



County of Bucks



EMERGENCY HEALTH SERVICES
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*******ACTION REQUIRED*******

Your EMS Certification Expires Soon

You Must Take Action to Re-Register Your Certification – It is NOT Automatic

**** Read and follow the steps below to Re-register your certification ****



*******You can re-register your certification beginning 90 days before your expiration date*******

You can begin acquiring con-ed credits for your next certification cycle immediately after you re-register this cycle.

1. **Log in to the PA EMS Portal** at <https://ems.health.state.pa.us/Registry/logon.aspx>. If you have not logged into this new registry since January 2018, your User ID is pa##### (6 digit cert number) and your temporary password is Password1 (capital P). The system works best on a computer/tablet, not mobile devices, using Internet Explorer and allowing pop-ups. If you get to the point of entering your Social Security number, Date of Birth and Zip Code and then get an error message, one or more of the information you entered does not match what is in the registry. If that happens, please send an email to info@bcehs.com with your name, certification number, current address and date of birth.
2. If you have logged in since the release of the new registry, you would have been prompted to change your password.
3. There is a Registry Help Menu on the left hand side of the log in screen with videos and Job Aids.
4. After you are logged in, **review and update any demographic information, including email address. Click “Update Data.”**
3. Your **CPR information is required to be entered to be able to reregister**. On the EMS Application Tab, review that your CPR information has been entered. If the CPR card section is blank, enter that information in the CPR card section. The card is not required to be uploaded, but the information is required to be entered. **Click “Update CPR”**. You can find a list of approved CPR courses under Downloadable Files. Go to the top of your screen → in the gray menu bar → Downloadable Files → EMS Info Bulletins → 2018 EMSIB 2018-11 State Recognized CPR Programs. The CPR course must include a practical skills portion.
4. On the Applicant Data – General Information Tab, scroll to the very bottom to **“Manage My Certifications.”** In the drop down box, **select “Reregistration.”** Another screen will appear with your certifications listed. If the screen indicates “yes”, you have met the requirements for your listed certification(s), put a check mark in the “Select” boxes for those certifications and **click “Begin Reregistration.”** After you have completed the process, you will see a new expiration date above your tabs and you know your reregistration was processed and we will mail you a new wallet card. If the screen indicates “no”, you have not met the requirements for any of your certifications listed, click on the actual title of the certification and a pop up box will appear (your computer has to allow pop-ups) and will indicate what is missing. If you have missing con-ed, check with the sponsor/instructor of where you completed the class to inquire if they submitted the roster. If you need to submit con-ed via endorsement, you will do this through your Con-Ed Tab and there is a Job Aid in the Help menu with instructions.

ALS Providers: Please refer to the ‘ConEd Summary Table’ in the ‘ConEd Tab’ for the required prorated con-ed. The ‘print status report’ feature reflects con-ed required for a full 2 year certification cycle, not the prorated con-ed required for this certification cycle.

***PLEASE NOTE:** Reregistration of your certification should be completed 30 days before your expiration date or your certification is not guaranteed to be processed and you may not receive a new wallet card prior to your expiration date.

There are Job Aids in the Help menu to assist. If you have further questions or need additional help, please contact Michele at mlrymdeika@buckscounty.org.

10/2019