

Quick Guide

Virginia EMS Portal

How to Apply for the Virginia EMS Scholarship



EMS Portal: Scholarship Application

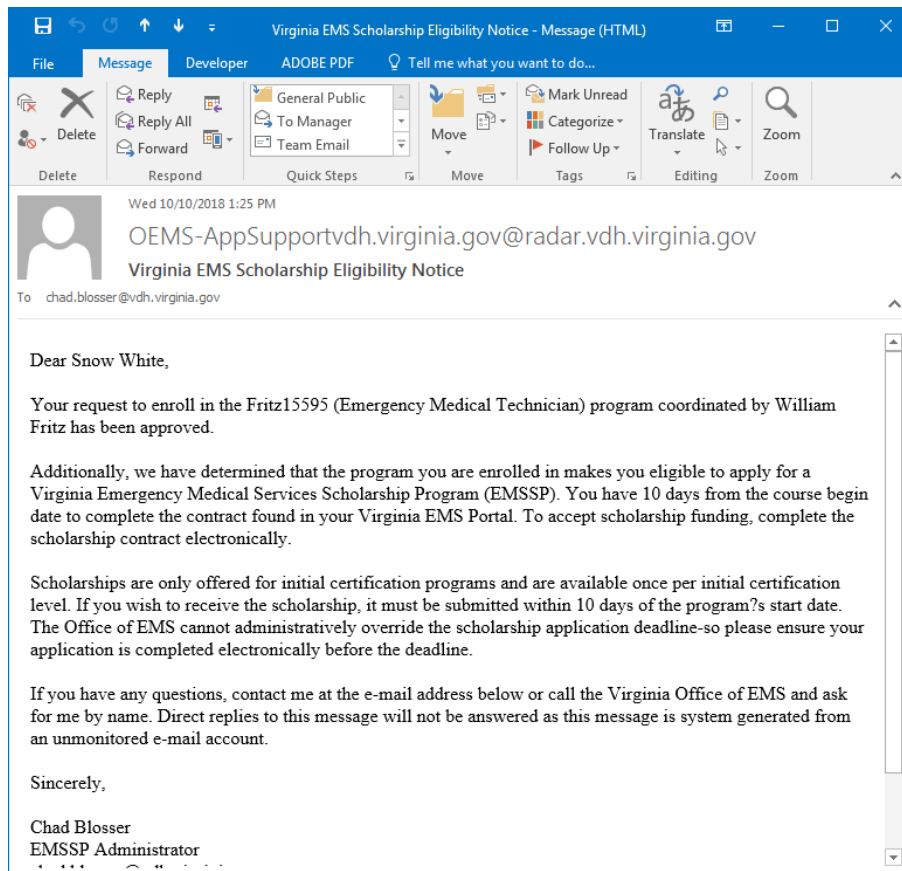
The Virginia EMS Scholarship Program (EMSSP) is a scholarship program operated by the Virginia Office of EMS providing scholarship awards to current Virginia EMS Providers and those seeking to become EMS providers in the Commonwealth.

The EMSSP supports students who are enrolled in eligible Virginia approved initial certification programs.

The scholarship program is not designed to provide 100% funding for a training program.

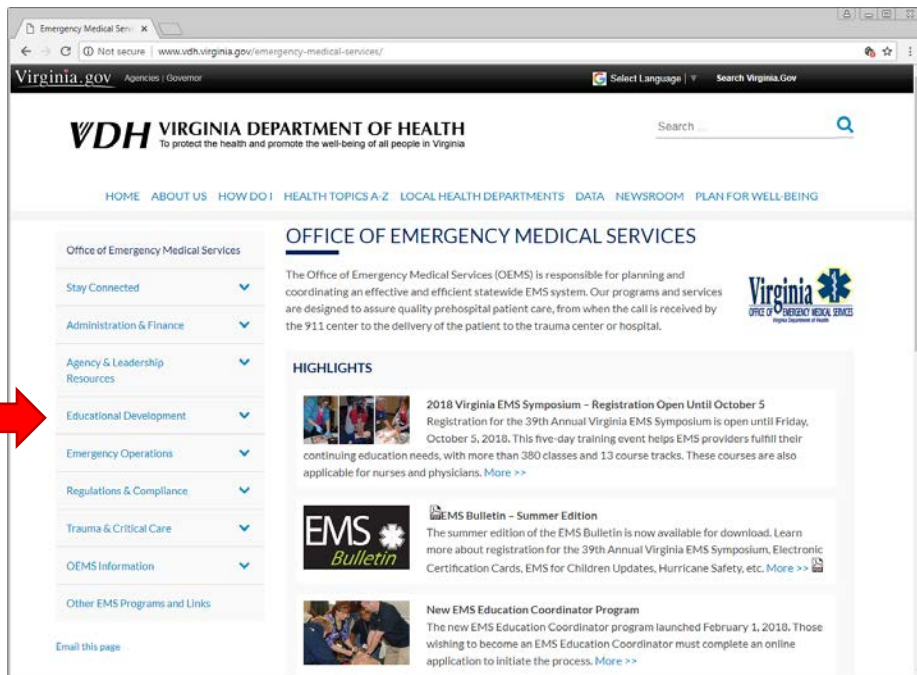
Step 1: Enrolling in an Initial Course

1. The first step in this process is for the student to follow the [Online Enrollment Quick Guide](http://www.vdh.virginia.gov/content/uploads/sites/23/2016/05/Course-Enrollment-Quick-Guide-Locked.pdf) which can be found on the Office of EMS web site by clicking the name of the document above or following this link: <http://www.vdh.virginia.gov/content/uploads/sites/23/2016/05/Course-Enrollment-Quick-Guide-Locked.pdf>
2. Once you have enrolled in your initial certification course, you must wait for your Education Coordinator or Program Director to accept you into the program.
3. Upon acceptance into the program, you will receive an e-mail from the EMS Portal system acknowledging your acceptance into the program.



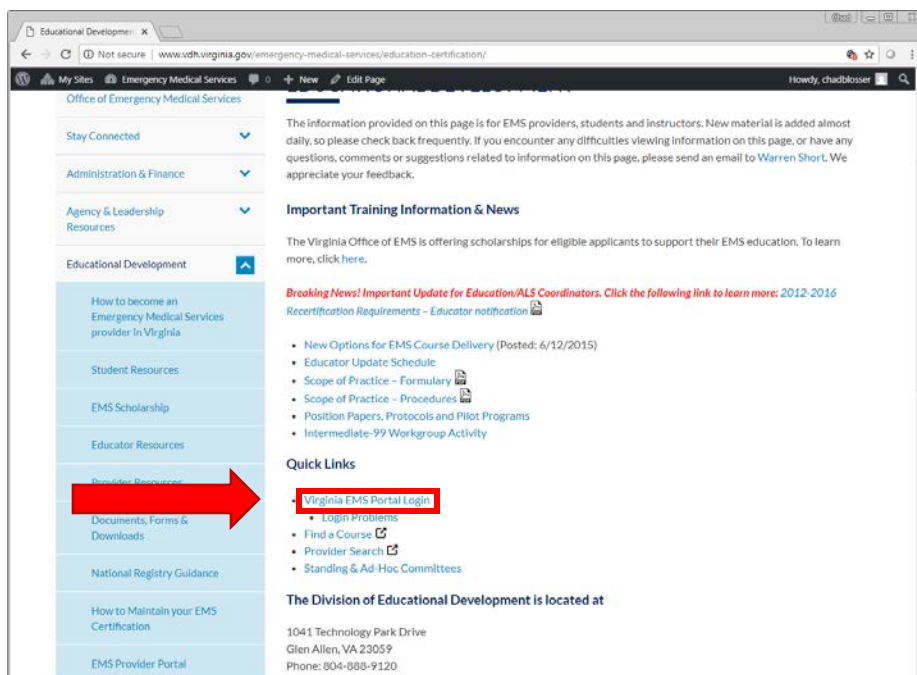
Step 2: Accessing the OEMS Webpage

1. Open your web browser and type the following URL into the address bar:
<http://www.vdh.virginia.gov/emergency-medical-services/>
2. Click on **Educational Development** in the menu on the left-hand side of the screen.



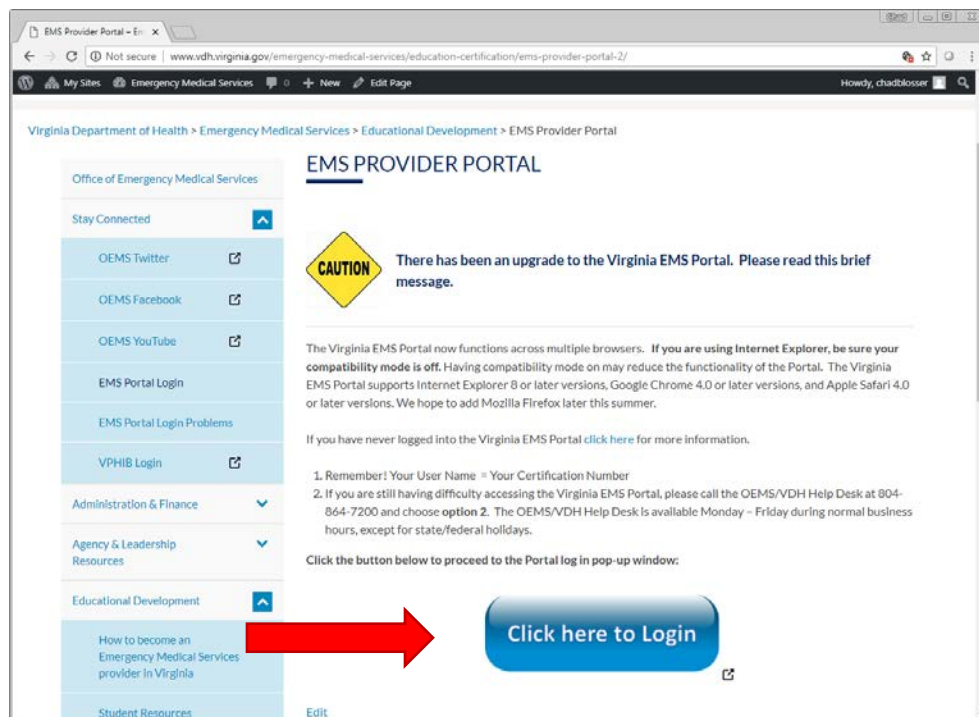
Step 3: Accessing the Virginia EMS Portal

1. Scroll down through the *Educational Development* main page and click on **Virginia EMS Portal Login** under the **Quick Links** section of this page.



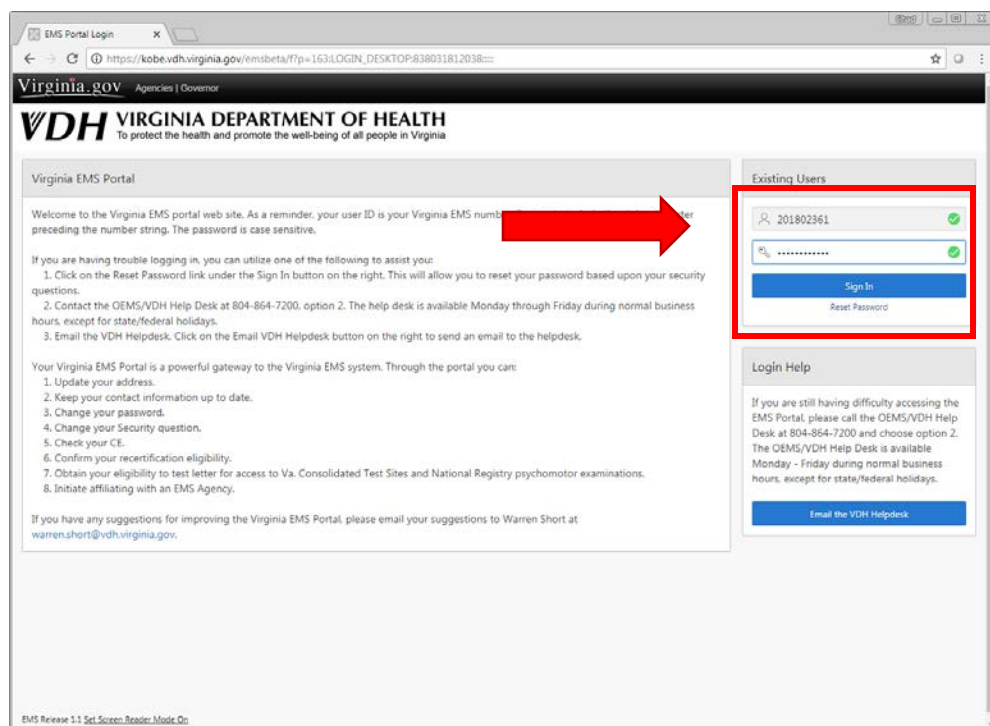
Step 4: Launching the Virginia EMS Portal Application

1. After reading the information about web browser compatibility, click the **Click Here to Login** button to be redirected to the Virginia EMS Portal login page.



Step 5: Login to Your EMS Portal Account

1. Type in your certification number and password to login to the Virginia EMS Portal.



Step 6: Acknowledging the Terms of Service for the EMS Portal

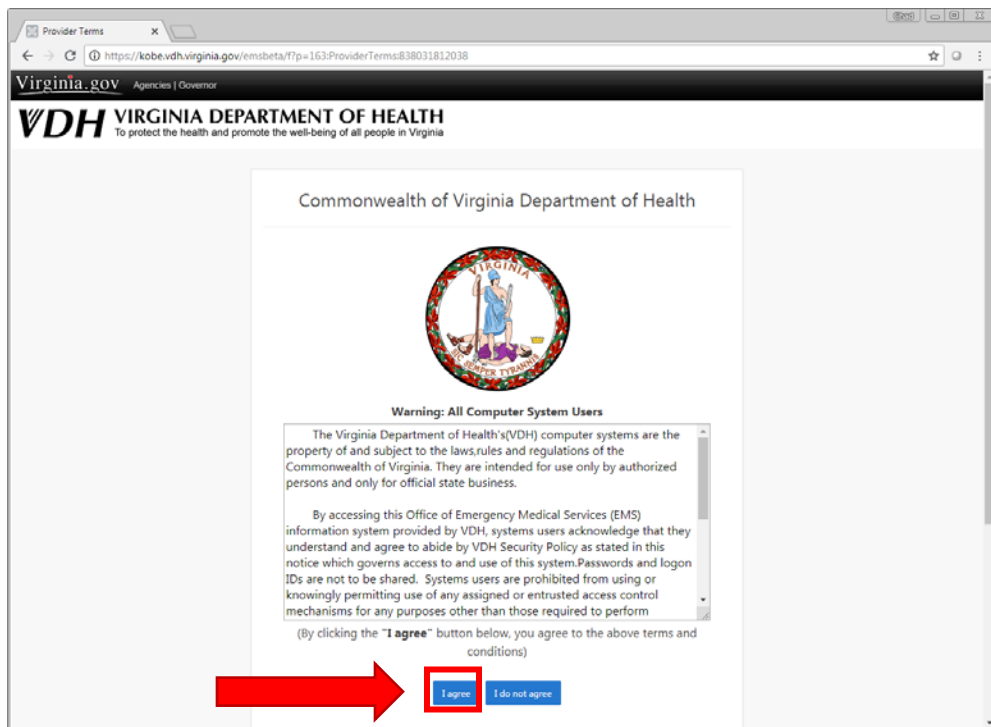
1. Agree to the Terms of Use (TOU) for accessing the Commonwealth of Virginia computer systems.

Key things to note about the Terms of Service: You are not allowed to share your user name or password with ANYONE. This includes your agency administrator or Operational Medical Director (OMD).

Your agency and/or OMD are not allowed to make submission of your personal EMS Portal account information a condition of employment.

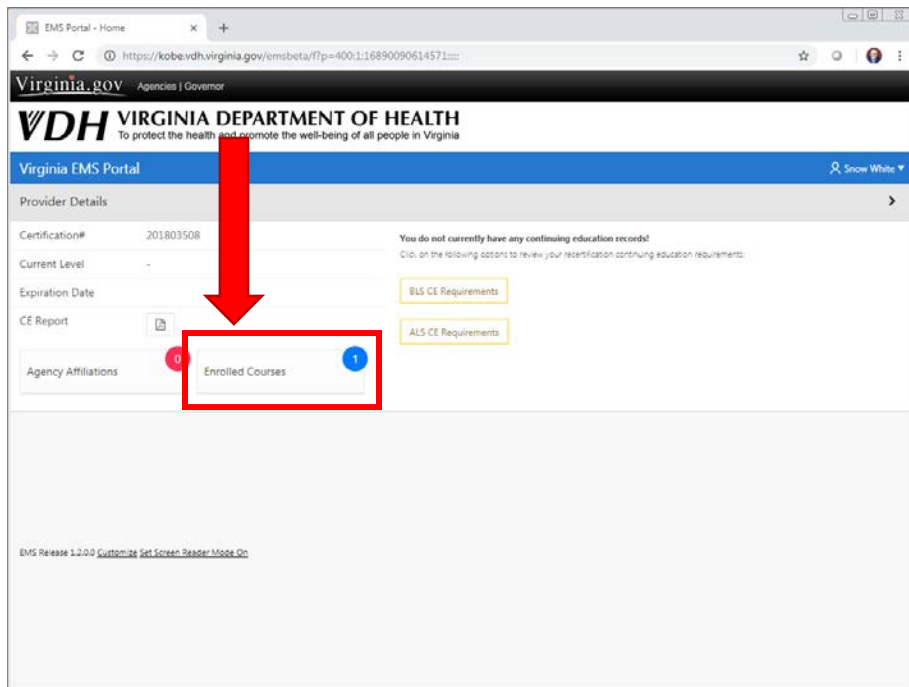
You should protect your Virginia EMS Portal account credentials like you would protect your social security number or online banking information.

If you have questions or concerns about this or require assistance with a request from a third party to have access to your EMS Portal credentials, please contact Chad Blosser at chad.blosser@vdh.virginia.gov.



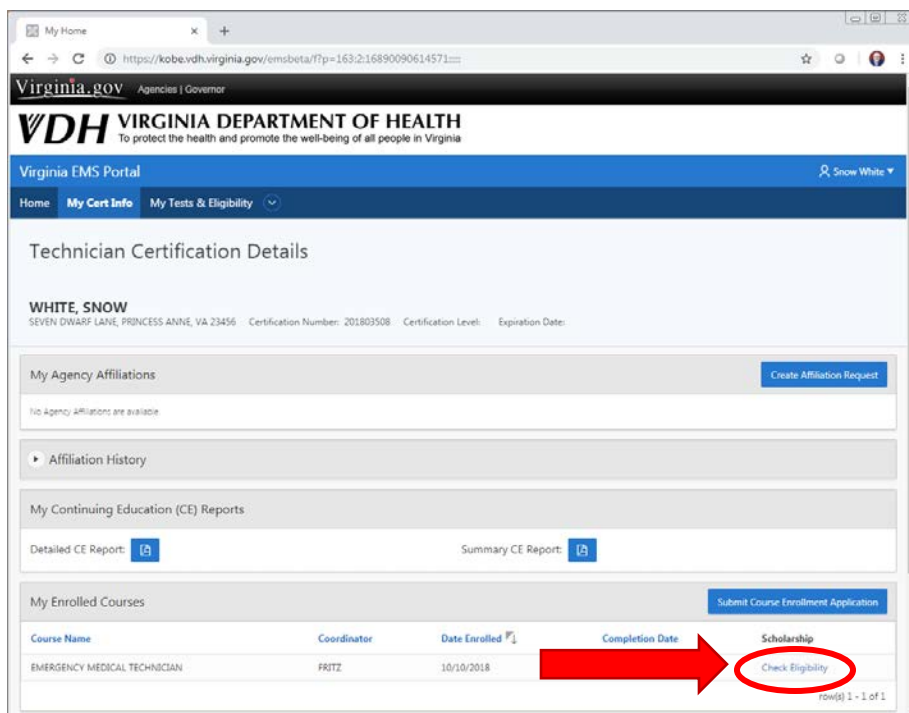
Step 7: Accessing Your Enrolled Courses

1. After logging into your EMS Portal account, you will be taken to your **Dashboard**.
2. From your **Dashboard**, click on the **Enrolled Courses** button.



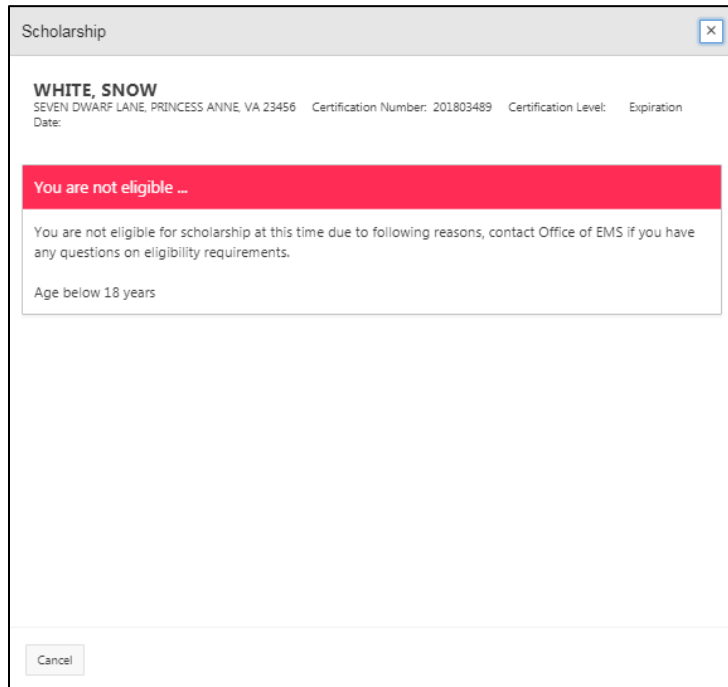
Step 8: Checking Your Eligibility for a Virginia EMS Scholarship

1. In the **My Enrolled Courses** section of your **Technician Certification Details** page, click the link labeled '**Check Eligibility**' to initiate your Virginia EMS Scholarship Application.



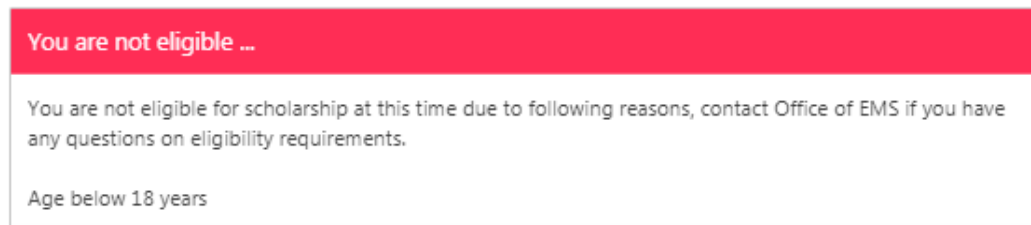
Step 9: Checking Your Eligibility for a Virginia EMS Scholarship (cont)

1. In a pop-up window, the EMS Portal will provide you with information about your eligibility.
2. There are a number of eligibility checks that the EMS Portal system is making to verify a student's eligibility.



Step 10: Ineligibility Notices Explained

1. There are instances when an individual and/or the EMS course/program will not be eligible for the scholarship program. The EMS Portal will provide you with a notice of ineligibility and a reason code. Some of the ineligibility notices and an explanation for each are displayed below.



- *The Commonwealth of Virginia cannot contract with someone who is not at least 18 years of age.*
 - *In order for a student who is 16 or 17 to be eligible for a scholarship, they must first be affiliated with a licensed Virginia EMS Agency.*
 - *After they have affiliated, the student must contact Chad Blosser at the Office of EMS (chad.blosser@vdh.virginia.gov) to request an override of this eligibility criteria.*

- *The student will then be required to authorize their affiliated EMS agency to apply for their scholarship award on their behalf.*

Scholarship not applicable ...

Scholarship not applicable for selected course due to following reasons, contact Office of EMS if you have any questions on course requirements.

Class is not marked as open
Class does not charge a fee

- *In order for a course or program to be eligible for the scholarship program, the course must be listed as "open" on the OEMS database allowing for enrollments from the public without discrimination.*
 - *"Closed" programs are not eligible for the scholarship.*
- *In order for a course or program to be eligible for the scholarship program, the course must charge a fee (or tuition) to all enrolled students. The fee or tuition rate charged must be the same across the board and must be charged to all students enrolled in the course.*

Scholarship not applicable ...

Scholarship not applicable for selected course due to following reasons, contact Office of EMS if you have any questions on course requirements.

Class begin date is past scholarship application deadline

- *This ineligibility notice is displayed when the student attempts to check eligibility for a scholarship after the deadline for applying for a scholarship has passed. The student is no longer eligible to apply for a scholarship.*

You are not eligible ...

You are not eligible for scholarship at this time due to following reasons, contact Office of EMS if you have any questions on eligibility requirements.

Government issued SSN or FIN not available

- *This notice is provided when the social security number entered by the student does not meet the criteria for a valid social security number as issued by the United States Social Security Administration.*
- *When receiving this error message, the student must contact Chad Blosser at the Office of EMS (chad.blosser@vdh.virginia.gov) in order to correct the wrong number.*
 - *This must be completed before the expiration deadline for the scholarship.*

You are not eligible ...

You are not eligible for scholarship at this time due to following reasons, contact Office of EMS if you have any questions on eligibility requirements.

Enrolled in another initial class with higher eligibility level

- *This message is notifying the student that they are enrolled in two initial certification programs, one of which is potentially eligible for a scholarship and the other which is not.*
- *Specifically, this message will apply to EMT's who are enrolled in both an AEMT and a Paramedic program.*
 - *The scholarship program will seek to fund the course with the highest level of eligibility, which in this example is the student's Paramedic program.*
 - *This message is displayed when the student checks the course which is not eligible, in this example, an AEMT program.*

You are not eligible ...

You are not eligible for scholarship at this time due to following reasons, contact Office of EMS if you have any questions on eligibility requirements.

Non resident of Virginia

- *Anyone seeking to apply for the Virginia EMS Scholarship Program must be a resident of Virginia.*
 - *The student/provider's address in our system should match their address on their state issued driver's license.*

Step 11 below, begins guidance for students intending to apply for a scholarship as an individual. Individual applicants will complete the online application process and upon awarding of a scholarship will receive their scholarship funds directly.

If you wish to authorize your EMS agency to apply for your scholarship on your behalf, please [click here to skip to Step 17](#) on **page 19** of this Quick Guide.

Step 11: Beginning your Individual Scholarship Application

1. In a pop-up window, the EMS Portal will provide you with information about your eligibility.
2. The most likely scenario is the one below which a green header which reads '**You are Eligible**'.
3. Click **Next** to begin your individual scholarship application.

My Home

https://kobe.vdh.virginia.gov/emsbeta/?p=1632:16890090614571::INIT_FLAG:&cs=3-Ct7qDPVPIAMqN3Z-wjZedIV-s4vIM8ey9A0e9...

Virginia.gov Agencies | Governor

VDH VIRGINIA DEPARTMENT OF HEALTH
To protect the health and promote the well-being of all people in Virginia

Virginia EMS Portal

Home My Cert Info My T

Technician Cert

WHITE, SNOW
SEVEN DWARF LANE, PRINCESS ANNE, VA 23456 Certification Number: 201803508 Certification Level: Expiration Date:

You are eligible!

Congratulations on being eligible to contract for a Virginia Emergency Medical Services Scholarship Program (EMSSP). This program is designed to assist Virginia residents with the cost for taking initial certification course to become an EMR, EMT, AEMT or a Paramedic. Click on the next button if you wish to contract for financial assistance through the EMSSP program. If you are receiving funds from other sources, we ask that you not apply as funds are limited. Contracting for these funds require that you received Virginia EMS certification within two (2) years of the course end date AND be affiliated with a Virginia licensed EMS agency for a period of one (1) year or you may be expected to return the funds. If you contract with the Office of EMS for a scholarship, you will receive a 1099-MIS at the end of the calendar year in the amount of your scholarship. You can only apply for one scholarship at a time. If you have any questions, please contact the Virginia Office of EMS and ask to speak to the Scholarship Manager at 804-888-9120.

Cancel Next

Create Affiliation Request

My Agency Affiliations

No Agency Affiliations are available.

Affiliation History

My Continuing Education

Detailed CE Report: [Download]

My Enrolled Courses

Course Name	Coordinator	Date Enrolled	Completion Date	Scholarship
EMERGENCY MEDICAL TECHNICIAN	FRITZ	10/10/2018	NA	Check Eligibility

Step 12: Downloading, Completing and Uploading Your W-9

1. The next screen requires that you complete and upload a Commonwealth of Virginia Substitute W-9 as a part of your application.
 - a. This document is our way of verifying your social security number for payment purposes.
 - b. The Commonwealth of Virginia Substitute W-9 allows our Fiscal Technicians to enter you into the Commonwealth's Cardinal Accounting System and add you a vendor in eVA. These steps are required in order to be able to make a payment to you.
2. Click the **State W-9 Form** button to download the form to your computer. The W-9 will open in a new browser window.

The screenshot shows the Virginia EMS Portal interface. The main heading is "VDH VIRGINIA DEPARTMENT OF HEALTH". Below this, there's a section for "W-9 Form Submission" for user "WHITE, SNOW". The page includes a sidebar with navigation links like "Home", "My Cert Info", and "My T...". The main content area has a "Form W-9, Request for Taxpayer Identification" section with a red arrow pointing to a "State W-9 Form" button. Below this, there's a "Choose File" button and an "Upload W-9 and Continue Application" button. The bottom of the page shows a table with columns for "Course Name", "Coordinator", "Date Enrolled", "Completion Date", and "Scholarship".

Course Name	Coordinator	Date Enrolled	Completion Date	Scholarship
EMERGENCY MEDICAL TECHNICIAN	FRITZ	10/10/2018	NA	Check Eligibility

The Commonwealth of Virginia Substitute W-9 form can be completed on your computer. Once you have filled it in you must **print the completed form**, sign it and either scan it in to your computer or take a picture of the completed, signed form with your smartphone in order to upload the form back to us.

We cannot accept this form via e-mail.

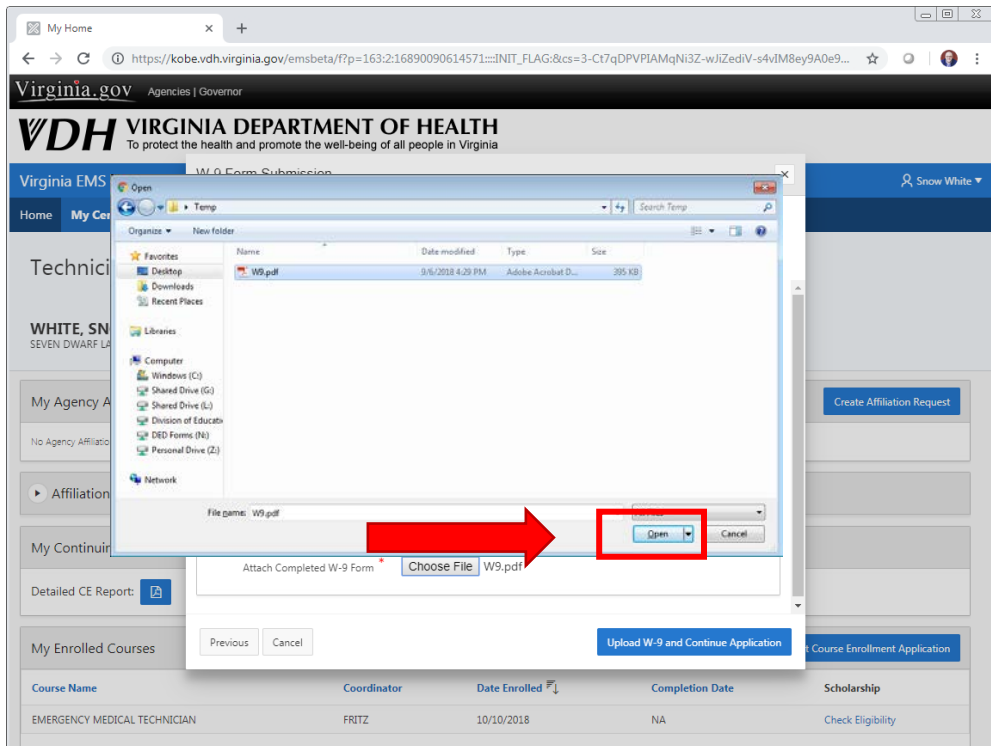
1. After clicking the **State W-9 Form** button, the system will display the form fillable version of the Commonwealth of Virginia Substitute W-9 in a new browser window.
2. Complete the form electrically, print it off, sign it and then scan the form onto your computer or take a picture of the completed W-9 on your smartphone and transfer the picture file to your PC or Mac to prepare for uploading the document.

The screenshot shows a web browser displaying the Virginia W-9 form. The form is titled "Form W-9 Commonwealth of Virginia Substitute W-9 Form Revised July 2014" and "Request for Taxpayer Identification Number and Certification". It includes sections for Social Security Number (SSN) or Employer Identification Number (EIN), Dunn & Bradstreet Universal Numbering System (DUNS), Entity Type, Entity Classification, Exemptions, and Contact Information. The form is designed to be filled out electronically.

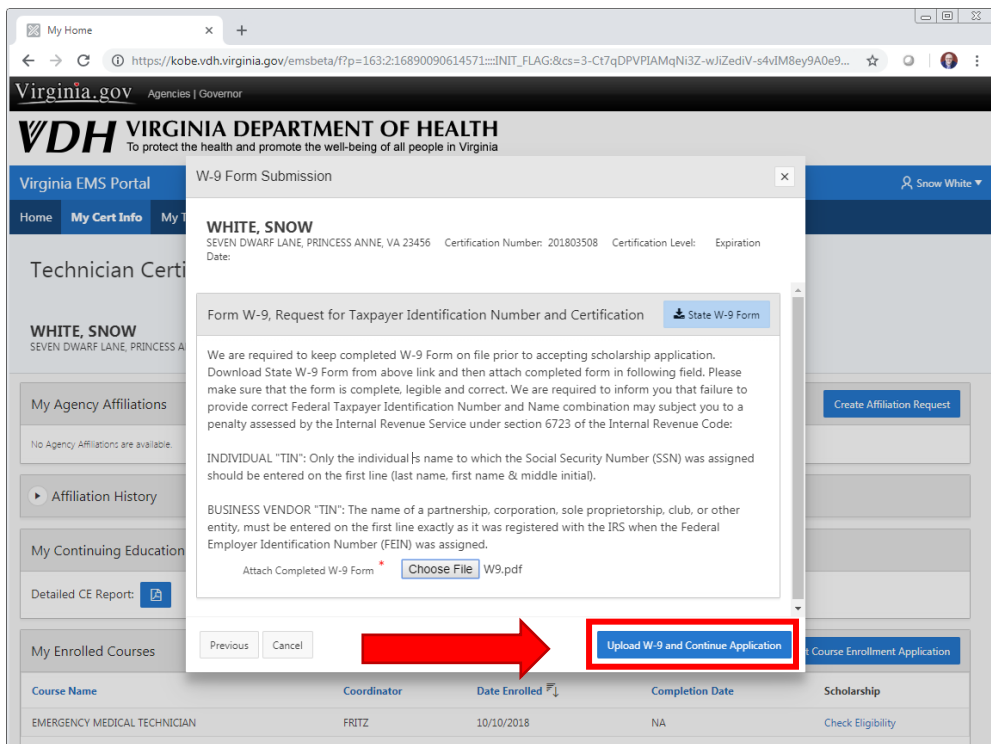
3. Return to the application in your EMS Portal and click **Choose File** to upload the document.

The screenshot shows the Virginia EMS Portal interface. The user is logged in as "Snow White". The main content area displays the "W-9 Form Submission" screen for "WHITE, SNOW". The screen includes a "Form W-9, Request for Taxpayer Identification Number and Certification" button and a "Choose File" button. A red arrow points to the "Choose File" button, indicating where to click to upload the document. The "Choose File" button is highlighted with a red box.

4. Clicking **Choose File** will open a Windows Explorer window on a PC or the Finder window on a Mac.
5. Locate the file that contains your W-9 and select the file for upload.
6. Select **Open** to attach the file to your application.



7. You will now see the file you selected is prepared for upload. Click the **Upload W-9 and Continue Application** button.



Step 13: Reading and Signing the Virginia EMS Scholarship Contract

1. The final step in the application process is to read and electronically sign the Virginia EMS Scholarship contract.
2. Please read this contract carefully before signing it.
3. As you read through the contract, you will be required to check off each section of the contract to indicate that you have read the terms.

Virginia.gov Agencies | Governor

VDH VIRGINIA DEPARTMENT OF HEALTH
To protect the health and promote the well-being of all people in Virginia

Virginia EMS Portal

Scholarship Application

WHITE, SNOW
SEVEN DWARF LANE, PRINCESS ANNE, VA 20686

My Agency Affiliations
No Agency Affiliations are available.

Affiliation History

My Continuing Education
Detailed CE Report: [Download]

My Enrolled Courses

Course Name: EMERGENCY MEDICAL TECHNICIAN | Coordinator: FRITZ | Date Enrolled: 10/10/2018 | Completion Date: NA | Scholarship: Check Eligibility

**Virginia Department of Health
Office of Emergency Medical Services
EMS Training Fund - Scholarship Program
FY2019**

BACKGROUND

The Virginia Emergency Medical Services Scholarship Program (EMSSP) supports individuals pursuing initial certification as an EMS Provider in the Commonwealth of Virginia. The program is made possible by the EMSSP Fund in which the Office of EMS receives funding annually from motor vehicle registration fees, pursuant to Virginia Code § 46.2-694. The EMSSP aims to increase the number of certified EMS providers in Virginia by reducing some of the financial burden to enrolling in an EMS training program for eligible individuals who meet certain criteria.

The Scholarship Awardee listed below is approved for funding through the Virginia Emergency Medical Services Scholarship Program.

201803508
SNOW WHITE
SEVEN DWARF LANE

Course Information
Course Coordinator: WILLIAM J FRITZ

Previous Cancel Sign Contract and Submit Application

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VDH VIRGINIA DEPARTMENT OF HEALTH
To protect the health and promote the well-being of all people in Virginia

Virginia EMS Portal

Scholarship Application

WHITE, SNOW
SEVEN DWARF LANE, PRINCESS ANNE, VA 20686

My Agency Affiliations
No Agency Affiliations are available.

Affiliation History

My Continuing Education
Detailed CE Report: [Download]

My Enrolled Courses

Course Name: EMERGENCY MEDICAL TECHNICIAN | Coordinator: FRITZ | Date Enrolled: 10/10/2018 | Completion Date: NA | Scholarship: Check Eligibility

Topic ID: 40010 | Program: EMERGENCY MEDICAL TECHNICIAN | Course Begin Date: 02/28/2019

THE TERMS AND CONDITIONS OF PARTICIPATING IN THE PROGRAM ARE SET FORTH BELOW:

Section I. - The Recipient and the Commissioner or designee agree to the following terms: By accepting this contract, the recipient agrees to and accepts the following terms.

☒ A. **EFFECTIVE DATE FOR START OF CONTRACT.** The applicant becomes a Recipient and the contract becomes effective on the date that both the applicant and the Commissioner or his designee's signatures appear on this contract.

☒ B. **SCHOLARSHIP AWARD AMOUNT.** Pursuant to the Virginia Code § 46.2-694, the Virginia Department of Health (the Department) has authority to award scholarships and determine the maximum award amount. The scholarship award amount shall only be used for payment of charges for tuition, fees, or other education expenses as prescribed by the Department. Room, board, travel, research, clerical help, equipment and other expenses that are not required for enrollment in or attendance at an eligible educational institution are not allowable expenses. The scholarship amount shall be awarded as listed below, subject to the availability of funds obtained by the Emergency Medical Services Scholarship program.

1. Motor vehicle appropriations to the Department: The Department, via the Office of Emergency Medical Services shall be responsible for awarding and mailing the funds directly to the Recipient.

Previous Cancel Sign Contract and Submit Application

Virginia EMS Portal

Home My Cert Info My

Technician Cert

WHITE, SNOW
SEVEN DWARF LANE, PRINCESS A

My Agency Affiliations
No Agency Affiliations are available.

Affiliation History

My Continuing Education
Detailed CE Report: [Icon]

My Enrolled Courses

Course Name	Coordinator	Date Enrolled	Completion Date	Scholarship
EMERGENCY MEDICAL TECHNICIAN	FRITZ	10/10/2018	NA	Check Eligibility

Scholarship Application

including but not limited to attorney fees of thirty (30) percent of such amount. The waiver of any default by the Department shall not be construed as the waiver of any subsequent default. The *Recipient* hereby waives presentment, demand, protest and notices of dishonor, and protest and benefit of his homestead exemption, and all other exemptions, which legally may be waived with regard to the obligation evidenced by this contract. In the event of breach or default, the *Recipient* shall be ineligible for any further scholarship awards from any program administered by the Department.

☒ Section VI. ACKNOWLEDGMENT.
This contract, with attachments as incorporated by Section I.E.1., constitutes the entire agreement between the Commissioner or designee and the *Recipient*. Nothing in this contract shall be construed as authority for either party to limit or to make commitments beyond the express scope of the provisions contained herein.

To be filled out by VDH-OEMS staff:

Full Name of the Recipient:	SNOW WHITE
Contract #:	
Total Award Amount:	

The Commissioner or authorized designee must sign this contract before it becomes effective.

SNOW WHITE
Recipient's (Student) Printed Name

Electronically signed by on
Recipient's (Student) Signature Date

Previous Cancel Sign Contract and Submit Application

- Once you have checked off each section of the contract, the **Sign Contract and Submit Application** button will be enabled.
- Once the button is enabled, click the **Sign Contract and Submit Application** button.

Virginia EMS Portal

Home My Cert Info My

Technician Cert

WHITE, SNOW
SEVEN DWARF LANE, PRINCESS A

My Agency Affiliations
No Agency Affiliations are available.

Affiliation History

My Continuing Education
Detailed CE Report: [Icon]

My Enrolled Courses

Course Name	Coordinator	Date Enrolled	Completion Date	Scholarship
EMERGENCY MEDICAL TECHNICIAN	FRITZ	10/10/2018	NA	Check Eligibility

Scholarship Application

including but not limited to attorney fees of thirty (30) percent of such amount. The waiver of any default by the Department shall not be construed as the waiver of any subsequent default. The *Recipient* hereby waives presentment, demand, protest and notices of dishonor, and protest and benefit of his homestead exemption, and all other exemptions, which legally may be waived with regard to the obligation evidenced by this contract. In the event of breach or default, the *Recipient* shall be ineligible for any further scholarship awards from any program administered by the Department.

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To be filled out by VDH-OEMS staff:

Full Name of the Recipient:	SNOW WHITE
Contract #:	
Total Award Amount:	

The Commissioner or authorized designee must sign this contract before it becomes effective.

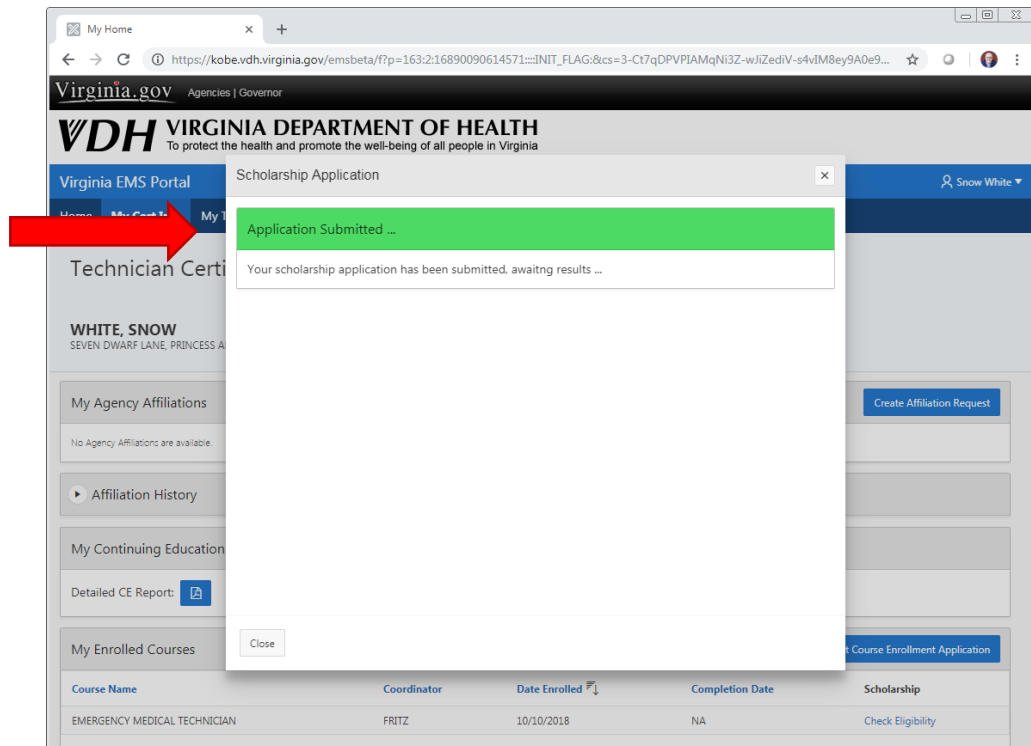
SNOW WHITE
Recipient's (Student) Printed Name

Electronically signed by on
Recipient's (Student) Signature Date

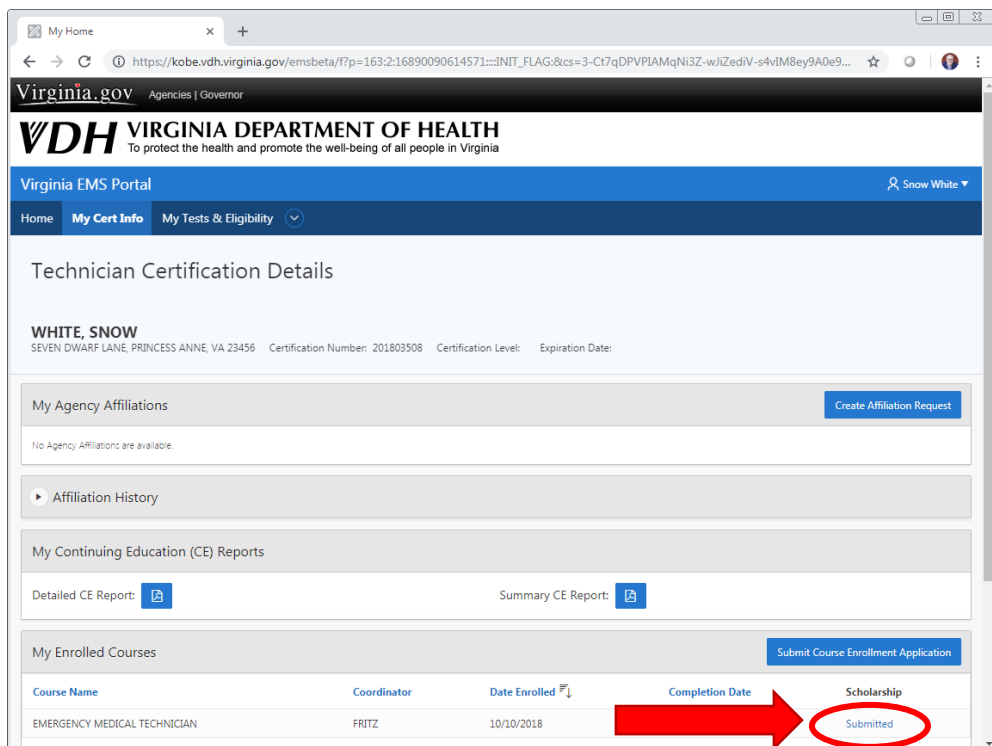
Previous Cancel Sign Contract and Submit Application

Step 14: Verifying your Scholarship Application has been Submitted

1. Once you have clicked the **Sign Contract and Submit Application** button, the system will display a message indicating that your application has been submitted successfully.

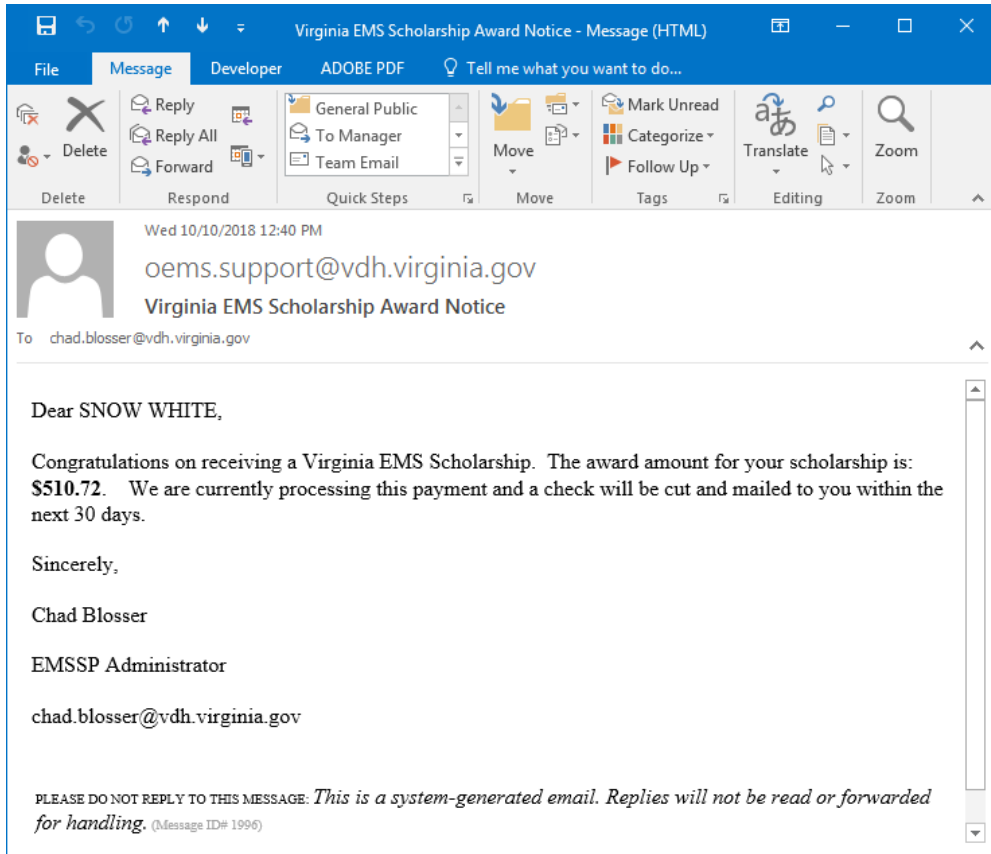


2. After refreshing your screen, you will also note that the status in the **Scholarship** column has changed from **Check Eligibility** to **Submitted**.



Step 15: Your Scholarship Award

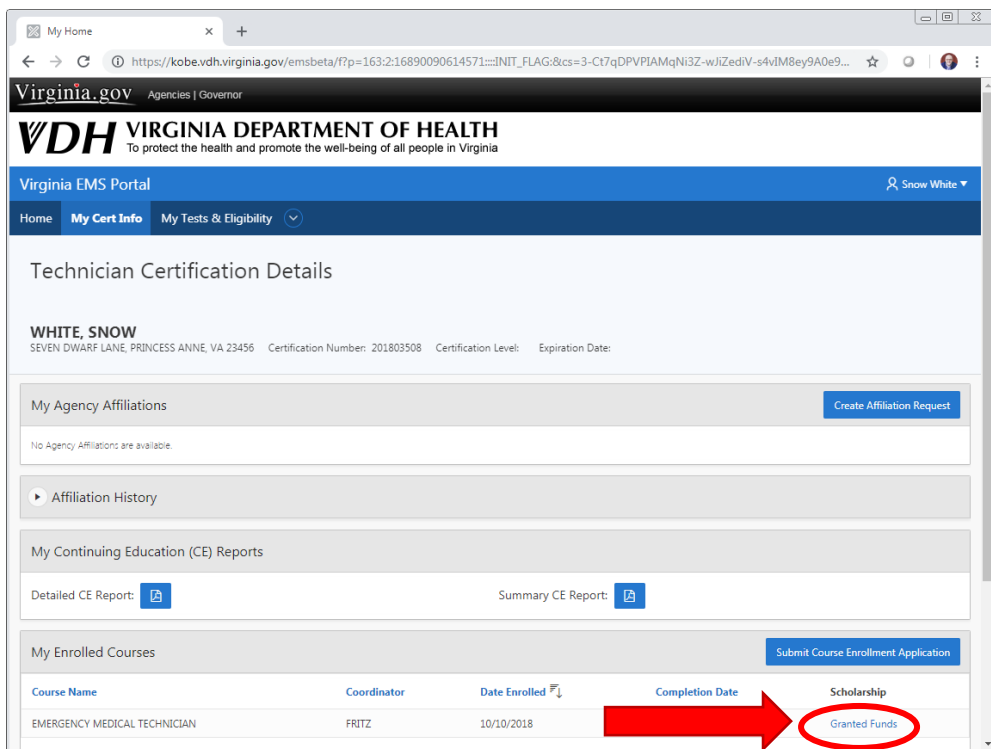
1. After the Scholarship Administrator has reviewed your application, it will either be approved or denied. A system generated e-mail will be sent to you letting you know the status of your scholarship.
2. A sample scholarship approval e-mail is displayed below.



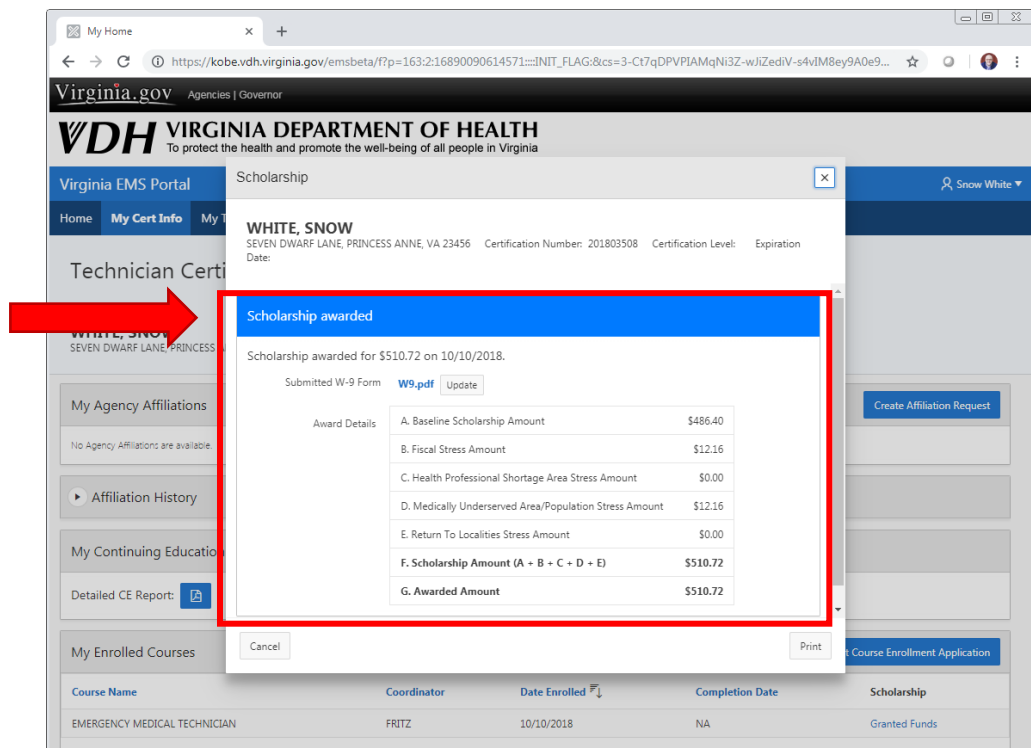
After you receive an approval e-mail, you can then log into your EMS Portal account to review the details of your scholarship award and print off a signed copy of your Virginia EMS Scholarship Program contract.

Step 16: Reviewing your Scholarship Award and Contract

1. After receiving your scholarship approval e-mail, if you log back into your EMS Portal account you can view the details about your scholarship award.
2. Click **Granted Funds** in the **Scholarship** column to view a breakdown of your award amount.



3. Click Granted Funds will enable a popup window with an explanation of your award amount.



4. If you want to view or print a copy of your Virginia EMS Scholarship Contract, you may do so by clicking the **Print** button.

The screenshot shows the Virginia EMS Portal interface. A modal window titled "Scholarship awarded" is displayed, showing details for "WHITE, SNOW". The scholarship amount is \$510.72, awarded on 10/10/2018. A table lists the breakdown of the award: Baseline (\$486.40), Fiscal Stress (\$12.16), Health Professional Shortage Area (\$0.00), Medically Underserved Area (\$12.16), Return To Localities (\$0.00), and the total Scholarship Amount (\$510.72). A red arrow points to the "Print" button in the bottom right corner of the modal.

Award Details	
A. Baseline Scholarship Amount	\$486.40
B. Fiscal Stress Amount	\$12.16
C. Health Professional Shortage Area Stress Amount	\$0.00
D. Medically Underserved Area/Population Stress Amount	\$12.16
E. Return To Localities Stress Amount	\$0.00
F. Scholarship Amount (A + B + C + D + E)	\$510.72
G. Awarded Amount	\$510.72

5. After clicking the Print button, your contract will be displayed in a new browser window as a PDF document.

The screenshot shows a PDF document titled "Virginia Department of Health Office of Emergency Medical Services EMS Training Fund - Scholarship Program Contract 2018-2019". The document includes a "BACKGROUND" section, a description of the scholarship program, and a table of scholarship details.

**Virginia Department of Health
Office of Emergency Medical Services
EMS Training Fund - Scholarship Program
Contract 2018-2019**

BACKGROUND

The Virginia Emergency Medical Services Scholarship Program (EMSSP) supports individuals pursuing initial certification as an EMS Provider in the Commonwealth of Virginia. The program is made possible by the EMSSP Fund in which the Office of EMS receives funding annually from motor vehicle registration fees, pursuant to Virginia Code 46.2-694. The EMSSP aims to increase the number of certified EMS providers in Virginia by reducing some of the financial burden to enrolling in an EMS training program for eligible individuals who meet certain criteria.

The Scholarship Awardee listed below is approved for funding through the Virginia Emergency Medical Services Training Funds Scholarship Program.

Provider EMS Number: 201803508
Provider Name: Snow White
Provider Address: Seven Dwarf Lane, Princess Anne, Va, 23456

Course Information
Course Coordinator: William Fritz

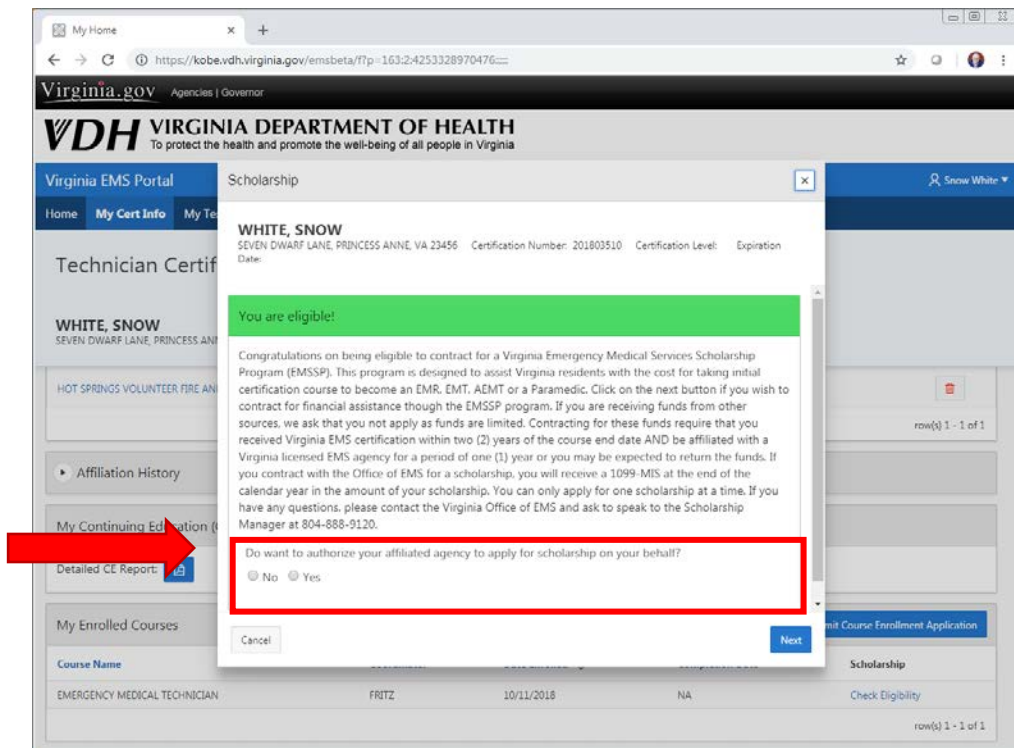
Topic ID	Program	Course Begin Date	Scholarship Award
40010	Emergency Medical Technician	02/28/2019	\$510.72

6. This completes the Virginia EMS Scholarship application process, award notification and contract review.

The following guidance is for individuals who are applying for the Virginia EMS Scholarship Program and authorizing their affiliated EMS agency to receive and manage their scholarship funds on their behalf.

Step 17: Authorizing your EMS Agency to Act on your Behalf

1. After clicking on **Check Eligibility**, a pop-up window will be displayed. If you are not eligible, please [click here for further explanation about your ineligibility](#).
2. If you are presented with the **"You Are Eligible"** screen as displayed below, you will be asked: **"Do you want to authorize your affiliated EMS agency to apply for the scholarship on your behalf?"** Select **"Yes"**.
3. The pop-up window will flash and reload a list of all of the EMS agencies with which you are affiliated.



Step 18: Select the EMS Agency you want to Act on your Behalf

1. From the drop-down list, **select the EMS agency** you want to act on your behalf for the purposes of the Virginia EMS Scholarship Program.

The screenshot shows the Virginia EMS Portal interface. A modal window titled 'Scholarship' is open, displaying information for 'WHITE, SNOW' (SEVEN DWARF LANE, PRINCESS ANNE, VA 23456). The modal includes a congratulatory message and a question: 'Do want to authorize your affiliated agency to apply for scholarship on your behalf?'. Below this question is a 'Select Agency' dropdown menu. A red arrow points to this dropdown, which is open and shows 'HOT SPRINGS VOLUNTEER FIRE AND RESCUE ASSOCIATION INC.' as the selected option. The modal also has 'Cancel' and 'Authorize Agency' buttons.

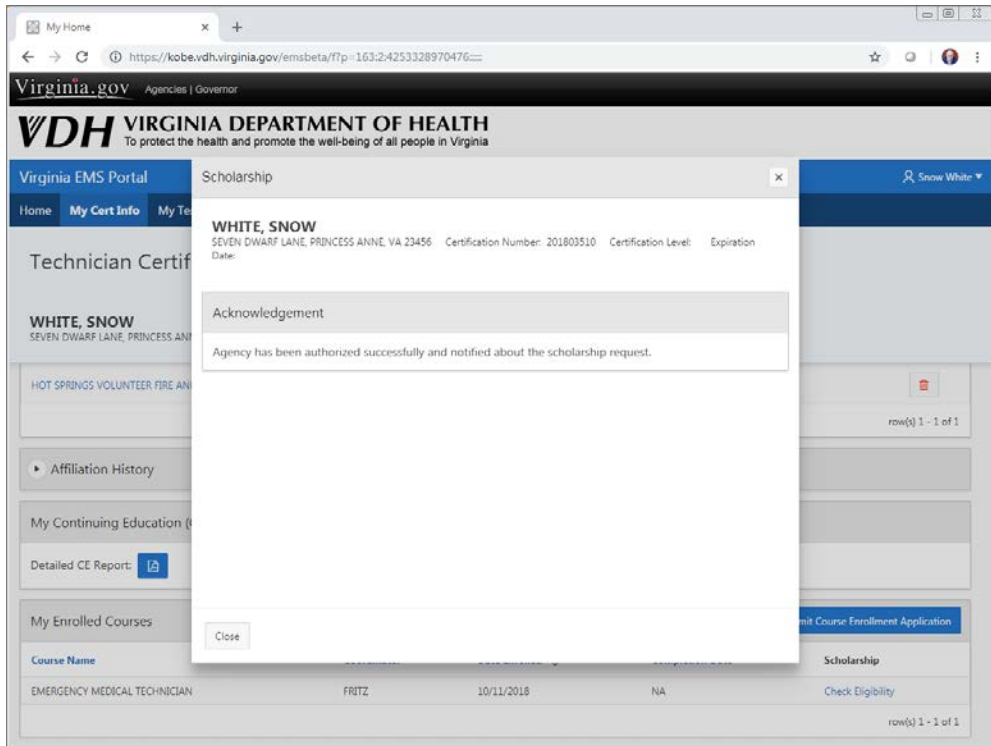
Step 19: Authorizing your Agency

1. Once the agency has been selected, click the **Authorize Agency** button.

The screenshot shows the same Virginia EMS Portal interface as in Step 18. The 'Scholarship' modal window is still open, and the 'Select Agency' dropdown menu is now closed, showing 'HOT SPRINGS VOLUNTEER FIRE AND RESCUE ASSOCIATION INC.' as the selected agency. A red arrow points to the 'Authorize Agency' button, which is highlighted with a red box. The modal also has a 'Cancel' button.

Step 20: Confirmation of Application Submission

1. Upon successful submission, you will receive an **Acknowledgement** page from the EMS Portal letting you know your application has been received.



2. E-mail messages will be generated to the applicant as well as the SuperUser for the EMS agency selected.
3. The student/applicant should immediately make contact with their EMS Agency SuperUser—either via phone or e-mail—to ensure the e-mail was received and to confirm that the EMS agency will act on the scholarship request promptly.

All steps in the application process must be completed within the scholarship application window of which is course begin date + 10 calendar days.