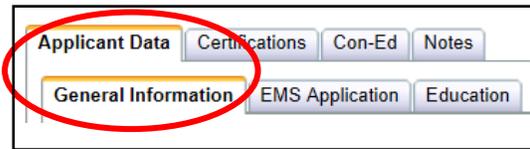


EMS Registry Job Aid for Upgrade Via Certification Class

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.

- 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.

FUNCTIONAL POSITION DESCRIPTION FOR THE ALS PROVIDER

QUALIFICATIONS

The following is a position description for the Advanced EMT, Paramedic, and Pennsylvania certification level of Prehospital R.N. (PHRN), Prehospital Physician Extender (PHPE) and Prehospital Physician (PHP), (hereafter referred to as an ALS Provider). This document identifies the qualifications, competencies and tasks expected of the ALS Provider.

I have read and understand the Functional Position Description (FPD): 

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

If an accommodation is required, I understand that I must complete the accommodation section on the application to be sent to the Bureau of Emergency Medical Services for consideration.

- 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).

Applicant Data Certifications Con-Ed Notes

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

Current Certification Class Search:

No classes found.

Ed Institute Name:

Class Number:



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

Class Number	Course Name	Class City	Start Date	End Date	Education Institute Name	
	Paramedic		09/21/2017	07/25/2018		<input type="button" value="Request Enrollment"/>

1



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

Current Certification Class:

Search to find certification courses being offered. You may use this feature to request enrollment in the course. Your information will be shared with the Educational Institute. Enrollment will need to be completed by contacting the Educational Institute.

Ed Institute Name: Delaware County Community College

Class Number: 1872019

Course Nar

CertLev: flc

Class Address: 901 S. Media Line Road Media, Pennsylvania 19063

Class Phone: (610) 723-4012



- 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.