EMS Registry Job Aid for
Lapse of Registration/Reinstatement

Requirements – to be completed in the order outlined below

1. Providers can choose to reinstate their certification in one of two ways and need to decide prior to starting the reinstatement process. The Reinstatement process must be completed within the time frame that their next certification period would have expired if they maintained their certification.
   a. complete a certification class and successfully pass both the PA Approved Psychomotor and National Registry Assessment Cognitive Exam
      1. Reinstatement certification completed via this method - continuing education credits will be prorated to the to the providers next certification cycle.
      OR
   b. complete all required continuing education hours for each lapsed registration period (those con-ed credits must be recorded on providers con-ed report) and successfully pass PA Approved and National Registry Exam(s) as outlined below. If unsure of hours required, contact your Regional EMS Council.
      1. If provider expired less than 2 years – pass the National Registry Assessment Cognitive Exam for level of lapsed certification. The Assessment Cognitive Exam is for PA Lapse of Registration Candidates, passing this exam does not give you a National Registry certification. Candidates are responsible for all fees associated with the exams.
      2. If provider expired greater than 2 years – pass the PA Approved Psychomotor Exam and National Registry Assessment Cognitive Exam your level of lapsed certification. These exams will not provide you with a National Registry certification. Candidates are responsible for all fees associated with the exams.
      3. Reinstatement certification completed via this method – continuing education credits will not be prorated to the next certification cycle. Providers will need to obtain all required con-ed credits for that level of certification.
2. Provider completes PA Approved CPR course. PA EMS Information Bulletin with approved courses listed attached.
3. Provider complete the Reinstatement Application through their record in the PA EMS Registry. See directions below.
4. If required, provider passes the PA Approved Psychomotor Exam.
5. Cognitive Exam - Provider creates an account on www.nremt.org and selects "Assessment Exam Program (999)" when creating the account.
6. Provider contacts Regional EMS Council to approve National Registry account.
7. Provider logs into their National Registry account and proceeds to follow the process for scheduling the cognitive exam at a Pearson-Vue Testing Center.
8. After provider successfully passes psychomotor and/or cognitive exams, their PA EMS Certification will be reinstated.

Process for completing the Reinstatement Application through the PA EMS Registry

1. Log into the PA EMS Registry, https://ems.health.state.pa.us/emsportal. If this is your first time logging into the registry since January 2018, your User ID is pa###### (your certification number) and your password is Password1 (capital P). You will be prompted to answer a few questions and change your password.

2. In the Applicant Data – General Information Tab, review and update as needed any demographic information and email address. Click "Update Data". You will see a pop up box asking if you want to update your address information, click "yes".

3. In the Criminal History/Disciplinary Action section, read and answer the two questions.

Criminal History/Disciplinary Actions

NOTE: If you have previously reported a conviction or disciplinary action and you have been issued an Authorization Letter from the Bureau of EMS, DO NOT check YES below.

○ Yes ○ No   Have you ever been convicted of a crime other than a summary or similar offense? 💬

○ Yes ○ No   Have you been subject to disciplinary action or had a certification or license or authority to practice any profession or occupation revoked, suspended or restricted?

4. Click on the EMS Application Tab.

| Applicant Data | Certifications | Con-Ed | Processing | Notes |

General Information | **EMS Application** | Education | Reregistration | Release and Consent

5. In the CPR Card section, enter your CPR information. The card upload is optional and is not required. Click "Update CPR".   A pop-up will appear asking if you want to update your CPR? Click "yes."

CPR Card

CPR Cards must be current for providers to reregister. Regional councils will randomly audit provider CPR cards to ensure this information is correct.
CPR Instructors may select the Course they are an instructor for, and enter the dates and information from their instructor card. CPR Instructors may use their own name in the Instructor Name field

Update Your CPR information here and click the 'Update CPR' button below.

Issue Date:
Expiration Date:
Course: Select A Course
Training Center Name:
Instructor Name:

Optional CPR Card Upload

Browse...   Add
After browsing for your file, you must click add in order for the file to be attached to your record.

Update CPR

CPR Confirmation ✖

Update CPR?

Yes   No

6. Click on the Con-Ed Tab. Review your Con-Ed report for completion of all required con-ed credits. If you completed classes that are not listed, contact the sponsoring organization to determine if they registered and submitted the class for con-ed credits. If classes are not listed and you need to apply for Continuing Education by Endorsement, see separate Job Aid for directions.

| Applicant Data | Certifications | Con-Ed | Notes | Associations |

General Information | **EMS Application** | Education | Driving History | Release and Consent

7. Click back on the Applicant Data - General Information Tab. At the very bottom, in the Manage My Certifications Section, select Reinstatement.
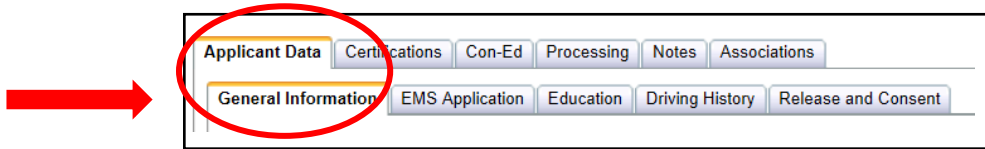
8. Another tab will appear, "Registration Reinstatement." Choose which method you will be applying for. Click "Request Reinstatement."
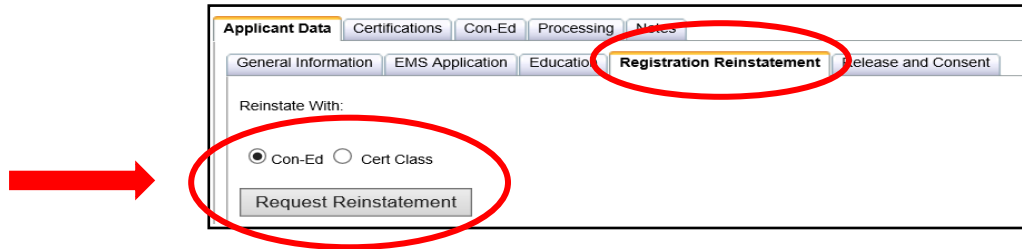
9. Your application will be submitted to your Regional EMS Council for their review. If application is complete and all con-ed credits are posted, the Regional EMS Council will approve the application, but will not approve the reinstatement of your certification until you have successfully completed the National Registry Psychomotor and/or Cognitive Exam(s).

10. When your PA EMS Certification Reinstatement is processed, your expiration date will be the expiration date that you would have had if you maintained your certification.

07/12/2018