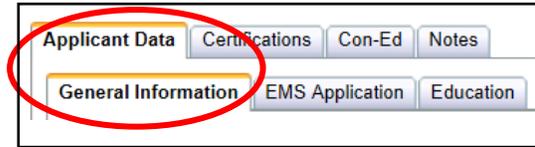


EMS Registry Job Aid for Reregistering (Recertifying) Your Certification

1. Reregistration (Recertification) will no longer be an automatic process. You will need to request to reregister (recertify) your certification. If you have met the reregistration requirements, you will be able to reregister within 90 days of your certification expiration date.
2. In the Applicant Data – General Information Tab – review and update your address if needed. If you update any field, click the Update Data box.



Applicant Data

Name: First Name Last Name MI Select Suffix

Address: Street Address 1 Street Address 2

City: Pennsylvania ZIP ZIP+4

County of Residence: Select County

Phone Numbers: Primary Phone Secondary Phone

Email Address:

Date Of Birth:

In lieu of a Social Security Number, I am providing a PA drivers license, PA Photo ID, or VISA number

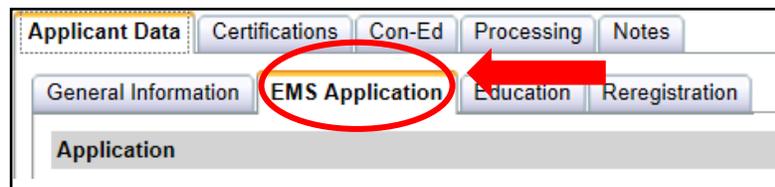
Social Security Number:

Gender: Female

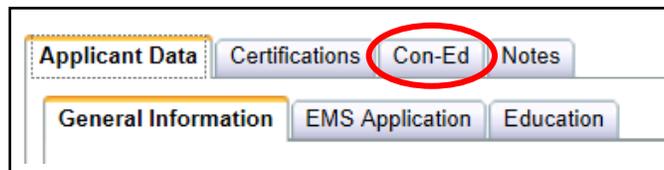
Race: Caucasian

Education: High School

3. Click the EMS Application Tab.



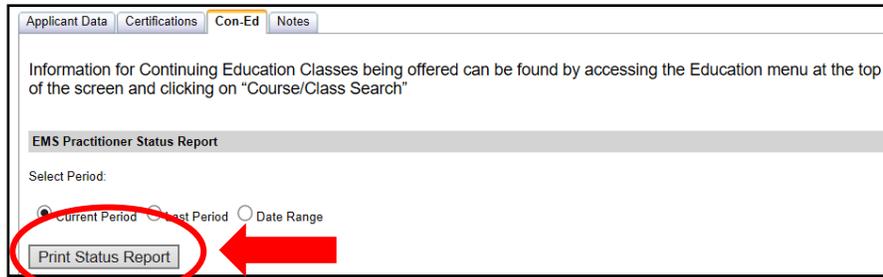
4. Scroll down on that page to the CPR Card section. Verify that your CPR is current. If it is not, enter and update your CPR. If you need guidance, please see the EMS Registry Job Aid for Entering CPR in the Help Menu.
5. In your record, click on the Con-Ed Tab.



6. Verify you have met the con-ed requirements. There are 2 ways you can do this.
 - a. Scroll down on that page and review the ConEd Summary Table.

ConEd Summary						
Certification	CPC Required	CPC Earned	Other Earned	EMSVO Required	EMSVO Earned	Total Required
Emergency Medical Technician	18.00	4.50	2.00	0.00	0.00	24.00

- b. Click on the “Print Status Report” gray button. This will be a pop-up, so your computer needs to allow pop-ups. The Status Report will appear and you can review your con-ed.



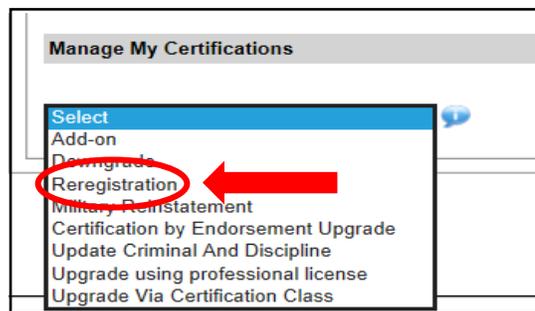
7. If any of your credits are missing:

If any of your CE credits are missing from this list, FIRST contact the CE sponsor who provided the program to find out if the CE materials were submitted to the regional EMS council and on what date that submission occurred. Allow 2-3 weeks from the date of submission to the regional EMS for CE credit processing.

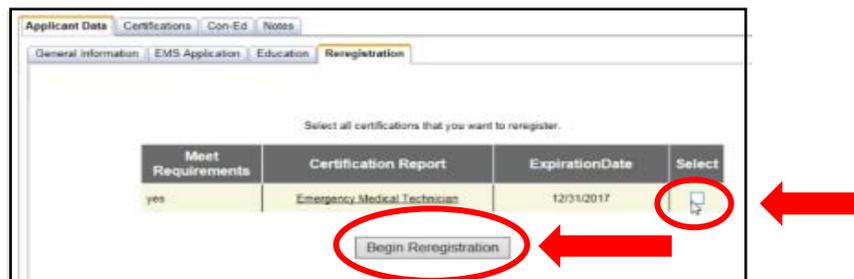
8. If you have met the requirements, click on the Applicant Data Tab.



9. Scroll to the bottom of that page to Manage My Certifications. Select Reregistration.



10. The Reregistration Tab will appear. If you have met the requirements, you will be able to click “Select” and then click “Begin Reregistration.” If you see a message that says you do not meet the requirements to recertify, review your certification expiration date and review your CPR and Con-Ed credits.



11. Another screen will appear. Read and answer the Criminal History/Disciplinary Action questions. Check the box to apply for reregistration. Click Recertify.

The screenshot shows a web form titled "Applicant Data" with tabs for "Certifications", "Con-Ed", and "Notes". The "Reregistration" tab is active. It contains two questions with radio button options for "Yes" and "No". The first question asks about convictions, and the second asks about disciplinary actions. A checkbox labeled "I wish to apply for reregistration" is checked. At the bottom, there are "Recertify" and "Cancel" buttons. Red arrows point to the "No" options for both questions, the checked checkbox, and the "Recertify" button.

12. The system will process your reregistration and you will see an updated expiration date.

The screenshot shows the updated provider information. The "Certification Expiration Date" is now 12/31/2018, highlighted with a red arrow. Other fields include Provider Name: Registry Demo, Certification Number: 0452556, Certification Level: Emergency Medical Technician, Certification Issue Date: 11/10/2017, and Practitioner Status: Active. Below the information are tabs for "Applicant Data", "Certification By Endorsement", "Certifications", "Con-Ed", and "Notes".

13. Your Regional EMS Council will mail your new EMS certification card.

01/19/2018