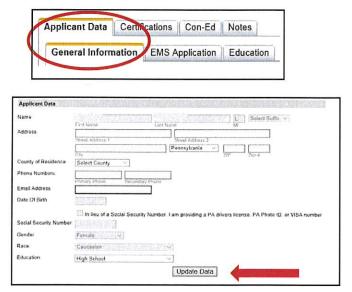
## EMS Registry Job Aid for Reregistering (Recertifying) Your Certification

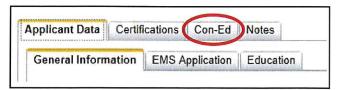
- Reregistration (Recertification) will no longer be an automatic process. You will need to request to reregister (recertify) your certification. If you have met the reregistration requirements, you will be able to reregister within 90 days of your certification expiration date.
- 2. In the Applicant Data General Information Tab review and update your address if needed. If you update any field, click the Update Data box.



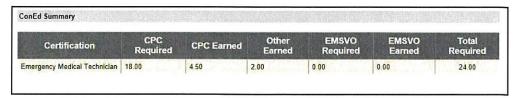
3. Click the EMS Application Tab.



- 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.



- 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.



b. Click on the "Print Status Report" gray button. This will be a pop-up, so your computer needs to allow popups. The Status Report will appear and you can review your con-ed.



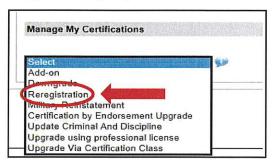
7. If any of your credits are missing:

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 occured. 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.



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



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.



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



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



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

01/19/2018