



## **Reinstatement of Pennsylvania Certification Expired Less Than One Year**

Thank you for your interest in obtaining Pennsylvania EMS Certification through the reinstatement process. Currently, the Department of Health, Bureau of EMS, is permitting EMS providers who has a certification expired for less than one year to reinstatement via an exception. This means providers expired less than one year are not required to complete the cognitive exam through NREMT to return to active status. This document will provide instructions on the process whereby a person with expired Pennsylvania certification for less than one year can reinstate via continuing education.

### **Electronic Application**

To obtain PA EMS certification you must complete a provider reinstatement application through the electronic system in 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. Additionally, all required continuing education credits must be completed before the regional council can review your application to submit for approval by the Bureau of EMS.

Instructions for the electronic application are enclosed. Once the application is received by the regional council, the EHSF staff will review the application within 14 business days. If additional information is needed, then the EHSF staff will return the application to you. If the application is complete, then the EHSF will route the application to the Bureau of EMS to their approval process.

### **Required Document(s) to Upload in your Electronic Application:**

1. Current Pennsylvania Approved CPR for the Healthcare Provider  
\* Instructions for each required uploaded document are enclosed.

### **Continuing Education**

EMS providers are required to complete the EMS continuing education which was needed to reregister their certification prior to their expiration date. Each EMS provider certification level has different hours of continuing education required. Continuing education taken between the provider's most recent certification issue date until the date of application can count toward your reinstatement continuing education requirement.

<b>Provider Certification Level</b>	<b>Total Continuing Education Credits/Hours Required</b>	<b>Minimum Hours within the Total Hours which must be in the Clinical Patient Care Category</b>
Emergency Medical Responder (EMR)	16	12
Emergency Medical Technician (EMT)	24	18
Advanced Emergency Medical Technician (AEMT)	36	27
Paramedic	36	27
Prehospital Registered Nurse (PHRN)	36	27
Prehospital Physician Extender (PHPE)	36	27
Prehospital Physician (PHP)	36	27

**Application Approval**

Once the provider's reinstatement application is submitted with the completed continuing education, the EHSF will route the application to the Bureau of EMS for approval. The approval process may take up to 14 business days. Once the Bureau of EMS approves your PA EMS certification, you will receive an automatic e-mail. Additionally, the EHSF will mail your certification materials, which contains a certification letter, certification certificate, certification wallet card, and uniform patch.

If you should have any questions, please contact the EHSF office at 717-774-7911, ext. 557.

Sincerely,

EHS Federation Staff

**Instructions/Information for Required Document(s) to Upload in your Electronic Application**

Current Pennsylvania Approved CPR for the Healthcare Provider

- CPR must be from a PA DOH approved program. The approved list is below:

**Basic Life Support Cardiopulmonary Resuscitation Programs  
Updated 05/2018**

<b>Recognized Programs Providing PA EMS Act Protection for All Valid Pennsylvania EMS Provider Certification Levels</b>
American Academy of Orthopedic Surgeons – Emergency Care & Safety Institute <i>Health-Care Provider CPR (Professional)</i>
American Heart Association – <i>BLS Provider</i>
American Heart Association – <i>BLS Healthcare Provider</i>
American Red Cross – <i>Basic Life Support for Healthcare Providers</i>
American Red Cross – <i>CPR/AED for the Healthcare Provider</i>
American Red Cross – <i>CPR/AED for the Professional Rescuer</i>
American Red Cross – <i>CPR/AED for the Professional Rescuer and Healthcare Provider</i>
American Safety & Health Institute – <i>Basic Life Support – BLS for Healthcare Providers and Professional Rescuers</i>
EMS Safety Services, Inc. – <i>BLS for Healthcare Providers</i>
Geisinger CPR Program
Military Training Network Resuscitative Medicine and Trauma Program – <i>BLS for Healthcare Providers</i>
National Safety Council – <i>Basic Life Support for Health Care &amp; Professional Rescuers</i>
Pro CPR LLC – <i>Pro-CPR Healthcare Provider CPR</i>

(Valid Instructor cards representing any of the recognized programs above are acceptable)

## **Provider Reinstatement Application Expired Less Than One Year**

These instructions are for expired EMS providers whose certification has been expired for less than one year seeking to obtain active EMS certification in Pennsylvania.

When submitting an application through the electronic system, the provider will be required to upload a copy of the following document(s):

1. **Current Pennsylvania Approved CPR for the Healthcare Provider**

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

1. Go to the PA EMS Registry: <https://ems.health.state.pa.us/Registry>
2. Log into your provider record
  - a. Username will be pa and your certification number (i.e. pa123456)
3. Click on "Home" in the top, gray menu bar to be directed to your provider profile/record
4. Scroll to the bottom of the page to the Manage My Certification Section
5. From the dropdown menu, select Reinstatement
6. Click on the Con-Ed radio button
7. Complete the information within the application:
  - a. Applicant Data Tab
    - i. Update any contact information within the Applicant Data Section
      1. Click "Update Data"
      2. Click "ok"
    - ii. Criminal History/Disciplinary Actions Section
      1. Answer questions as appropriate
        - a. If answering yes to either question, additional tabs will appear to complete supporting documentation
          - i. The Bureau of EMS will contact the prospective provider to supply certified court documents for certification eligibility
  - b. EMS Application/CPR Tab
    - i. Enter CPR certification information as listed on the CPR certification card
      1. Issue date, expiration date, course, training center name, and instructor name
      2. **Upload your CPR card**
        - a. To upload a document, select your file. Once the file path turns green, click "Add". The document will display in a table.
  - c. Verify you met the con-ed requirements for your level of certification.
  - d. Submit your application
    - i. 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.
    - ii. If the application is incomplete or continuing education credits are not met, the regional office will return the application for additional information.