Quick Guide

Virginia EMS Portal

How to Keep my National Registry Certification in Sync with Virginia
EMS Portal: How to Keep my National Registry Certification in Sync with Virginia

This Quick Guide provides guidance on how and why you should keep your National Registry certification in sync with your Virginia certification.

In order to ensure that you have a Virginia CE Report which can be verified by the Office of EMS in case of a National Registry audit, you should manually recertify your Virginia certification on April 1 of your National Registry recertification cycle. The Virginia Office of EMS cannot make this process automated as Virginia's certification cycles differ from those of the National Registry.

Please note: This process is irrevocable—the Office of EMS cannot undo this process once the request has been made. Your recertification will be processed overnight on the day of your request and new certification card will be mailed to your address on file in the Virginia EMS Portal.

Step 1: Logging into Your Virginia EMS Portal Account

1. Open your web browser and type the following URL into the address bar:  
Step 2: Your Virginia EMS Portal Dashboard

1. From your **Dashboard**, click on the **See More** button in your **Provider Details** section of the Dashboard.

![Dashboard Screenshot](image)

Step 3: Accessing the “Recertify Me Now” Checkbox

1. Click on the menu **My Tests and Eligibility** and select the sub-menu **Eligibility Letters**.

![Eligibility Letters Screenshot](image)
Step 4: Check Your Eligibility to Recertify On-Demand

1. If you are eligible to recertify, you will see a section in green notifying you that you can now recertify—see highlighted section below.

Step 5: On-Demand Recertification

1. If you are eligible, click the Recertify Me now checkbox.
Step 6: Acknowledge On-Demand Recertification Cannot be Cancelled

1. If you are sure you want to recertify early, then acknowledge the message from the Virginia EMS Portal indicating that you understand this action cannot be cancelled or reversed.

Step 7: Log out of the Virginia EMS Portal

1. Please remember to Log Out to prevent unauthorized activity on your account.