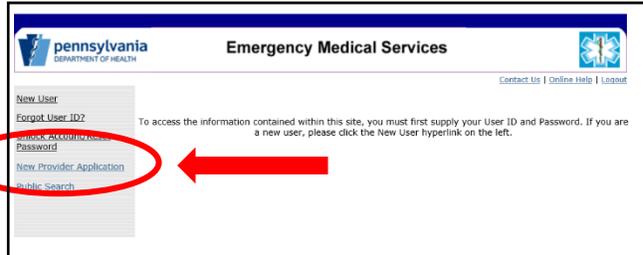


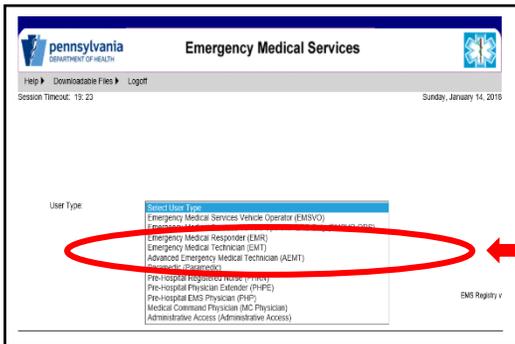
EMS Registry Job Aid for EMSVO and EMSVO QRS

If you are a current PA EMS Provider, you must request EMSVO as an add-on through your provider record
You will need to upload your Driver's License and EVOC Certificate - before you begin have those documents available on your computer to upload

1. Using Internet Explorer, access the site: <https://ems.health.state.pa.us/emsportal/>
2. On the left hand side, click on "New Provider Application".



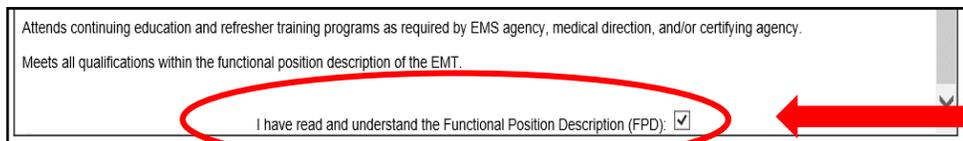
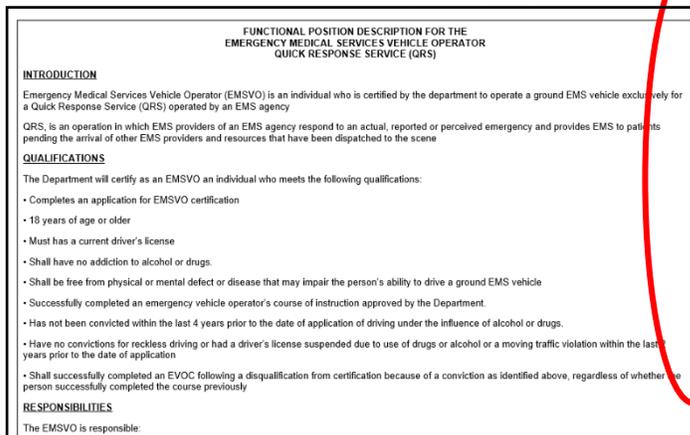
3. In the "User Type" drop down box, select either Emergency Medical Services Vehicle Operator (EMSVO) or Emergency Medical Services Vehicle Operator QRS Only (EMSVO QRS).



EMSVO – this is an individual who operates a ground EMS vehicle for an EMS agency; this certification is registered for 3 years and requires 3 EMSVO con-ed credits

EMSVO QRS – this is an individual who operates a ground EMS vehicle exclusively for a QRS; this recognition does not have an expiration date or con-ed requirements

4. Read the Functional Position Description. You will need to scroll within that box all the way to the bottom to click on "I have read and understand the Functional Position Description (FPD)."



5. The screen will refresh; read the text and then click on "Continue to EMS Application."

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?

Applicant Data **Criminal History**

Failure to supply the Bureau with complete and factual criminal history documentation will result in a delay evaluating and processing your application and will therefore delay your eligibility for Pennsylvania EMS certification and may result in the Department taking action to deny, suspend or revoke your certification as a Pennsylvania Certified EMS Provider.

10. If you check “Yes” for Disciplinary Action, another tab titled, “Disciplinary Action” will populate and you will be required to complete additional information.

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?

Applicant Data **Criminal History**

General Information EMS Application Education **Disciplinary Actions** Release and Consent

11. In the Additional Information section, check “No” for the Certification by Endorsement question.

Additional Information

Yes No Do you want to apply for Certification by Endorsement?

Yes No Accommodations are needed for EMS Provider Certification Examination.

12. Click on the “EMS Application” Tab and complete the information only if it pertains to you; otherwise, you can leave it blank.

Applicant Data Accommodations

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

13. Click on the Driving History Tab.

Applicant Data

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

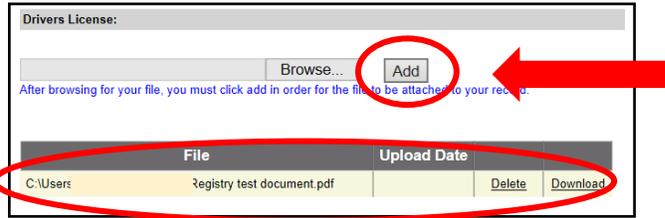
14. Driver’s License Section: Upload your Driver’s License. Click browse to locate the file on your computer. Upload the document. The document will import into the box.

Drivers License:

C:\Users\Desktop\Regis Browse... Add

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

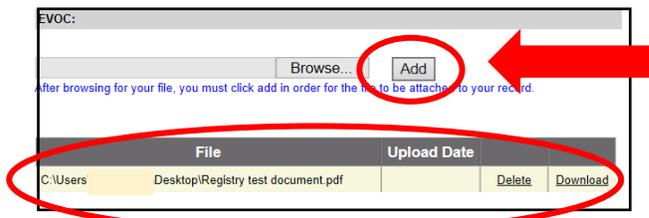
15. Click the “Add” box and a grid will generate with your document.



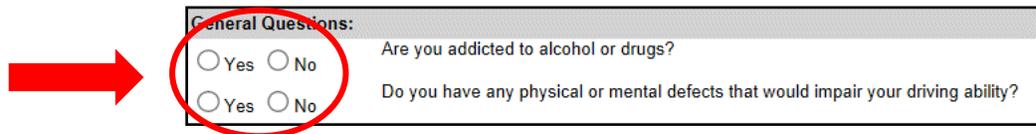
16. EVOC Section: Upload your EVOC Certificate. Click browse to locate the file on your computer. Upload the document. The document will import into the box.



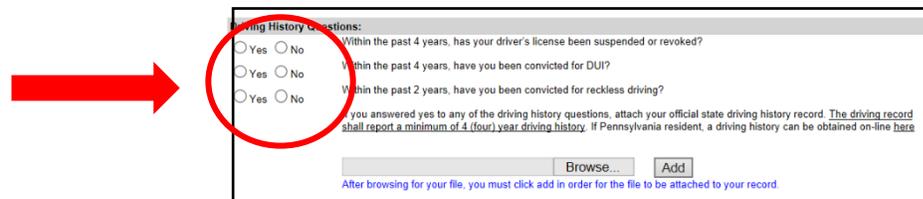
17. Click the "Add" box and a grid will generate with your document.



18. General Questions Section: Answer the questions in this section.



19. Driving History Section: Answer the questions in this section. If you answer yes to any of the questions, please follow the instructions for uploading required documents.



20. Click on the Release and Consent Tab.



21. Read the Release and Consent Statement. Check the box. Click Submit.

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

Student Release and Consent

Click [here](#) to print a copy of this tab.

I hereby certify that the information provided in this form is true and complete to the best of my knowledge, information and belief. I further acknowledge that I am on notice of the fact that this information will be relied upon by a public official to perform official functions. I further acknowledge that I have read the above Notice and am aware that false statements that are made herein are punishable under the Pennsylvania Crimes Code. I authorize and hold harmless the Pennsylvania Department of Health to contact the law enforcement, correctional officers, present and past employers, counseling programs, and anyone specifically noted on this application and any other persons that might have information pertaining to my conviction(s). I further authorize these entities to release information as allowed by law related to my convictions. I agree to sign any waivers or authorizations from these entities to release information related to my convictions if they require I do so. I understand that if I am denied certification or have disciplinary sanctions imposed against me by the Department it may publish information of its action and reasons for its decision on its web page and to the federal government. I further understand that completion of an EMS course does not guarantee issuance of certification.

Submit

22. If you have not completed required fields, a box will appear at the top of the application page indicating what fields you need to complete. Complete those fields, click on the Release and Consent Tab again and click Submit.
23. A message box will pop-up asking if you are sure you want to submit your application. Click yes. You will receive a message that your application is in progress. After your application has been submitted, the screen will refresh to the User Type screen. You will then receive an email indicating your application has been received and is being reviewed.

Submit Confirmation [X]

Are you sure you want to submit a new EMS Application?

Yes no

24. When your application is processed, you will receive an email indicating the status of your application and provide further instructions. If your application is processed without needing further action by you, the Regional EMS Council will mail your EMSVO letter and wallet card.