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I’ve Done This Before—Just Tell Me What I Need to Know…

Remember the CE requirements (there are 4 parts):

1. Refresher Training – Category 1 CEs
   - 48 hours for Paramedics
   - 36 hours for Intermediates
2. Continuing Education Training – Category 2 CEs
   - 24 hours for Paramedics
   - 36 hours for Intermediates
3. ACLS
4. CPR

For a complete list of recertification requirements, please refer to the appropriate National Registry recertification brochure. Remember to ensure you aren’t exceeding any of the requirements (also located later in this guide)

- Paramedic:
- Intermediate

- Get your Virginia OEMS CE report. Print/view the detailed CE report from your provider portal since it shows the class description.
- To easily enter all of the refresher training (category 1), you are permitted to select “traditional refresher course” as the refresher option in lieu of entering each individual CE course. For the date, select the date of the last category 1 CE class you completed.
- To enter all of your continuing education (category 2), you will need to enter each course manually.
  a. If you did not take a specific course that is listed in the drop-down menu, select “other” and enter the class name/description from your Virginia OEMS detailed CE report exactly as it appears on the CE report
     i. If you took a specific course (e.g., ACLS), select the name of that course
  b. The easiest and most efficient way of ensuring accuracy is to open your detailed CE report in another window on your computer and copy and paste the CE topic from your detailed CE report to your National Registry recertification application
     i. If you are not sure what topic was covered during the training session, contact the organizer/sponsor of the class for assistance.
- National Registry does not like “Category 2-Approved Topic” so you must enter the actual topic name of the class you attended.
- Enter your ACLS and CPR certification expiration dates.
- Submit copies of the following to Captain Jerry Sourbeer at EMS Training:
  - Virginia CE detailed CE report
  - Copy of ACLS card (front & back)
• Copy of CPR card (front & back)
• Paramedic Transition Course Completion letter (if applicable)
• Contact Captain Jerry Sourbeer prior to submitting your recertification application so he can review your entries to ensure there aren’t any problems. Once he has received your recertification documents (CE report, ACLS and CPR certification cards) and reviewed your entries, he will advise you when you can submit your recertification application for official review.
• On or after April 1st (NOT before), complete the Virginia recertification process to align your National Registry and Virginia certifications
  • To recertify your Virginia certification, all you have to do is hit the “Recertify Me” button located under the “My Tests and Eligibility” tab on the top of your EMS Portal. This button will show up when you have finished your Virginia Office of EMS requirements.
  • DO NOT hit that button until on or after April 1st. Any CEUs you complete prior to that date WILL NOT COUNT for your next National Registry recertification and you will have to repeat those continuing education classes. It is very important and makes everything easier to sync your NREMT certification with your Virginia certification.

If you have any questions about any of the above information/steps, please continue reviewing the guide, at least the section(s) pertaining to your question, for more information.

For questions that cannot be answered by this guide, please contact Captain Jerry Sourbeer at JSourbee@vbgov.com.
Create a New Account

2. Complete the information to create a new account

- Account information
  - User name
  - Password
- Request User Role – Nationally certified EMS professional
- 3 security questions
3. Complete the NREMT profile information

Once you complete the profile, click on SAVE button on bottom of page.
Agency Affiliation

Affiliate with City of Virginia Beach Department of EMS (if you have not already done so).

1. Click on “My Certification”.

![Image of the National Registry of Emergency Medical Technicians website]
2. Click on “Choose Agency”.
3. Select “City of Virginia Beach Department of EMS”.

4. Click SUBMIT.

Once you select the agency, your request will be sent to the training officer for approval. You can start entering your CEs while the affiliation approval is being processed.
Manage My Education – General Information

You can enter all or part of your CEs. When you are done entering the CEs, remember to log out. The next time you log in, you can resume entering your CEs.

1. Click “My Certification” and then “Manage Education”.

![Screen capture of the National Registry of Emergency Medical Technicians website showing the Manage Education section.](image)
There are 4 parts:

5. Refresher Training – Category 1 CEs
   - 48 hours for Paramedics
   - 36 hours for Intermediates

6. Continuing Education Training – Category 2 CEs
   - 24 hours for Paramedics
   - 36 hours for Intermediates

7. ACLS
8. CPR
Note: National Registry has strict requirements for approved CEs. The requirements include:

1. Paramedic
   a. Category 1 CEs
      i. A maximum of 10 hours can be applied from Distributive Education (online, video, magazine-based) towards the refresher section and the hours must be state or CECBEMS approved.
   b. Category 2 CEs
      i. A maximum of 12 hours can be applied from Distributive Education toward continuing education training and the hours must be state or CECBEMS approved.
      ii. A maximum of 12 hours can be applied from any one topic area toward continuing education training.

2. Intermediate
   a. Category 1 CEs
      i. A maximum of 10 hours can be applied from Distributive Education (online, video, magazine-based) towards the refresher section and the hours must be state or CECBEMS approved.
   b. Category 2 CEs
      i. A maximum of 18 hours can be applied from Distributive Education toward continuing education training and the hours must be state or CECBEMS approved.
      ii. A maximum of 18 hours can be applied from any one topic area toward continuing education training.
      iii. A maximum number of 16 hours can be applied from each of the following courses: ABLS, ACLS, AMLS, BTLS, ITLS, NALS, PALS, PEPP, PHTLS, PPC, etc. and teaching EMS courses.
      iv. A maximum number of 12 hours can be applied from each of the following courses: Teaching CPR, Emergency Driving, Dispatch Training.

3. Courses that cannot be applied toward continuing education training
   a. Clinical rotations
   b. CPR
   c. Emergency Medical Responder course
   d. Instructor courses
   e. Management/leadership courses
   f. Performance of duty
   g. Preceptor hours
   h. Serving as a skill examiner
   i. Volunteer time with agencies
For a complete list of recertification requirements, please refer to the appropriate National Registry recertification brochure:

Paramedic:

Intermediate
Manage My Education – Entering Refresher Training (Category 1 CEs)

- Get your Virginia OEMS CE report. Print the detailed CE report from your provider portal since it shows the class description.

Utilize the chart on the recertification brochure to know what content areas and categories are required.

- Click “Add Class”.

- To easily enter all of the refresher training, you are permitted to select “traditional refresher course” as the refresher option in lieu of entering each individual CE course.
Select the appropriate instruction method.

For the “date completed”, enter the date of the last CE class (category 1) you completed.

Enter the class sponsor. For example, if you completed a class with Virginia Beach EMS, you can enter “City of Virginia Beach Department of EMS”.

Click “save course”.
**Enter Class Information Manually**

1. If you wish to enter in your class information manually, select “refresher through continuing education topic hours”.

   - **Class Info**
     
     You may fulfill your Refresher Training requirements by taking a traditional refresher course, or through continued education. Please select one of these options below.

     - Refresher option
       - Refresher through continuing education topic hours

     Please select a course from the list below. If you do not see your course listed, select the “Other” option at the bottom of the list.

     - Courses
       - SELECT --

     Please enter the topic hours for this course by choosing a topic from the list below, then entering the number of hours.

     - Topics
       - SELECT --

     Please enter the instruction method used in the course, the date the course was completed, and the name of the course sponsor.

     - Instruction Method
       - SELECT --

     - Date Completed

     - Class Sponsor
       - City of Virginia Beach Depart

   When you have finished entering your course, please take a moment to review the information you have entered. When you are ready to submit your course, click the “Save Course” button. Note that if the information is not complete, the button will be greyed out and you will not be able to submit your course.

2. Select the name of the course.
   
   - If you took a specific course (e.g., ACLS), select the name of that course
   - If you did not take a specific course that is listed in the drop-down menu, select “other” and enter the class name/description from your Virginia OEMS detailed CE report
Note: If you open your detailed CE report from the OEMS portal, you can copy and paste the name of the class, which saves a lot of time and ensures accuracy.

3. Select the appropriate topic and enter the number of hours

- Select the National Registry topic/category. Utilize the recertification brochures for guidance, if needed.
- For hours, use the number of hours listed on your CE report.
4. Enter the instruction method used for the course, the date the course was completed, and the name of the course sponsor.

<table>
<thead>
<tr>
<th>Instruction Method</th>
<th>Date Completed</th>
<th>Class Sponsor</th>
</tr>
</thead>
<tbody>
<tr>
<td>-- SELECT --</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- For instruction method, select the most appropriate instruction method. If you attended a class at the training center, you will select “lecture” (even if the class had a practical portion).
- For course sponsor, for example, if you completed a class with Virginia Beach EMS, you can enter “City of Virginia Beach Department of EMS”. If you took the class with another organization, put the name of that organization/agency.

5. Click “save course”.

Using the individual course entry method, you must enter and submit each class, one class at a time.

Once you submit the CE class, the CE credit will then be displayed on your “manage my education” page and the counter will show your progress with the number of hours complete.

Click “show details” to see which areas still need CEs.
### Refresh Training

You currently have 34 of your 40 hours for this category.

**Operational Tasks (Mandatory)**

<table>
<thead>
<tr>
<th>Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/8</td>
<td></td>
</tr>
</tbody>
</table>

**Airway, Breathing, and Cardiology (Mandatory)**

<table>
<thead>
<tr>
<th>Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Attempt to resuscitate a patient in cardiac arrest</td>
</tr>
<tr>
<td>2</td>
<td>Provide care to a patient experiencing a cardiovascular compromise</td>
</tr>
<tr>
<td>2</td>
<td>Provide post resuscitation care to a cardiac arrested patient</td>
</tr>
<tr>
<td>2</td>
<td>Provide ventilatory support for a patient</td>
</tr>
</tbody>
</table>

**Airway, Breathing, and Cardiology (Flexible)**

<table>
<thead>
<tr>
<th>Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0/8</td>
<td></td>
</tr>
</tbody>
</table>

**Medical Emergencies (Mandatory)**

<table>
<thead>
<tr>
<th>Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/3</td>
<td></td>
</tr>
</tbody>
</table>

**Tasks**

- Add a patient with a possible overdose
- Assess and provide care to a restless patient
- Assess and provide care to a patient experiencing an allergic reaction

**Complete**

- All tasks completed

**Not Started**

- All tasks to be started

**Total**

- 34 hours completed

Manage My Education – Entering Continuing Education (Category 2 CEs)

Paramedics
- 24 hours required

Intermediates
- 36 hours required

You only need to enter the required number of hours. There is no “extra credit” for entering extra hours.

1. Select “My Certification” and “Manage Education”.

2. Click on “Add Class”.

3. Select the name of the course.
   - If you took a specific course (e.g., ACLS), select the name of that course
   - If you did not take a specific course that is listed in the drop-down menu, select “other” and enter the class name/description from your Virginia OEMS detailed CE report

National Registry does not like “Category 2-Approved Topic” so you must enter the actual topic of the class you attended. If you are not sure what topic was covered during the training session, contact the organizer/sponsor of the class for assistance.

4. Enter the number of hours
   - For hours, use the number of hours listed on your CE report.
5. Enter the instruction method used for the course, the date the course was completed, and the name of the course sponsor.

- For instruction method, select the most appropriate instruction method. If you attended a class at the training center, you will select “lecture” (even if the class had a practical portion).
- For course sponsor, for example, if you completed a class with Virginia Beach EMS, you can enter “City of Virginia Beach Department of EMS”. If you took the class with another organization, put the name of that organization/agency.

6. Click “save course”.

You must enter and submit each class, one at a time.

Once you submit the CE class, the CE will then be displayed on your “manage my education” page and the counter will show your progress with the number of hours complete.
Manage My Education – ACLS and CPR

Click on “Edit Certification”

Enter ACLS and CPR dates and click “Apply”.

**Remember your ACLS and CPR certification must be valid at least until March 31 of the year your National Registry certification will expire.**
Intermediate/99 Recertification and Transition

Per the NREMT website, national certification testing based on the National Standard Curriculum for Intermediate/99 ended on December 31, 2013. All NREMT-Intermediate/99s will have three registration cycles (six years) to complete a state approved Intermediate/99 to Paramedic transition course in order to be eligible for National EMS Certification as a Paramedic (NRP). NREMT-Intermediate/99s who submit an acceptable recertification application but do not complete the approved transition process from EMT-Intermediate/99 to Paramedic will be issued National EMS Certification as an Advanced Emergency Medical Technician (NRAEMT) upon reaching their expiration date of March 31, 2018 or 2019.

More information can be found at:

- [https://www.nremt.org/nremt/about/transition_policy.asp](https://www.nremt.org/nremt/about/transition_policy.asp).

Transition from EMT-Paramedic to Paramedic

Once you complete all your state CE requirements, there will be a Paramedic Transition Course Completion letter in your OEMS portal. Print that letter to bring to EMS Training. To complete the National Registry transition to Paramedic, select “Yes, I am transitioning from EMT-P to Paramedic”

Please make sure that if you are a NREMT-P that you will be transitioning to NRP when the NREMT site asks you the question.
Submitting Recertification

This year, Captain Jerry Sourbeer will be managing National Registry Intermediate and Paramedic recertification. He can be reached at JSourbee@vbgov.com.

Contact Captain Jerry Sourbeer prior to submitting your recertification application so he can review your entries to ensure there aren’t any problems. Once he has received your recertification documents (CE report, ACLS and CPR certification cards) and reviewed your entries, he will advise you when you can submit your recertification application for official review.

Documentation review will start in the first week of February if you have completed everything ahead of time.

Once you have submitted your application, you are unable to go back and change anything. Double check everything before you submit your application!
1. Verify your information:
   - Verify your personal information
   - Validate your agency selection
   - Attest that you are not under disciplinary actions since your last recertification
   - Attest that you have not had a felony conviction since your last recertification

2. Verify Education
   - Refresher training
   - EMS related continuing education
   - Certification information (ACLS & CPR)

3. Choose Payment method
   - $20.00 for paramedic recertification
   - $15.00 for Intermediate recertification

4. Submit as active or inactive

5. Application submission
   - **Double-check everything you entered!**

6. Once your application is submitted, it will be sent to the training officer and medical director for verification.

7. **Submit copies to EMS Training**
   - In order for the Training Officer and OMD to verify your application, you must submit the following documents to Captain Jerry Sourbeer at EMS Training
     - Virginia CE detailed CE report
     - Copy of ACLS card (front & back)
     - Copy of CPR card (front & back)
     - Paramedic Transition Course Completion letter (if applicable)

8. On or after April 1st (NOT before), complete the Virginia recertification process to align your National Registry and Virginia certifications
   - To recertify your Virginia certification, all you have to do is hit the “Recertify Me” button located under the “My Tests and Eligibility” tab on the top of your EMS Portal. This button will show up when you have finished your Virginia Office of EMS requirements.
   - **DO NOT** hit that button until on or after April 1st. Any CEUs you complete prior to that date WILL NOT COUNT for your next National Registry recertification and you will have to repeat those continuing education classes. It is very important and makes everything easier to sync your NREMT certification with your Virginia certification.