Guide to Completing National Registry Recertification Application

Quick Guide

Introduction:

This *Quick Guide* has been developed to assist Virginia providers who are certified with National Registry to complete their recertification application based on the new National Continued Competency Program (NCCP). Virginia transitioned all providers to the 2012 NCCP recertification requirements on July 1, 2016.

Please follow this step-by-step guide when completing your National Registry recertification application.

Providers who do not maintain their Virginia CE report in alignment with their National Registry certification cycle will not be able to utilize this process. Please remember to use the 'Recertify Me' option in your Virginia EMS portal after your National Registry has been recertified to maintain your CE report in alignment with your National Registry certification cycle.

Learning Objectives:

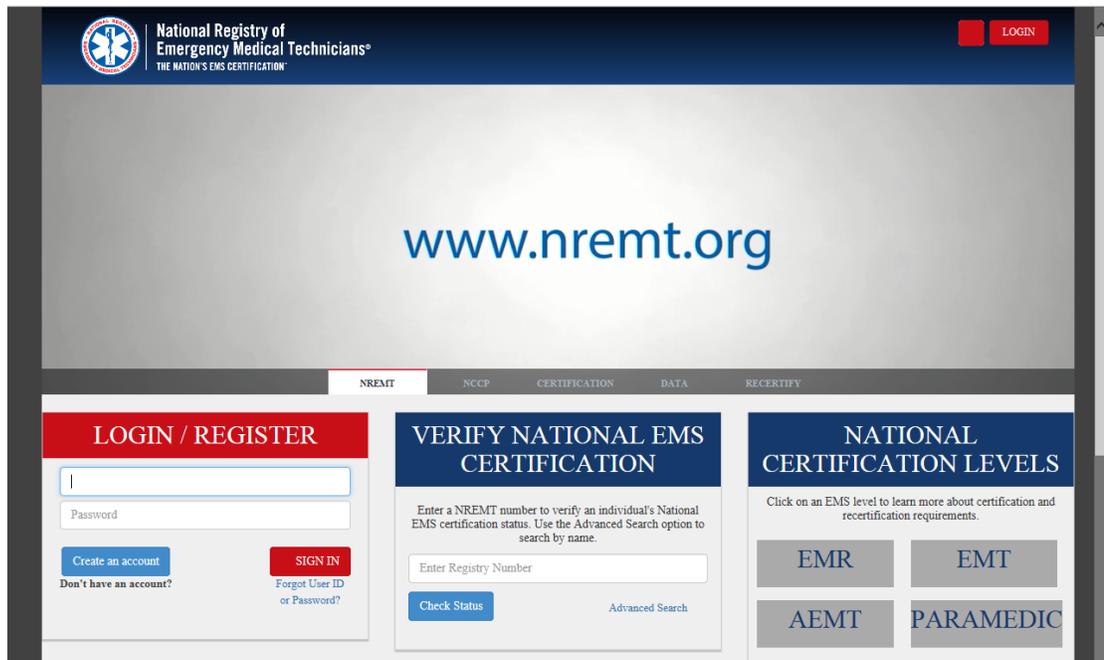Learn how to:

- ✓ complete your recertification application with National Registry using the National Continued Competency Program (NCCP)

| Step 1 | **Accessing the National Registry Website** |

a. Open your web browser and log into National Registry at http://nremt.org.

| Step 2 | **Accessing Recertification Application** |

1. Log into your existing National Registry account and go to 'My Certification' to locate your Electronic Recertification Application and click on 'Manage Education'

Note: Recertification Cycle Start Date will be unique to each provider based on when National Registry issues your new certification. Hours accumulated after that start date can be utilized toward the next certification cycle.

2

Step 3	**National Continued Competency Content**

1. Under National select '**Add Class**' enter the following:
   a. Under **Class Information** enter the following:
      i. Class Name: **NCCR**
      ii. Class Sponsor: **Virginia Office of EMS**
      iii. Description : Leave Blank
      iv. Method of Instruction: **Lecture**
      v. Date Completed: **Date you completed your Category 1 CE requirements**
   b. Under **Class Detail** enter the following:
      i. Topic/Category: **NCCR National Requirement**
      ii. Hours: Select hours based on your certification level
         (EMR – 8, EMT – 20, AEMT – 25, Paramedic – 30)
   c. *Click* on '**ADD**'
   d. *Submit* your National Content.

National

Not Started

You currently have 0 of 30 hours for this category.

Class Info

Status: Not yet saved

This course has not been saved. If you leave this page, the information you have entered will be lost. To save the information, click the "Submit" button below.

Class Name
NCCR

Class Sponsor
Virginia Office of EMS

Description (optional)

Method of Instruction
Lecture

Date Completed
10/01/2016

Class Detail

Select a topic, enter the number of hours, then click the "Add" button. When you have finished adding course details, click the "Submit" button to add this course to your refresher training.

Topic/Category
NCCR National Requirement

Hours
30 .00

ADD

CANCEL   SUBMIT

Step 4	**Local Continued Competency Requirements**

1. Under Local select '**Add Class'** enter the following:
    a. Under **Class Information** enter the following:
        i. Class Name: **Virginia Approved LCCR Topics**
        ii. Class Sponsor: **Virginia Office of EMS**
        iii. Description : **Virginia Approved LCCR Topics covering: Airway, Cardiology, Trauma, Medical and Operations**
        iv. Method of Instruction: **Lecture**
        v. Date Completed: **Date you completed your Category 2 CE requirements**
        vi. Hours: Select hours based on your certification level
            (EMR – 4, EMT – 10, AEMT – 12.5, Paramedic – 15)
    b. *Submit* your Local Content.

Manage My Education > Add Class

Local   [Not Started]

You currently have 0 of 15 hours for this category.

Class Info

Status: Not yet saved

This course has not been saved. If you leave this page, the information you have entered will be lost. To save the information, click the "Submit" button below.

Class Name
Virginia Approved LCCR Topics

Class Sponsor
Virginia Office of EMS

Description (optional)
Virginia Approved LCCR Topics covering: Airway, Cardiology, Trauma, Medical and Operations

Method of Instruction
Lecture

Date Completed
10/01/2016

Hours
15   .00

CANCEL   SUBMIT

Step 5	**Individual Continued Competency Requirements**

1. Under Individual select '**Add Class**' enter the following:
    a. Under **Class Information** enter the following:
        i.   Class Name: **Virginia Approved ICCR Topics**
        ii.   Class Sponsor: **Virginia Office of EMS**
        iii. Description : **Virginia Approved ICCR Topics covering: Airway, Cardiology, Trauma, Medical and Operations and other EMS related topics**
        iv.   Method of Instruction: **Lecture**
        v.   Date Completed: **Date you completed your Category 2 CE requirements**
        vi.   Hours: Select hours based on your certification level
              (EMR – 4, EMT – 10, AEMT – 12.5, Paramedic – 15)
    b. *Submit* your Local Content.

Manage My Education > Add Class

Individual

Not Started

You currently have 0 of 15 hours for this category.

Class Info

Status: Not yet saved

This course has not been saved. If you leave this page, the information you have entered will be lost. To save the information, click the "Submit" button below.

Class Name
Virginia Approved ICCR Topics

Class Sponsor
Virginia Office of EMS

Description (optional)
Virginia Approved ICCR Topics covering: Airway, Cardiology, Trauma, Medical and Operations and other EMS related topics

Method of Instruction
Lecture

Date Completed
10/01/2016

Hours
15 .00

CANCEL   SUBMIT

| Step 6 | Active/Inactive Status and Submitting Recertification Application |

1. Select either Active or Inactive Status then click on **Submit Recertification**
2. Personal Information. Make sure information is correct. Check the **'I verify that the contact information is accurate'** then click **NEXT**
3. Validate Agency: Your agency will be listed or you will show as unaffiliated. Check the **'I verify that the agency above is my agency'** then click **NEXT**
4. Select Card Type: Answer the question concerning whether you want a card mailed or will print the card yourself then check **'I verify that my selection is accurate'** then click **NEXT**
5. Active/Inactive Status: Indicate whether you wish to stay active or go inactive. Check the **'I verify that the information shown above accurate'** then click **NEXT**
6. Disciplinary Actions: Select a response to the question asked. Check the **'I attest the information submitted above is accurate. I understand submitting falsified information may impact my recertification.'** then select **NEXT**
7. Criminal Convictions: Select a response to the question asked. . Check the **'I attest the information submitted above is accurate. I understand submitting falsified information may impact my recertification.'** then select **NEXT**
8. Personal Attestation: Read the attestation statement. Check the **'I understand and agree with the above statement. I understand submitting falsified information may impact my recertification.'** then select **NEXT**

| Step 7 | **Verify Your Education** |

1. Verify that the education listed is correct. Check the **'I confirm the hours listed above are accurate.'** And click **NEXT**
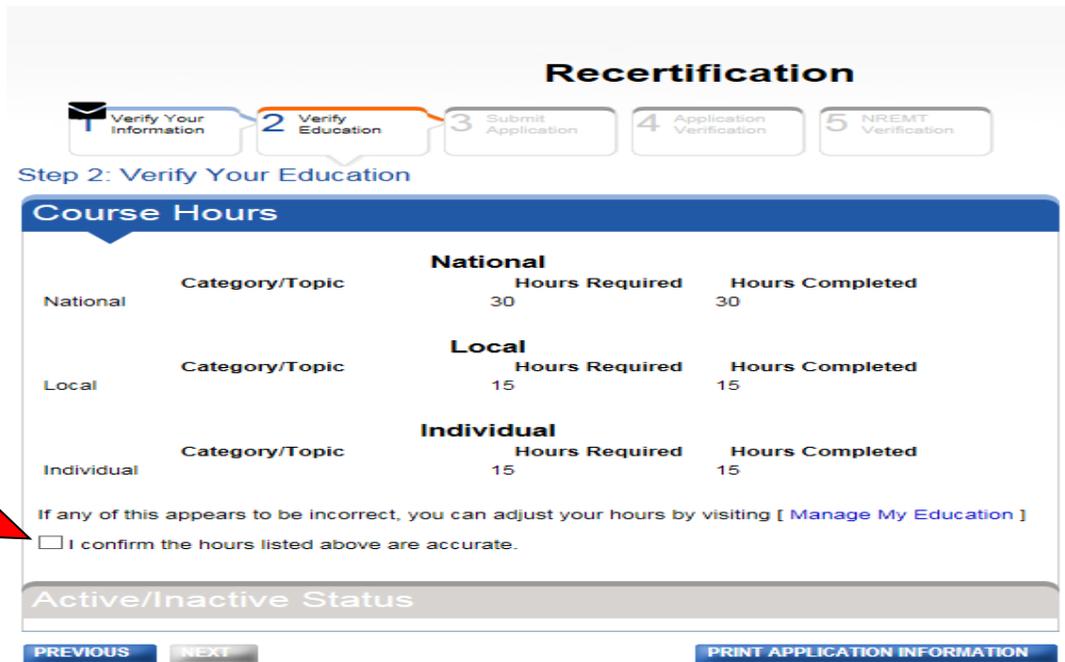
2. Verify your choice of Active/Inactive Status.. Check the **'I confirm the above information is accurate.'** then click **NEXT**

| Step 8 | **Finishing up the Application** |

1. Complete the online application:
   a. Choose Payment Method
      i. Select method of payment and provide the information requested
   b. Application Verification
   c. NREMT verification