



HOW TO VERIFY CONTINUING EDUCATION AND SKILLS COMPETENCY (*RECERTIFICATION*)

Training Officers verify the continuing education and skills competency of EMR and EMT (BLS) providers. They will also verify the continuing education of AEMT and Paramedic (ALS) providers, whereas an affiliated Medical Director will approve the skills competency of AEMT and Paramedic (ALS) providers.

Training Officer- How to Verify BLS Continuing Education and Skills Competency:

1. Login with your username and password.
2. Under MY ROLES, click on Training Officer to access the Training Officer dashboard.
3. From your Training Officer dashboard, locate the PENDING ACTIONS & REQUESTS section.
4. Click on the View button located in the Education and Skills Verification line.
5. On the following screen, click the red View Instructions button to read the instructions.
6. Click the box in the Approve column of the individual or reach out to them to correct information .

Note: You cannot approve of your own continuing education or skills competency. Other individuals with training officer access to the agency must perform the function.

6. Click Submit.
7. Read the next screen; once the selection is finalized, your approval cannot be removed by you or the National Registry of EMT staff. Click Cancel to go back and not approve the individual at this time, or click OK to finalize your selection.

Medical Director- How to Verify ALS Skills Competency:

1. Login with your username and password.
2. Under My Roles, click Medical Director.
3. From your Medical Director dashboard, locate the PENDING ACTIONS & REQUESTS section.
4. Click on the View button located in the Education and Skills Verification line.
5. On the following screen, click the View Instructions button in the upper right corner to read the instructions.
6. Click the box in the Approve column of the individual to approve when you are ready to approve them.

Note: You cannot approve the skill competency for yourself. Another individual with Medical Director access to the agency must perform the function.

7. Click Submit.
8. Read the next screen; once the selection is finalized, your approval cannot be removed by you or the National Registry of EMT staff. Click Cancel to go back and not approve the individual at this time, or click OK to finalize your selection.