EMS Registry Job Aid for Upgrade Via Certification Class

This Job Aid is for current PA EMS Providers who are enrolling in a higher level PA EMS Certification Class. You will need the Certification Class number from your Education Institute prior to applying for the upgrade.

1. Log into the EMS Portal. In the Applicant Data – General Information Tab: review and update your address, email and phone number if needed. If you update any field, click the Update Data box.
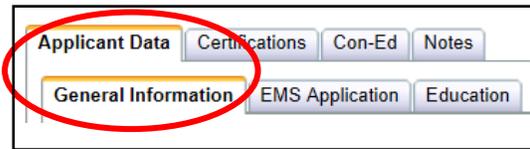
2. Criminal History/Disciplinary Action Section – Answer both questions. If you answer 'yes' to either question, you will be directed to additional tabs where you will need to complete and upload further documentation.

3. Manage My Certifications Section – in the drop down menu, click on 'Upgrade via Certification Class'.

4. Another screen will appear indicating User Type and a drop down menu. In the drop down menu, click on the level of certification you are applying for.

5. The Functional Position Description for the level of provider you are requesting will appear. Read the document and scroll all the way to the bottom of the document. Check the box indicating you have read and understand the document.

6. Read the Accommodation statement in blue, then click on Continue to EMS Application.

7. You will be directed to the Education Tab. In the Current Certification Class Search, enter the Class Number provided to you by your Education Institute. Click Search. (If you do not have the class number, you can search by your Education Institute Name and find your class).

8. A yellow table should appear with the class information listed. Click on 'Request Enrollment'

9. The class information will populate into the Current Certification Class section. Click 'Submit Upgrade'.

10. If any required information is missing, you will see a list of missing required fields at the top of the screen, complete what is missing. Return to the Education Tab and click 'Submit Upgrade'. You will then receive an email indicating your application has been submitted to the Regional Council.

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