

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.

A screenshot of the 'Applicant Data' tab in the EMS Registry system. The 'General Information' sub-tab is highlighted with a red circle. Other tabs visible include 'Certifications', 'Con-Ed', and 'Notes'. Below the sub-tabs are 'EMS Application' and 'Education' buttons.

A screenshot of the 'General Information' form within the 'Applicant Data' tab. The form contains fields for Name (First, Last, MI, Select Suffix), Address (Street Address 1, Street Address 2, City, State (Pennsylvania), ZIP, Zip-4), County of Residence (Select County), Phone Numbers (Primary, Secondary), Email Address, Date of Birth, Social Security Number (with a checkbox for PA drivers license, PA Photo ID, or VISA number), Gender (Female), Race (Caucasian), and Education (High School). A red arrow points to the 'Update Data' button at the bottom right.

3. Click the EMS Application Tab.

A screenshot of the 'Applicant Data' tab with the 'EMS Application' sub-tab highlighted by a red circle and a red arrow. Other sub-tabs include 'General Information', 'Education', and 'Reregistration'. The top row of tabs includes 'Applicant Data', 'Certifications', 'Con-Ed', 'Processing', and 'Notes'.

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.

A screenshot of the 'Applicant Data' tab with the 'Con-Ed' sub-tab highlighted by a red circle. Other sub-tabs include 'General Information', 'EMS Application', and 'Education'. The top row of tabs includes 'Applicant Data', 'Certifications', 'Con-Ed', and 'Notes'.

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.

Applicant Data Certifications **Con-Ed** Notes

Information for Continuing Education Classes being offered can be found by accessing the Education menu at the top of the screen and clicking on “Course/Class Search”

EMS Practitioner Status Report

Select Period:

☒ Current Period ☐ Past Period ☐ Date Range

Print Status Report

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.

Applicant Data Certifications Con-Ed Notes

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

Manage My Certifications

Select

- Add-on
- Demoted
- Reregistration**
- Initial Reinstatement
- Certification by Endorsement Upgrade
- Update Criminal And Discipline
- Upgrade using professional license
- Upgrade Via Certification Class

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.

Applicant Data Certifications Con-Ed Notes

General Information EMS Application Education **Reregistration**

Select all certifications that you want to reregister

Meet Requirements	Certification Report	ExpirationDate	Select
yes	Emergency Medical Technician	12/31/2017	

Begin Reregistration

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

Applicant Data Certifications Cert-Ed Notes

General Information EMS Application Education Reregistration

☐ Yes ☒ No
 Since your last registration, have you been convicted of a misdemeanor and/or felony crime(s)?

☐ Yes ☒ No
 Since your last registration, have you had any disciplinary actions taken against your certification or has your ability to function as an EMS provider been suspended by the Pennsylvania Department of Health, Bureau of EMS, your Agency Medical Director, or any other state you hold an EMS certification?

☒ I want to apply for reregistration

Reregistry Cancel

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

Provider Name: Registry Demo
 Certification Number: 0452550
 Certification Level: Emergency Medical Technician
 Certification Issue Date: 11/10/2017 Certification Expiration Date: 2/1/2020
 Practitioner Status: Active

Applicant Data Certification By Endorsement Certifications Cert-Ed Notes

General Information EMS Application Education

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

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