

## EMS Recertification Quick Reference Guide Required of all Certified EMS Personnel Including State License Only (SLO's) Providers

**PURPOSE:** In an effort to alleviate any confusion from field providers on the recertification process, we have developed this quick reference guide. It is imperative that all providers understand the recertification in its entirety. Certification of two items: **EDUCATION** and **APPLICATION** applicable to WVOEMS State certification and National Registry certification.

**POLICY:** To ensure consistent standards and procedures for certifying in West Virginia.

### **PROCEDURE/REQUIREMENTS:**

#### **I. Providers should view certification as a two-part process:**

- a. National Registry recertification (*every 2 years corresponding with your National Registry certification expiration date or State Licensed Only (SLO) expiration date*).
- b. State Education Tracking System (SETS) recertification (*every 4 years corresponding with your WVOEMS certification expiration*).

#### **II. National Registry**

- a. All EMS providers in West Virginia recertify in the same manner regardless of their National Registry standing. What does this mean:
  - i. **All provider levels:** EMR, EMT, AEMT, and Paramedic shall maintain a National Registry account.
  - ii. **State Licensed Only (SLO) providers** MUST have a National Registry account and complete all requirements of National Registry. The only difference an SLO experiences is that they will not have an actual National Registry certification. SLOs are not exempt from completing the National Registry requirements.
    1. SLO provider must “claim” their NREMT account if not already completed.

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2. If SLO provider has not claimed their NREMT account, you will follow these steps:
  - a. Go to [www.nremt.org](http://www.nremt.org)
  - b. Select "create an account"
  - c. Follow instructions to put in your social security number for NREMT to verify that either you have an account already, or a message will state "claim your account"
  - d. If you accidentally create two accounts, you will have to correct the issue with NREMT.
- iii. All EMS education MUST be entered into your TRANSCRIPT in your National Registry Account.
- b. All EMS Providers MUST complete all requirements of National Registry every two (2) years. Failure to complete the National Registry requirements will result in revocation of your WVOEMS certification per policy.
- c. The National Registry recertification identifies completion of the requirements of recertification.
- d. Providers may apply for National Registry recertification 6 months prior to expiration.
- e. This process is completed online through your established National Registry account.

### **III. State Education Tracking System (SETS)**

- a. All EMS providers shall complete a State Education Tracking System (SETS) application every 4 years corresponding with your WVOEMS certification expiration.

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- b. The SETS application identifies the recertification requirements of WVOEMS mandated by State and Federal guidelines.
- c. This process is completed online through your established National Registry account.
- d. Courses utilized to complete your National Registry requirements can be reused to complete the SETS application if necessary.

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**Cheat sheet:**

<b>State Education Tracking System (SETS) Recertification</b>	<b>National Registry Recertification</b>
<p>Required from all certified personnel. Credential Recognition must be affiliated with a WVOEMS EMS agency in order to complete a SETS application.</p> <p><i>Completed every 4 years corresponding with your WVOEMS certification expiration</i></p>	<p>Required for all EMR/EMT/AEMT/Paramedic That are NREMT or State Licensed Only.</p> <p><i>Completed every 2 years corresponding with your National Registry certification expiration date or SLO expiration date</i></p>
<ul style="list-style-type: none"> <li>• Go to <a href="https://www.nremt.org">https://www.nremt.org</a> Select "My Certification" under current role in your National Registry Account</li> <li>• Add all courses to your transcript</li> <li>• Select "STATE AFFILIATION". Make sure you have already affiliated with a department in West Virginia.</li> <li>• Select "Education Tracking".</li> <li>• Select "Add New" under pending applications.</li> <li>• Select the appropriate refresher application for your practicing level and apply the education you entered into your transcript to the respective categories. Categories will turn green as you submit the required hours respectively.</li> <li>• Submit your SETS application</li> <li>• Go to <a href="https://www.wvoems.org/ecert">https://www.wvoems.org/ecert</a> and complete the WV EMS Personnel Application and pay required fees.</li> <li>• You may submit State Recertification <b>1-year in advance</b> of your expiration <b>but no later than 90-days before</b> your expiration to allow for timely processing.</li> </ul>	<ul style="list-style-type: none"> <li>• Go to <a href="https://www.nremt.org">https://www.nremt.org</a> Select "My Certification" under current role in your National Registry Account</li> <li>• Add all courses to your transcript</li> <li>• Assign the courses you entered into your transcript to the respective topics in the "NATIONAL COMPONENT", "LOCAL OR STATE COMPONENT", and "INDIVIDUAL COMPONENT" sections. Categories will turn green as you submit the required hours respectively.</li> <li>• Complete the "RECERT APPLICATION" section. <i>This is only available within 6 months of your expiration date.</i></li> <li>• Submit your application and notify your training officer (if applicable) and your medical director (if applicable) for signoff.</li> </ul>