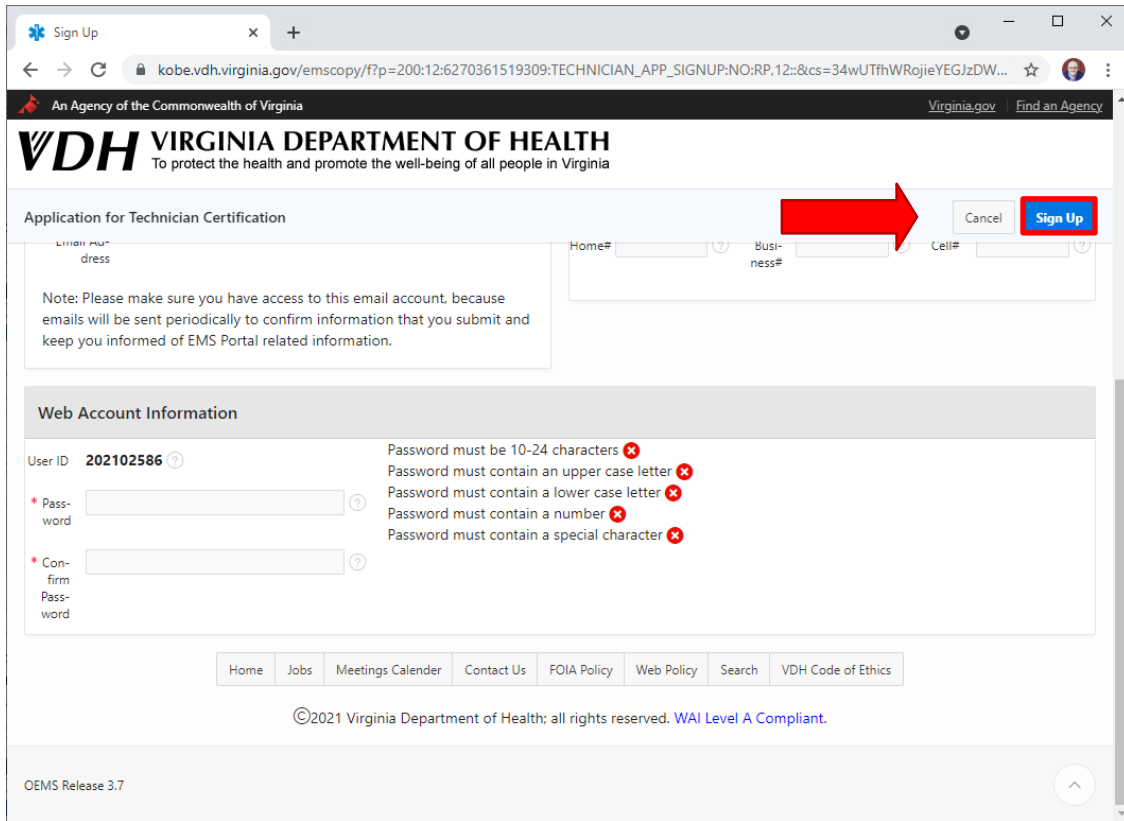
Zip \*  City  State

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

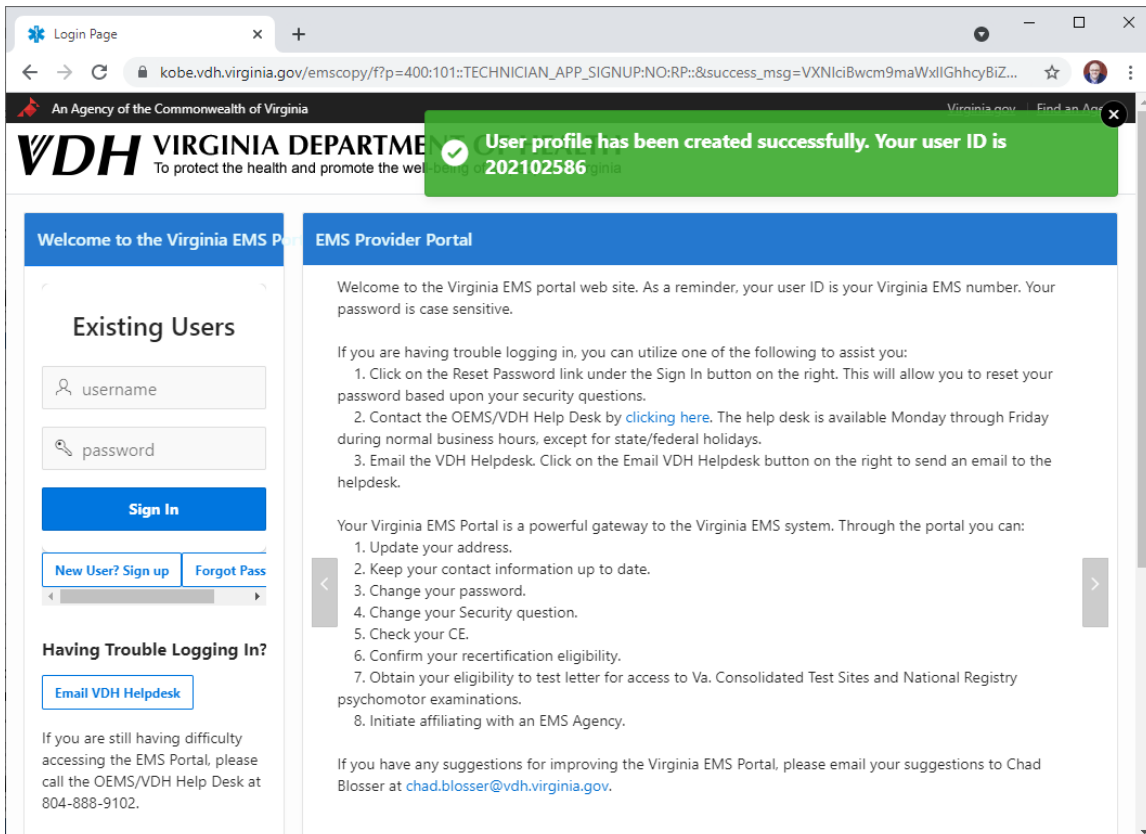
Home#  Business#  Cell#

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



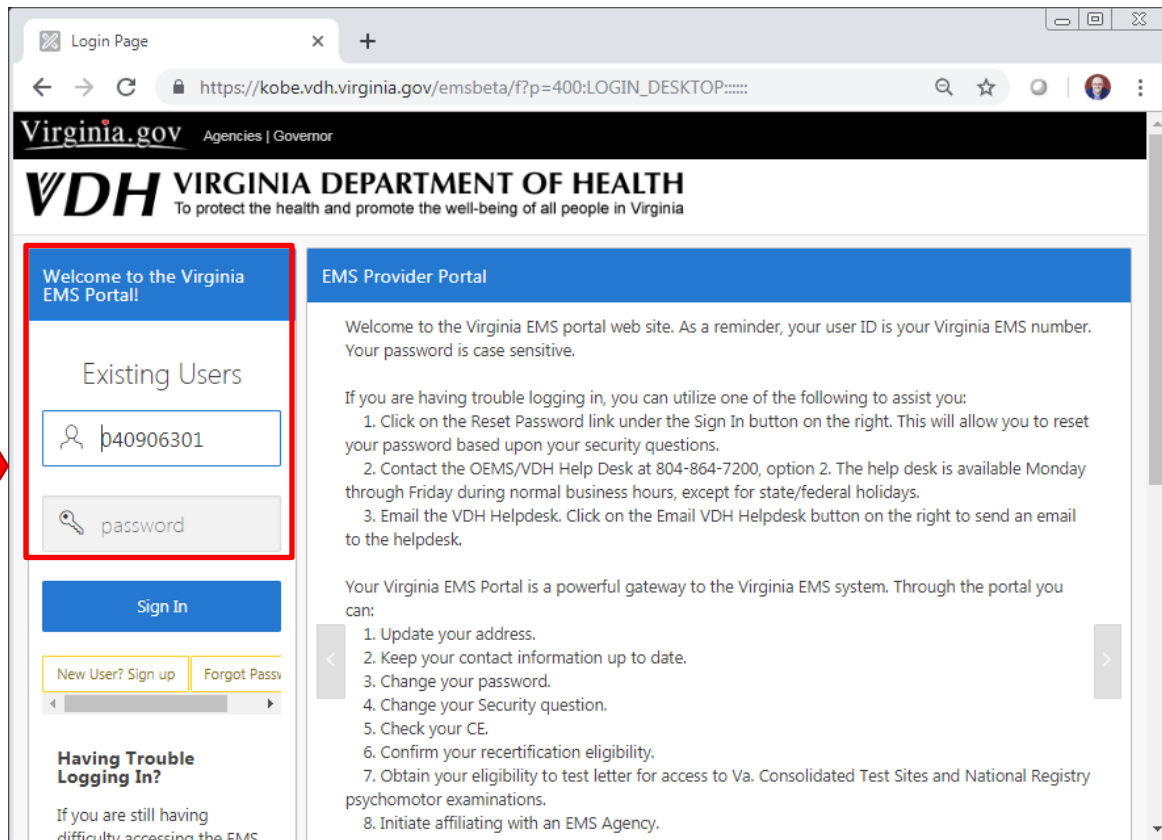


8. When you click the **Sign Up** button, your account will be created and you will be required to login to the Virginia EMS Portal to continue your application.
9. Your EMS number will be provided to you in the green confirmation message as well as in an e-mail.



## 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.



The screenshot shows the login page for the Virginia EMS Portal. The page header includes the Virginia.gov logo and the Virginia Department of Health (VDH) logo. The main content area is titled "EMS Provider Portal" and contains a "Welcome to the Virginia EMS Portal!" message. Below this, there is a "Existing Users" section with a red box around the login fields. A red arrow points to the user ID input field, which contains the text "p40906301". The password input field contains the text "password". Below the input fields is a "Sign In" button. To the right of the login fields, there is a "New User? Sign up" button and a "Forgot Password" button. The right side of the page contains a list of helpful links and a list of actions that can be performed through the portal.

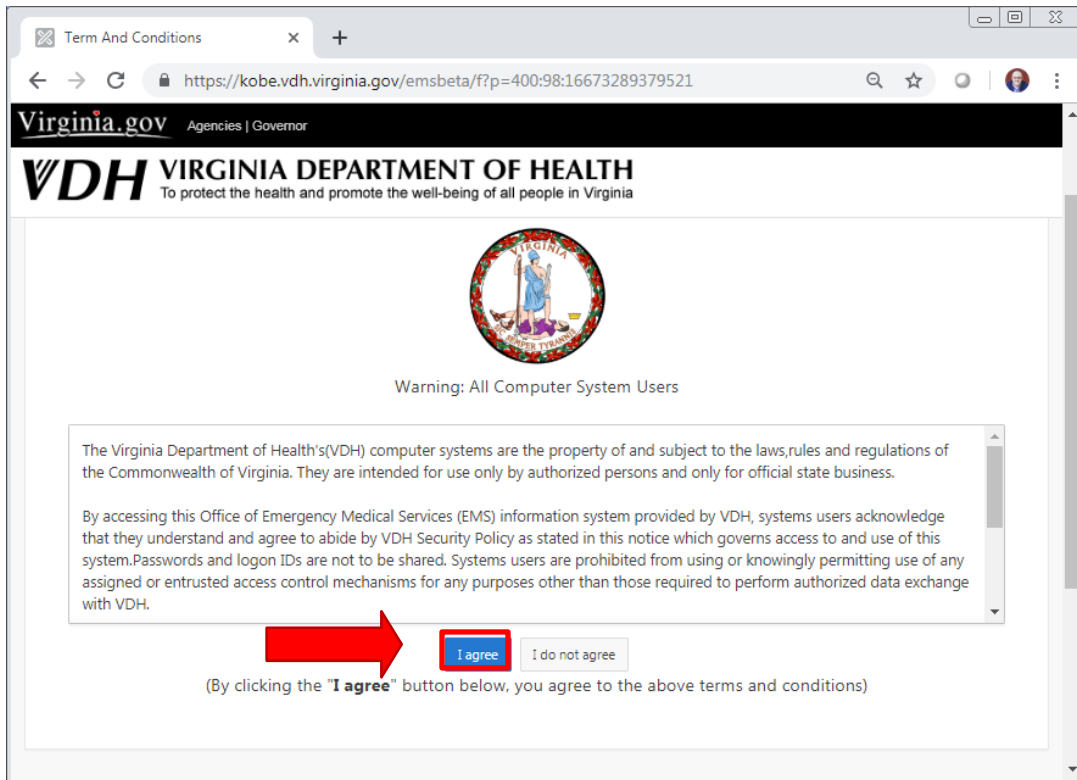
## Step 5: Terms of Service

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).

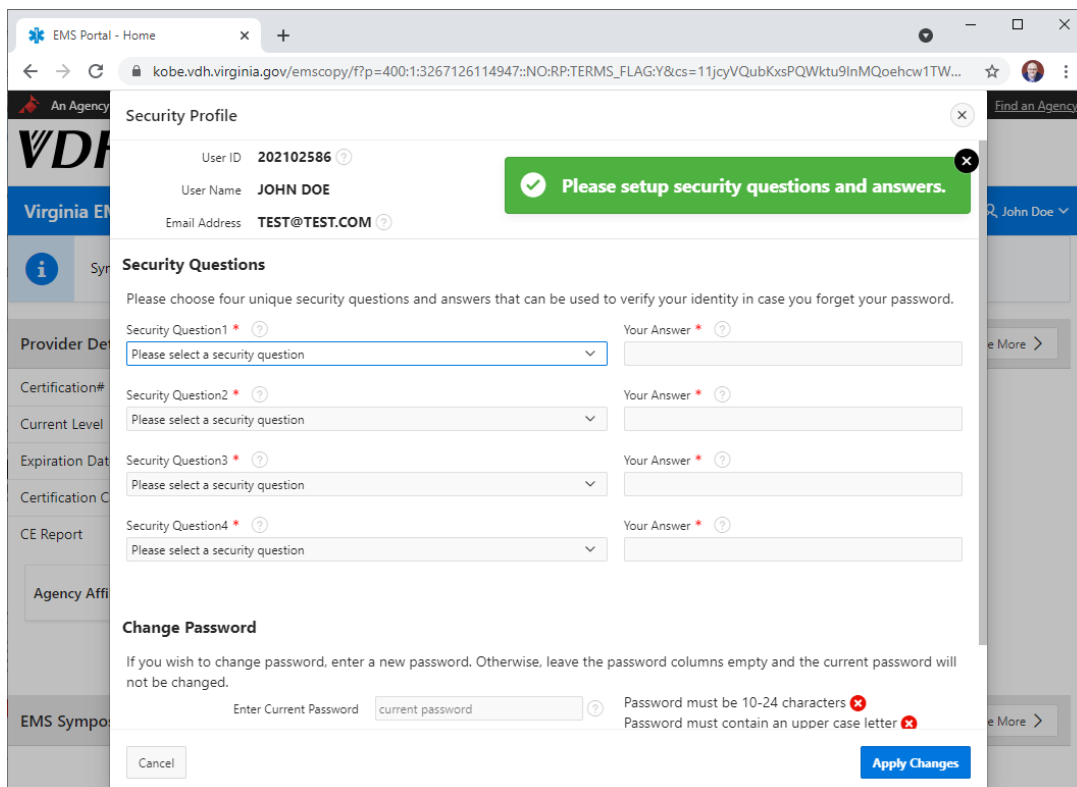
Your agency and/or OMD are not allowed to make submission of your personal EMS Portal account information a condition of employment.

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



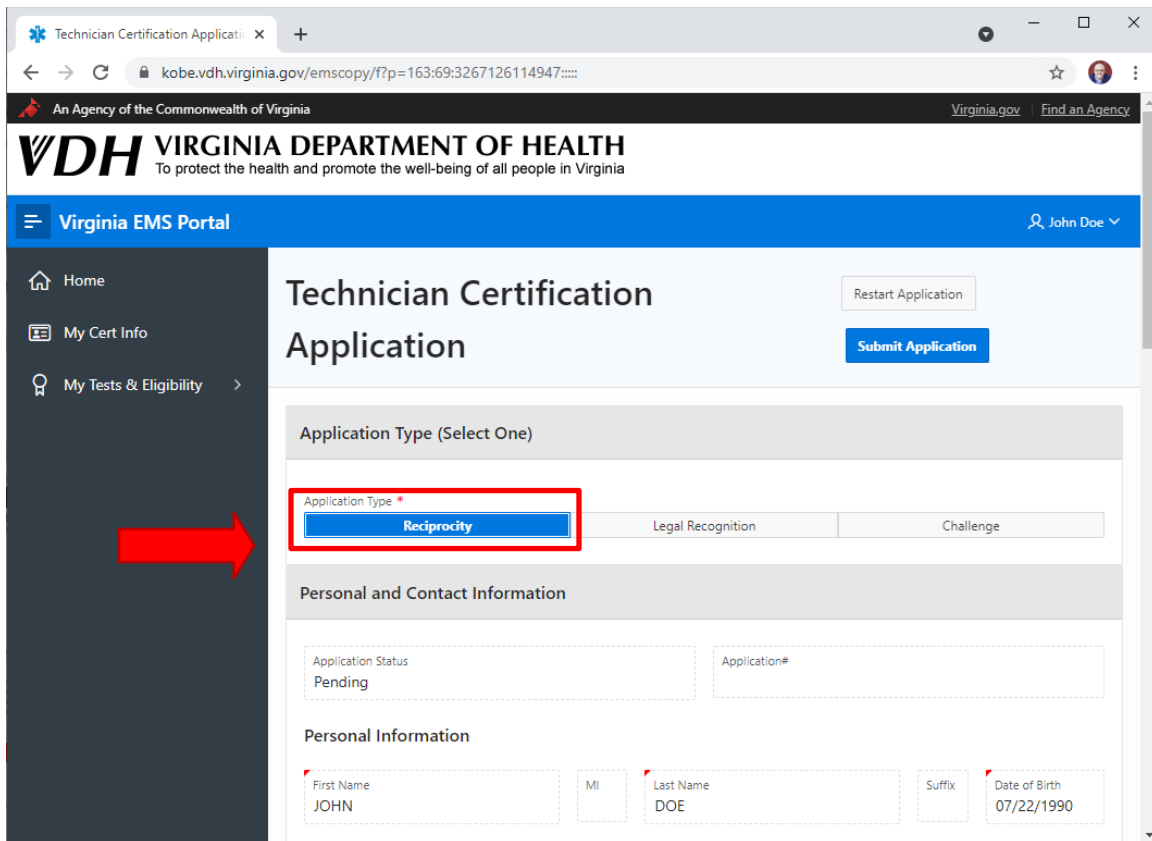
## Step 6: Set Security Questions

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.



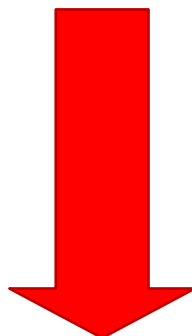
## Step 7: Application for Reciprocity

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

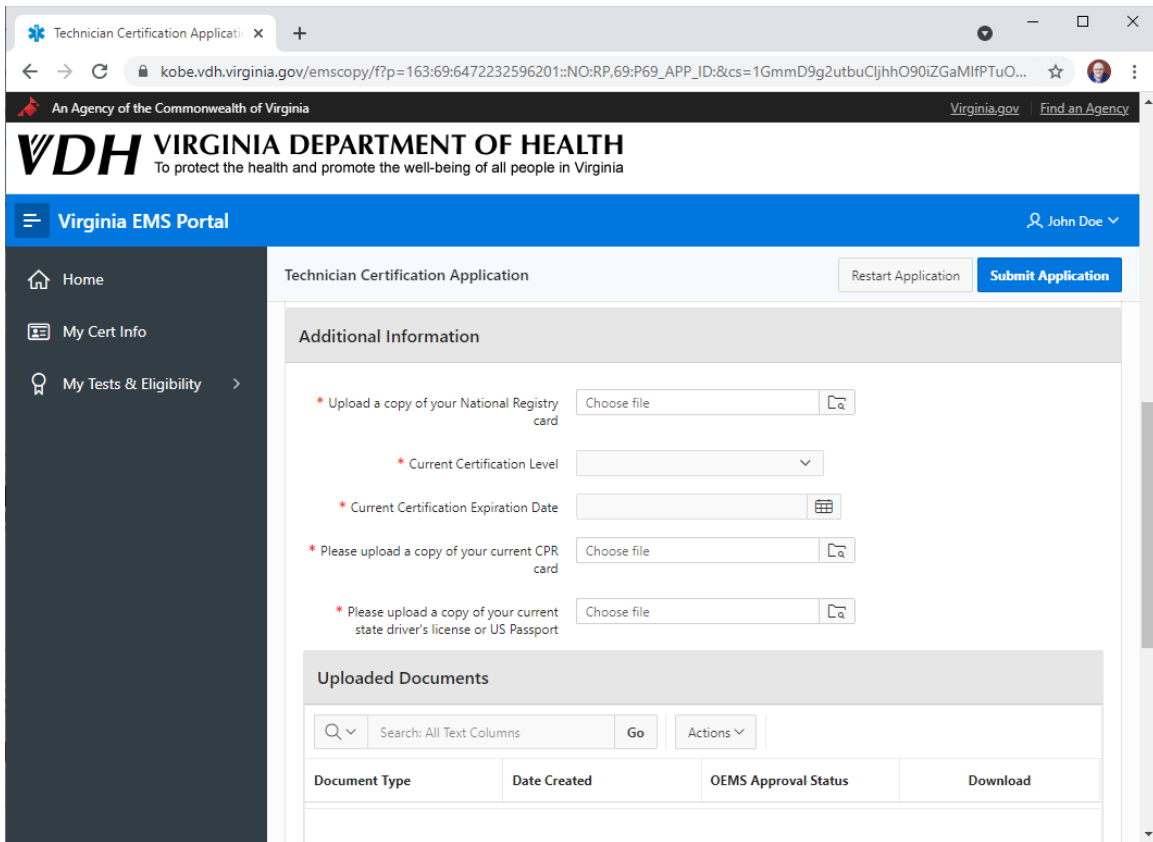


The screenshot shows the Virginia EMS Portal interface. The browser address bar displays the URL: kobe.vdh.virginia.gov/emscopy/f?p=163:69:3267126114947::: The page header includes the Virginia Department of Health logo and the text "An Agency of the Commonwealth of Virginia". The main heading is "Technician Certification Application". A sidebar on the left contains navigation links: Home, My Cert Info, and My Tests & Eligibility. The "Application Type (Select One)" section has three radio buttons: "Reciprocity" (selected and highlighted with a red box), "Legal Recognition", and "Challenge". Below this is the "Personal and Contact Information" section, which includes fields for "Application Status" (Pending), "Application#", "Personal Information" (First Name: JOHN, MI, Last Name: DOE, Suffix, Date of Birth: 07/22/1990), and a "Submit Application" button.

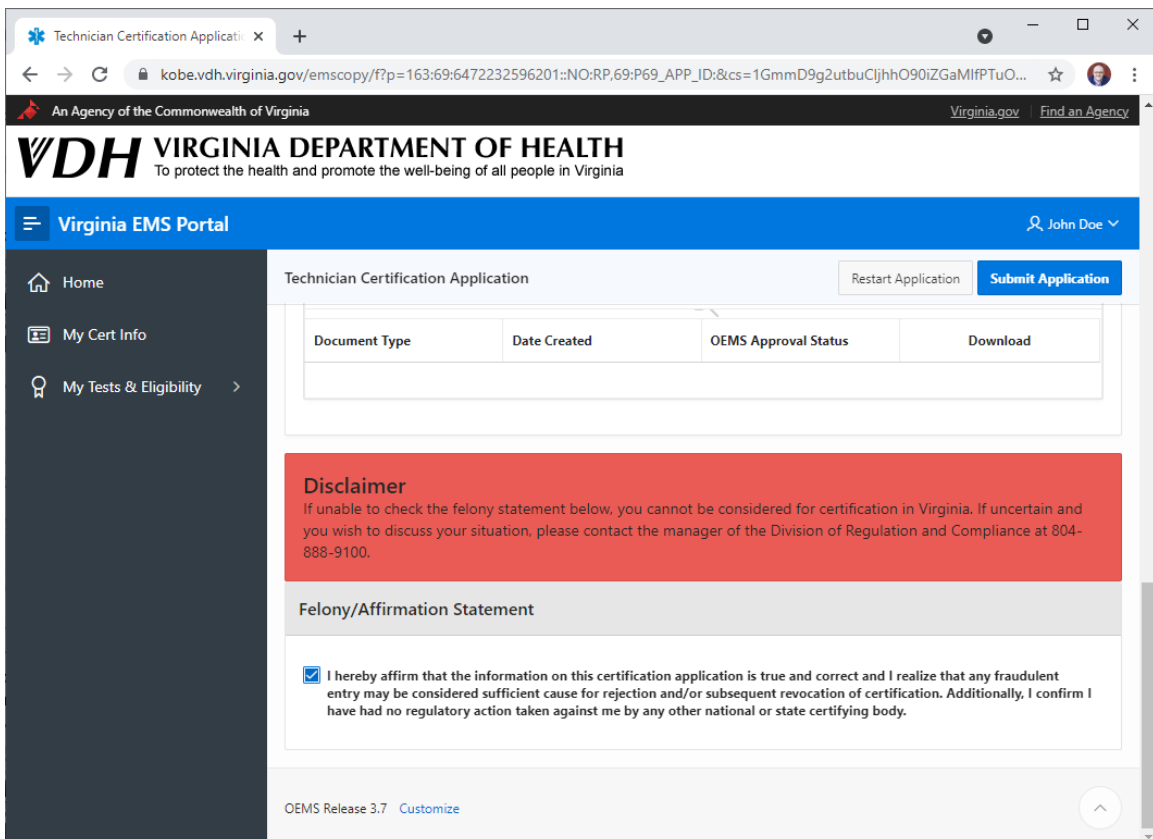
3. Fill in the required fields on the application.
4. You must have the following documentation in a digital format in order to make your application for reciprocity. A current:
  - a. National Registry certification card
  - b. Cardiopulmonary resuscitation (CPR) card
  - c. Driver's license or U.S. 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.



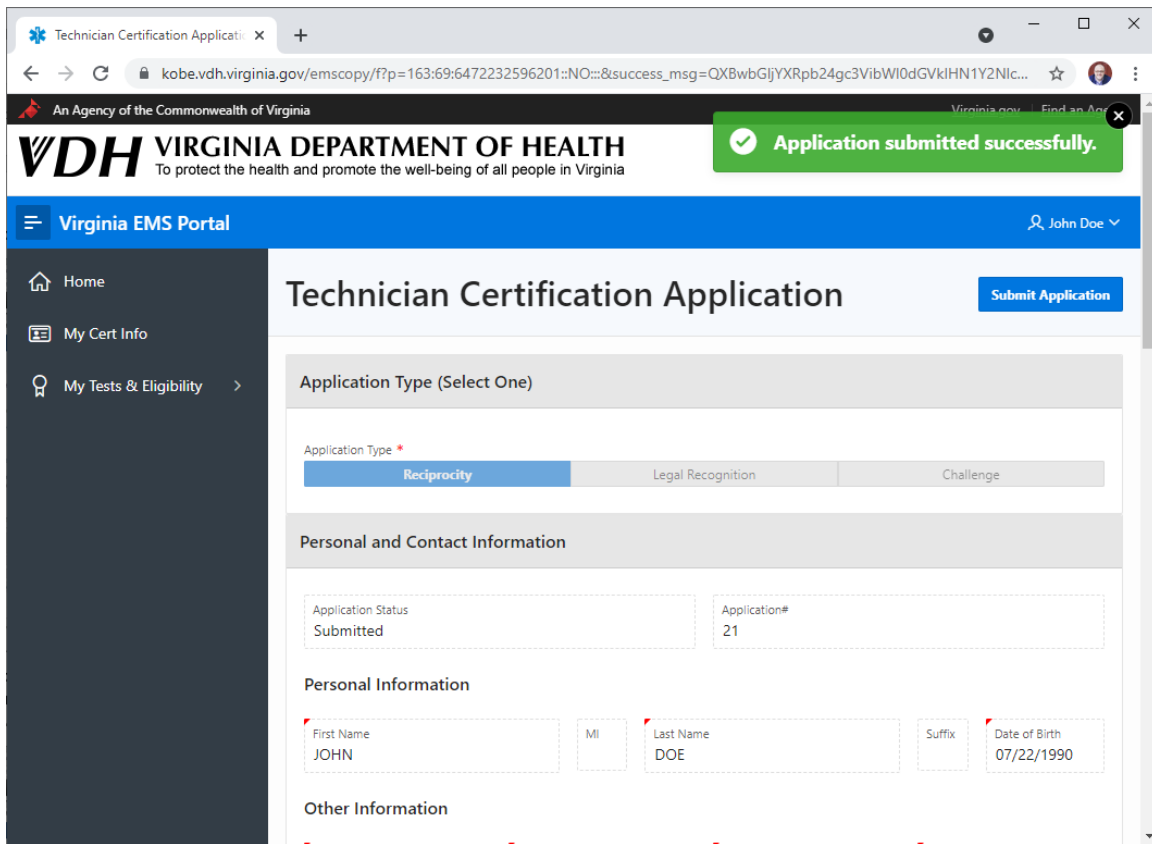




6. **Felony/Affirmation Statement:** Please pay special attention to the felony/affirmation statement.
7. After carefully reading the statement, click the check box to acknowledge your agreement.



8. Click **Submit Application** and wait for the green acknowledgement message to be returned by the EMS Portal.
9. Your application is now complete.
10. 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=QXBwbGijYXRpb24gc3VibWI0dGVkIHh1Y2Nlc...](https://kobe.vdh.virginia.gov/emscopy/f?p=163:69:6472232596201::NO::&success_msg=QXBwbGijYXRpb24gc3VibWI0dGVkIHh1Y2Nlc...). 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 states "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

1. Individuals seeking reciprocity are required to have an FBI fingerprint background check completed.
2. 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.
  - a. <https://www.vdh.virginia.gov/emergency-medical-services/education-certification/fingerprinting-for-reciprocity-legal-recognition-challenge-candidates/>

## Step 9: How to Maintain Your Virginia Certification

1. Individuals seeking reciprocity should familiarize themselves with how to maintain their Virginia certification.
2. Please [click here](#) to see Virginia's recertification process.