



STATE OF WEST VIRGINIA  
DEPARTMENT OF HEALTH AND HUMAN RESOURCES  
Bureau for Public Health  
Office of Emergency Medical Services

Bill J. Crouch  
Cabinet Secretary

Ayne Amjad, MD, MPH  
Commissioner & State Health Officer

MEMORANDUM

**TO:** West Virginia Emergency Medical Services Official Agency Representatives  
West Virginia Emergency Medical Services Agency Training Officers

**FROM:** Michael R. Mills, DO, FACEP, State Medical Director, WVOEMS

**DATE:** January 27, 2020

**RE:** EMS Prehospital Providers Conducting COVID-19 Vaccinations

EMS agencies who have expressed an interest in assisting with COVID-19 vaccinations, must ensure their employees have taken the vaccination training. This training will be conducted through the RETI Blackboard. Individuals are to follow these steps:

1. Go to <http://wvreti.org/>
2. Click on "Open LMS"
3. If you already have an account, sign in
4. If you do not have an account, you will need to create an account.
5. Scroll down the page to the course "**COVID Vaccination Administration Training**"
6. Select "enroll me"
7. Complete **ALL** requirements

Individuals completing this course must provide a copy of their certificate to their EMS Agency Training Officer for record keeping.

A Department of Health and Human Resources representative will be in contact with interested EMS agencies when assistance is needed for vaccinations. Vaccination personnel **MUST** be certified at a minimum at the Emergency Medical Technician (EMT) level and have completed the COVID-19 Vaccine Administration Training.

Should you have questions, please do not hesitate to contact me.

cc: Walter Ivey, PE, Deputy Commissioner, Bureau for Public Health  
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