STATE OF WEST VIRGINIA
DEPARTMENT OF HEALTH AND HUMAN RESOURCES

Joe Manchin III
Governor

Patsy A. Hardy, FACHE, MSN, MBA
Cabinet Secretary

MEMORANDUM

DATE: July 12, 2010

TO: **All Licensed EMS Agencies**
               All Certified EMS Personnel

FROM: March Tucker, Jr.   *MAT*

RE: **Electronic EMS Personnel Application**

Effective August 1, 2010, the WVOEMS will implement a new online application for Initial, Recertification and Legal Recognition applicants. Directions for filling out and filing the application will be available online July 15, 2010. These directions will detail how to complete the application, create a CIS profile, pay fees, and detail how to file and submit fingerprints for the purpose of a background investigation.

After completing the application, a printable receipt with an authorization number will be generated. This authorization number will allow the applicant to be fingerprinted at any of the electronic fingerprint stations across the State. A listing of these participating sites will be available on our website. Please note that the procedures for completing a background check and submitting fingerprints is controlled by the West Virginia State Police and not OEMS.

Paper applications and fingerprinting will still be accepted during this transitional period. The application will be available for access via a link on our website: www.wvoems.org. Please see the attached forms, which show how the application procedure will appear on the WVOEMS webpage. If you have any questions, please contact me at (304) 558-3956 or march.a.tucker@wv.gov.
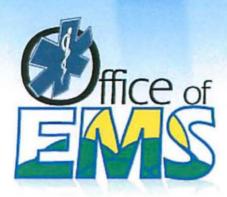
MAT/rm

Enclosures

cc: TSN
    RESA Offices
    Community & Technical Colleges

BUREAU FOR PUBLIC HEALTH
State Trauma and Emergency Medical System
Office of Emergency Medical Services
350 Capitol Street, Room 425
Charleston, West Virginia 25301-3714
www.wvoems.org

Telephone: (304) 558-3956   Fax: (304) 558-8379

A COMMITMENT
TO EMERGENCY CARE
IN WEST VIRGINIA

Office of EMS

Workforce   **Regulations**   **Operations**

⇒ EMS   ECert

WV EMS Personnel Application

The following series of screens will help you apply for certification as an Emergency Medical Services personnel in the West Virginia EMS System.

The West Virginia EMS System utilizes a computer database, the Credentialling Information System (also known as **CIS**) to maintain information for EMS personnel in the State.

In order to apply for West Virginia certification, you must first *self-register* in the CIS database system.

If you have registered in CIS, please click *Next* to continue, otherwise, please create a CIS account and then come back to complete your certification application.

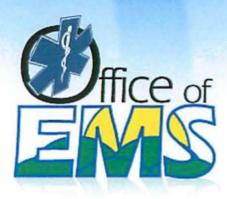Use the navigation button below to begin this process.

Next

A COMMITMENT
TO EMERGENCY CARE
IN WEST VIRGINIA

Office of EMS

Workforce   **Regulations**   **Operations**

⇒ EMS ECert

WV EMS Personnel Application

The following items are *required* to match your CIS personnel record with your certification application.

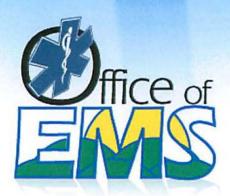*** Social Security Number:**
(format: xxx-xx-xxxx)

* Date of Birth
(format: MM/DD/YYYY)

[Next] [Back]

Site updated Jul 06, 2010 11:03 AM

A COMMITMENT
TO EMERGENCY CARE
IN WEST VIRGINIA

Workforce   **Regulations**   **Operations**

⇒ EMS · ECert

WV EMS Personnel Application

Please verify that the following information correctly identifies you:

Name: ──────── ◄──── Your name should appear here.

WV Number: ──────── ◄──── Your WV NUMBER should appear here.

* Is the information correct? ○ Yes ○ No ◄──── Verify that your name and WV Number are correct.

*If the above information is not correct, please discontinue the use of this form and contact the **OEMS Certification Unit** at (304) 558-3956.*

[Next] [Back]

Only use the navigation buttons, 'Next', and 'Back', as provided to navigate between application steps. Failure to follow directions may result in loss of applicant information.

Updated: Monday, March 15, 2010 12:39 PM // site map