

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

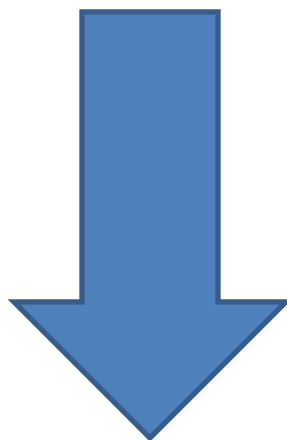
This Quick Guide provides guidance on how and why you should keep your National Registry certification in sync with your Virginia certification.

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.

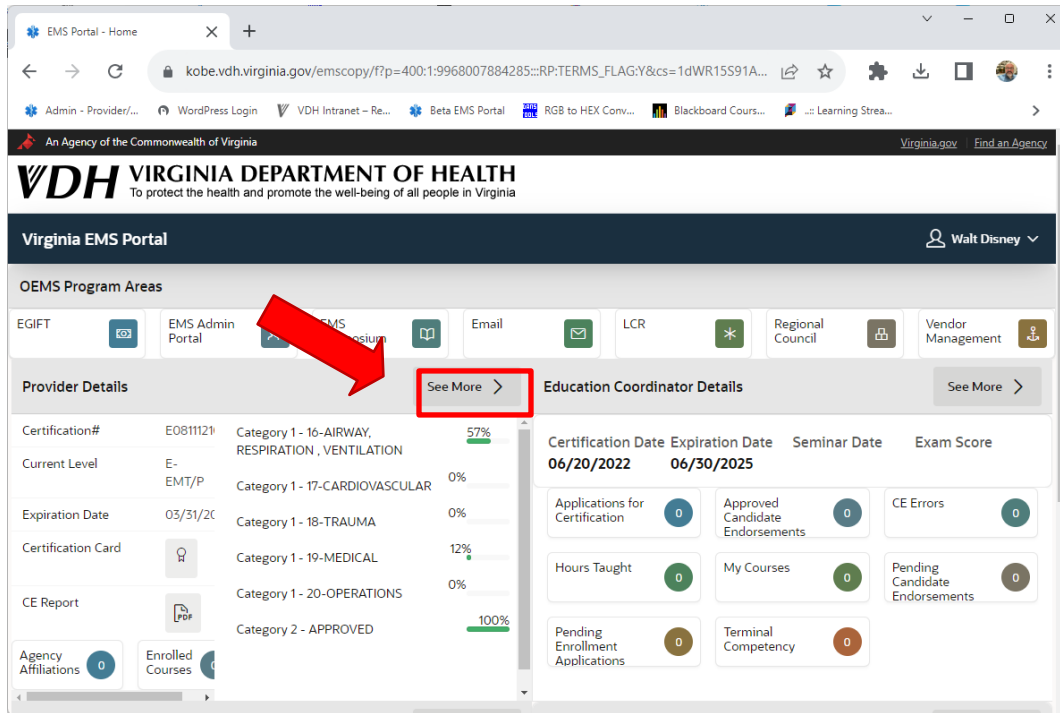
Step 1: Logging into Your Virginia EMS Portal Account

1. Open your web browser and type the following URL into the address bar:
<https://vdhems.vdh.virginia.gov/emsapps/f?p=400>



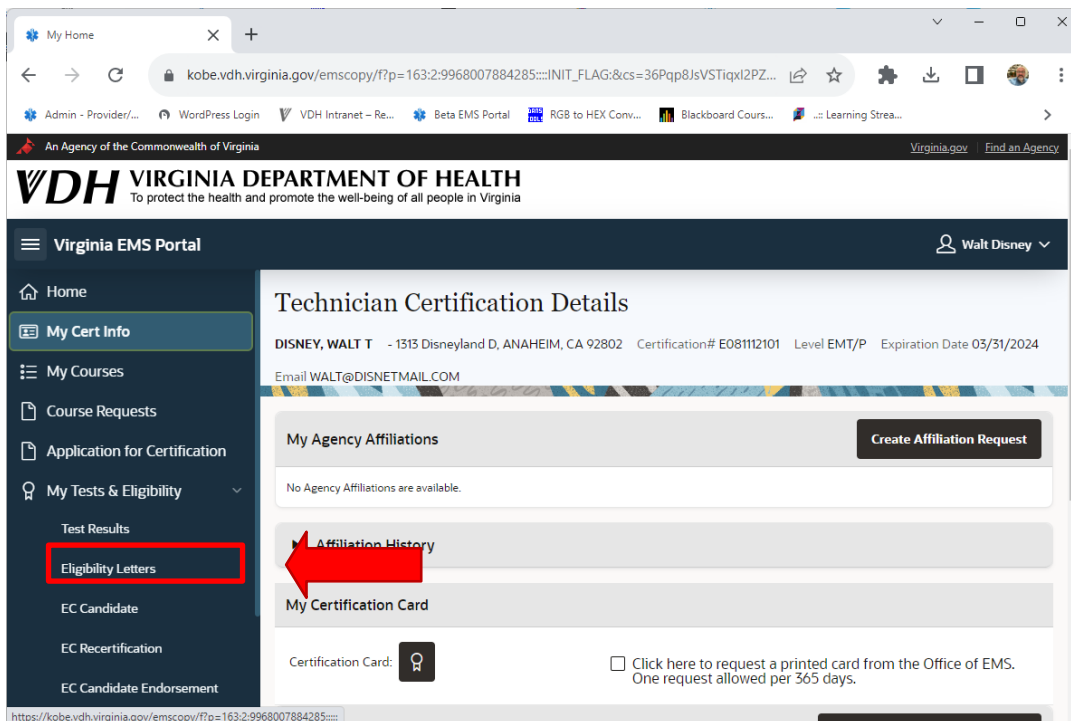
Step 2: Your Virginia EMS Portal Dashboard

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



Step 3: Accessing the "Recertify Me Now" Checkbox

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



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.

The screenshot shows the Virginia EMS Portal interface. The user is Walt Disney. The page title is "Technician Eligibility Letters". Below the header, it displays user information: "DISNEY, WALT T - 1313 Disneyland D, ANAHEIM, CA 92802 Certification# E08112101 Level EMT/P Expiration Date 03/31/2024 Email WALT@DISNETMAIL.COM". A table titled "ALS Certification Exam Letters" has columns: "Test/Eligibility", "Level", "Eligibility Letter", and "Expiration Date". The table contains one row: "Recertification Eligibility Notice", "E", "02/28/2021". Below the table, a green box contains the text: "Congratulations on completing the continuing education requirements for recertification. Your certification will be automatically renewed and a new certification card mailed to you during the month of your current certification expiration. However, you have the option to recertify early by simply clicking on the box at the right. Clicking on the box at the right will process your recertification during tonight's run and a new certification card will be mailed tomorrow." To the right of this text is a "Recertify Me" checkbox, which is highlighted with a red box.

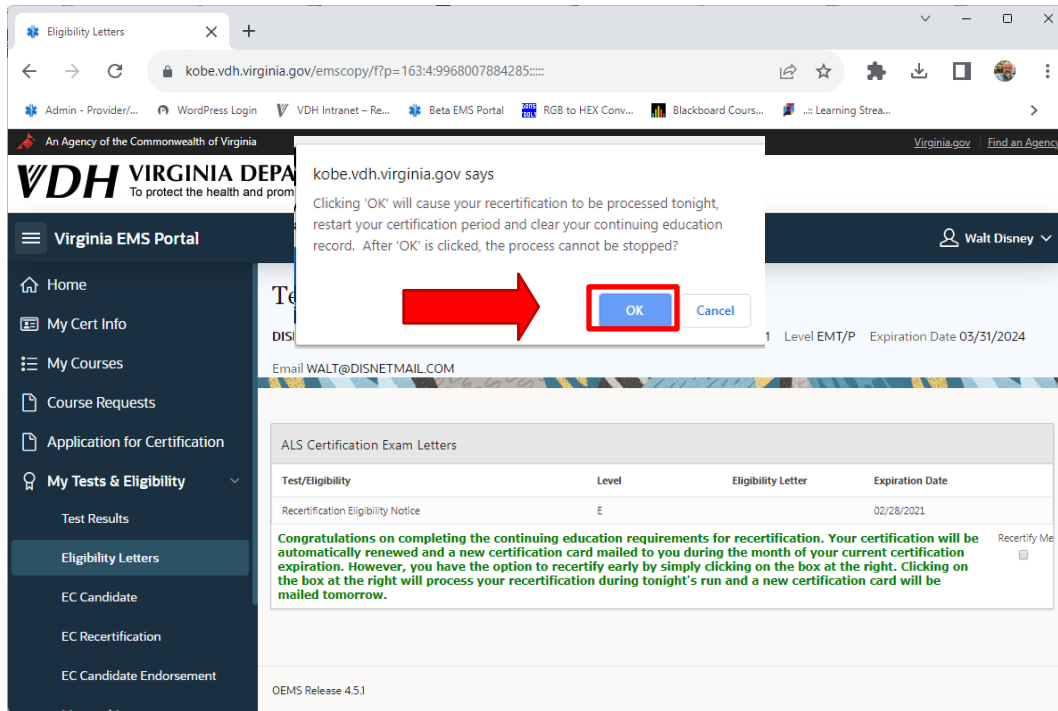
Step 5: On-Demand Recertification

1. If you are eligible, click the Recertify Me now checkbox.

This screenshot is similar to the one in Step 4, showing the same page with the congratulatory message and the "Recertify Me" checkbox. The "Recertify Me" checkbox is now highlighted with a red box, indicating the action to be taken.

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.

