



COMMONWEALTH of VIRGINIA

Office of EMS Division of Educational Development

Test Order Process

Setting Up National Registry Application

1. Prior to the last night of class, provide your student with guidance on setting up their National Registry Account (if they have not already done so)
2. Have each student complete the appropriate application:
 - a. Over 18 – Select 'EMT'
 - b. Under 18 – Select 'Assessment – EMT'
 - i. State will be 'Virginia'
 - ii. Reason for taking the exam will be 'Under 18'
3. Verify that you have a pending application for every over 18 candidate in your National Registry Program Director Account.
4. For the 'Under 18' you may want to consider asking them to provide evidence of their pending application.

Last Class Date

1. Go over the last night paperwork and collect the signature page to be retained in your student files.
2. Provide information on how to maintain his or her certification with both National Registry and Virginia.

Verification of Student Course Completion

1. Log into your EMS portal. In the Course Student Disposition screen, each student should be marked with a status of either Passed, Failed, Withdrawn or Incomplete.
 - a. No student should have no indication of his or her course status.
2. Submit an email to the attention of Debbie Akers (Deborah.T.Akers@vdh.virginia.gov) with a list of all 'Under 18' testing candidates that have been marked as passed. Also, indicate any students who were marked as failed.

3. Log into your National Registry account and Under your Program Director tab:
 - a. Click on Course Completion Verification
 - b. Select SCC (Successful Course Completion for those who have passed)
 - c. Select NCC (No Course Completion for those who have failed or withdrew)
 - d. Select NOS (Not Our Student for any student who registered that is not in your class)
 - e. Leave all who are marked as 'Incomplete' with OEMS with 'No Action'
 - f. If you have an application from a student who is 'Under 18' do **NOT** mark them as passed unless they are turning 18 in a reasonable time after the course end date.
Remember all Under 18 candidates applications that are approved will remain in a 'QC pending status' under their 18th birthday.
4. Your verification of course completion will authorize National Registry to mark the application for payment by the Virginia Office of EMS and to generate the Authorization to Test letter within 24-48 hours.
5. You may wish to adjust your National Registry 'Settings' authorizing notification emails to be sent to you at a minimum weekly (daily is even better). You will only receive the email when there are new applications that need your attention.