



Pennsylvania Certification by Endorsement

Thank you for your interest in obtaining Pennsylvania EMS Certification by Endorsement. This is the process whereby a person certified by a state other than Pennsylvania can apply to obtain Pennsylvania EMS certification. Providers with current state or Nationally Registry certification are permitted to apply for certification by endorsement.

You will need to complete a provider certification application through the electronic system on the PA EMS Registry. However, before you complete the application, you must have all required documents available to upload into the electronic application. Incomplete applications cannot be processed. The electronic application must be completed within one sitting. You cannot complete a portion of the application to save for completion at a later time.

To get started, you will need the following items in an electronic form to upload into the application:

1. Current Pennsylvania Approved CPR for the Healthcare Provider
2. Government Issued Photo Identification
3. State and/or National Registry Certification Card(s)
4. Criminal Background Check for your State of Residence
5. Criminal Background Check for the State(s) with Current EMS Certification
6. Completed EMS Affiliation Form
 - a. Locate a PA EMS agency, educational institute, or employer to complete

If you hold certification in another state, you will be required to complete the EMS Certification Verification Form. However, you will NOT upload the completed form into your electronic application. You will complete the top section of the EMS Certification Verification Form and then send the form to your state(s) with EMS certification. The respective state EMS office(s) will submit the completed form to the PA DOH Bureau of EMS. If you only hold National Registry Certification, do not complete this form.

Instructions for the electronic application are enclosed. Once the application is received by the regional EMS council, the EHSF staff will review the application within 14 business days. If additional information is needed, the EHSF staff will return the application to you. If the application is complete, the application is routed to the PA DOH Bureau of EMS to process pending the receipt of the EMS Certification Verification form(s).

In order to be permitted to drive an EMS vehicle in Pennsylvania, you must also hold EMSVO certification. If you wish to obtain EMSVO certification with your PA EMS provider certification, you will need to submit an application add-on after you receive your primary EMS certification from Pennsylvania. Instructions are enclosed.

If you should have any questions, please contact the office at 717-774-7911 and select option 2.

Sincerely,

EHS Federation Staff

Provider Certification Applications Certification by Endorsement

These instructions are for EMS providers certified in another state or through NREMT seeking first-time EMS certification in Pennsylvania.

When submitting an application through the electronic system, all information must be entered and submitted in one sitting. The application cannot be saved to complete at a later time. The prospective provider will be required to upload copies of the following documents:

- Current Pennsylvania Approved CPR for the Healthcare Provider
- Government Issued Photo Identification
- State and/or National Registry Certification Card(s)
- Criminal Background Check for your State of Residence
- Criminal Background Check for the State(s) with Current EMS Certification
- Completed EMS Affiliation Form
 - o Locate a PA EMS agency, educational institute, or employer to complete

Completing the Electronic Provider Certification Application in the PA EMS Registry:

1. Go to the PA EMS Registry: <https://ems.health.state.pa.us/EMSPortal/login.aspx>
2. Click on “New Provider Application” (top, left of the webpage)
3. For user type, select level of certification seeking (i.e. EMT)
4. Read the functional position description
 - a. Scroll to the bottom to check the box stating it was read and understood
5. Scroll to the bottom of the page and click “Continue to EMS Application”
6. Complete the information in each section:
 - a. Go to the “Applicant Data” tab
 - i. Go to the “General Information” tab
 1. Applicant Data Section
 - a. Enter demographic information
 - i. Use legal name according to government issued photo identification
 1. i.e. use Jonathan, not Jon
 - ii. If the prospective provider lives out-of-state, the county of residence will default to out-of-state. However, the prospective provider will have to select the regional council.
 1. Select “EHS Federation, Inc.”
 - iii. If the prospective provider chooses to provide a driver’s license or VISA number in lieu of a social security number, the application will go to the Bureau of EMS. The Bureau of EMS will forward the application to PennDOT to obtain the prospective provider’s social security number. **While the prospective provider has every right to choose this option, the processing of the certification will be delayed.**

- b. Criminal History/Disciplinary Actions Section
 - i. Answer questions as appropriate
 - 1. If answering yes to either question, additional tabs will appear to complete supporting documentation
 - 2. The Bureau of EMS will contact the prospective provider to supply certified court documents for certification eligibility
 - c. Additional Information Section
 - i. Check “Yes” for certification by endorsement
 - 1. The “Certification by Endorsement” tab will appear in the top-tier of tabs to be completed later.
- ii. Go to the “EMS Application” tab
 - 1. Application Section
 - a. Will display as the level of certification applying for and will not be able to be changed
 - 2. CPR Card Section
 - a. Enter CPR certification information as listed on the CPR certification card
 - i. Issue date, expiration date, course, training center name, and instructor name
 - ii. **Upload your CPR card**
 - 1. To upload a document, select your file. Once the file path turns green, click “Add”. The document will display in a table.
 - 3. Returning/Current Military Section
 - a. Complete as appropriate
- b. Go to the “Certification by Endorsement” tab
 - i. Go to the “Certification by Endorsement” tab in the top-tier of tabs
 - 1. First section – “Certification by Endorsement Documentation”
 - a. **Upload the following documents:**
 - i. **Government issued photo identification**
 - ii. **State and/or National Registry Certification Card(s)**
 - 1. To upload a document, select your file. Once the file path turns green, click “Add”. The document will display in a table.
 - 2. Second section – “Proof of Affiliation”
 - a. **Upload the completed EMS Affiliation Agreement with an EMS agency, education institute, or employer in Pennsylvania**
 - i. To upload a document, select your file. Once the file path turns green, click “Add”. The document will display in a table.
 - 3. Third section – “Certification by Endorsement”
 - a. Select your state with current EMS certification, if applicable
 - b. Enter certification number of state certification, if applicable
 - c. Enter expiration date of state certification or NREMT certification

- d. Enter certification number of NREMT certification, if applicable
 4. Fourth section – “State Certified Criminal History”
 - a. **Upload criminal background check from state of current residence**
 - b. **Upload criminal background check from state(s) of current EMS certification(s)**
 - i. To upload a document, select your file. Once the file path turns green, click “Add”. The document will display in a table.
 5. Fifth section – “National Registry Certification Obtained through US Military”
 - a. Check box, if applicable
 - c. Go to the “Release and Consent” tab
 - i. Return to the “Applicant Data” tab, and click on “Release and Consent” tab.
 1. Read the release and consent
 2. Check the box to confirm understanding of the release and consent
 3. Click “Submit”
 - a. The regional office will review the application within 14 business days. A completed application will be routed to the Pennsylvania Department of Health Bureau of EMS for processing pending the receipt of the EMS Certification Verification form(s).
 - b. If the application is incomplete, the regional office will return the application for additional information.
- If the prospective provider has EMS certification from another state(s), the prospective provider will need to submit the EMS Certification Verification Form to their state(s) of certification’s state EMS office(s). The state EMS office will send the completed form directly to the Pennsylvania EMS Office.

Completing the EMSVO Add-On after Receiving Primary EMS Certification:

In order to be permitted to drive an EMS vehicle in Pennsylvania, you must also hold EMSVO certification. After you receive your PA EMS certification, log into the EMS Registry to submit an Add-On Application.

1. Go to the PA EMS Registry: <https://ems.health.state.pa.us/EMSPortal/login.aspx>
2. Log into the system with your username and password
 - a. First time access will use the following:
 - i. Username: pa and certification number (i.e. pa0123456)
 - ii. Password will be Password1
 1. The system will prompt you to change your password and select security questions
3. Click on Star of Life: Agency /ConED/Registry
4. Your provider account will appear displaying certification information
5. Go to "Applicant Data" tab
 - a. Go to "General Information" tab
 - i. "Applicant Data" section
 1. Verify demographics are accurate
 2. Update information as appropriate
 - ii. "Criminal History/Disciplinary Actions" section
 1. Answer questions as appropriate
 - iii. "Manage My Certifications" section
 1. From dropdown menu, select "Add-On"
6. The system will automatically direct you to the "Add-Ons" tab
 - a. Click the box next to "EMSVO"
7. Go to the "Driving History" tab
 - a. "Drivers License" section
 - i. Upload a copy of your driver's license
 1. Choose file
 2. Click "Add"
 - b. "EVOC" section
 - i. Upload a copy of your EVOC certificate or proof of completion
 1. Choose file
 2. Click "Add"
 - c. "General Questions" section
 - i. Answer questions as appropriate
 - d. "Driving History Questions"
 - i. Answer questions as appropriate
8. Return to "Add-Ons" tab
 - a. Click "Submit"
9. The regional office will review the application within 14 business days. A completed application will be approved and a new certification wallet card will be issued listed the endorsement of EMSVO.



PENNSYLVANIA EMS AFFILIATION VERIFICATION
 (Non-Resident Certification by Endorsement ONLY)

Applicant Legal Name

Last four digits of SSN

PA EMPLOYER IDENTIFICATION

To be completed by non-EMS agency employers which require PA EMS certification

Name

Mailing Address

City

State

Zip Code

Telephone Number

County

PA EMS AGENCY / EDUCATIONAL INSTITUTE VERIFICATION

To be completed by principal official of requesting EMS Agency

Name

PA Affiliate Number

Mailing Address

City

State

Zip Code

Telephone Number

County

I verify that the candidate named on this form is currently an active certified EMS Provider holding employment or serving as a volunteer with this EMS agency, Education Institute or Pennsylvania based business or has been offered a position pending issuance of a Pennsylvania EMS Provider Certification and will be an active participant in the Pennsylvania EMS System.

Printed Name Principal Official

Principal Official Title

Date

Principal Official Signature

Day Telephone

Email address

This form is not required to be submitted with the application. A complete application will be processed for eligibility for certification. If it is determined you are eligible for certification, and if requested by you, a letter of eligibility shall be provided as evidence of pending certification. Once you have completed this form and submitted and have fulfilled all requirements, your Pennsylvania Department of Health, EMS certification will be issued.

SECTION 1 – To Be Completed By Applicant

Last Name		First Name		Middle Initial		Suffix (Jr, Sr, II, III)	
Mailing Address			City			State	Zip Code
SSN		Date of Birth	Pa Regional EMS Council or County of Application				

SECTION 2 - To Be Completed By Agency Verifying License or Certification

State		State License/Certification Agency		License/Certification Number	
License/Certification Level		Issue Date		Expiration Date	

	Yes	No
Is license/certification based on National EMS Education Standards or the National Standard Curriculum?	<input type="checkbox"/>	<input type="checkbox"/>
Is this license/certification based on an endorsement or reciprocity from another State? If yes, identify the state if known below?	<input type="checkbox"/>	<input type="checkbox"/>

Is the license/certification active and considered valid in your State? If No, please describe why below.	<input type="checkbox"/>	<input type="checkbox"/>
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Does your state review Criminal History checks?	<input type="checkbox"/>	<input type="checkbox"/>
Has your state ever taken disciplinary action against this applicant? If Yes, please describe why below.	<input type="checkbox"/>	<input type="checkbox"/>

To the best of your knowledge, was the applicant ever convicted of a felony or misdemeanor?	<input type="checkbox"/>	<input type="checkbox"/>
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Printed Name State EMS Official		State EMS Official Title		Date
Signature		Phone	Email address	

Instructions for completing the *Emergency Medical Services Out of State EMS Provider Verification*

- 1. Section 1 – To be completed by applicant. Incomplete forms or endorsement packets will not be processed.
- 2. The applicant shall deliver or mail this form to the licensing /certifying state agency that issued the EMS certification being used to request this endorsement for certification in Pennsylvania. Do not send this to the PA Department of Health.
- 3. The applicant is responsible for any and all fees incurred in the verification of EMS Practitioner Status for Endorsement process.

Endorsing State EMS Agency

- 1. Section 2 – To Be Completed by the state agency verifying license/certification.
- 2. Please complete all requested information including signature and agency information.
- 3. Return the completed form to

**Pennsylvania Department of Health
Bureau of EMS, Room 606
625 Forster St
Harrisburg, PA 17120-0701**