The Emergency Medical Technician (EMT) training program is offered by West Virginia Public Service Training (WVPST), with funding from the West Virginia Department of Education, Division of Technical and Adult Education. The program has been approved by the West Virginia Office of Emergency Medical Services (WVOEMS).

The Emergency Medical Technician program consists of a minimum of 155 clock hours. It will be the student's responsibility to attend all class sessions except in cases of emergency. In no circumstance can more than 10% of class sessions be missed. Class cancellations will be made up by extending the calendar. Additional enhancement classes may be offered at the discretion of the instructor.

Applicants must be 16 years of age prior to program completion and testing. Minimum age policies of some participating agencies may not allow students under age 18 to participate in clinical rotations.

Applicants must possess a minimum of a high school diploma, or equivalent certification, or be enrolled in a program to obtain a high school diploma, or equivalent certification.

All students are required to attend the CPR portion of this course. Verification of current CPR certification must be submitted to WVOEMS.

All students are required by state law to have a background check completed for WVOEMS.

All students must register with WVOEMS through the Continuum database. Continuum replaced the former Credentialing Information System (CIS) database.

The WVOEMS Personnel Application must be completed on line at www.wvoems.org. You can also pay the fee to WVOEMS on line. You can check the status of your application by going to the WVOEMS EMS Personnel Certification web page (http://www.wvoems.org/ems-programs/personnel-certification). Clicking on "Check Your Application Status" at the bottom of that page will take you to a page where a Continuum User Name and Password must be supplied. If there is an application on file for that WV number but not completed, the next page will display the steps to certification with the "red light" "green light" indicators for each step. If there is no unfulfilled application on file, the page will say that and indicate the date of the last completed application (if any).

Upon successfully completing the course and passing the Practical Skills Evaluations, students will take the computer-based National Registry of EMTs exam. It will be the student's responsibility to submit application for the NREMT certification exam. Full details are available in the "EMT Certification Handbook", which is available on the NREMT website. Proof of education shall be submitted to National Registry online in the "My Certification" dashboard.

Approach the instructor if you have a problem with another student or the instructor, course structure, instructional content, personal abilities, etc. A student can also contact the Public Service Training Coordinator with concerns. A "Grievance/Suggestion Form" is available to submit a written record of any concern or suggestion. It is recommended that the student first informally approach either the course instructor or the Public Service Training Coordinator to discuss the issue. Most issues can be resolved without formal written procedures, but the form can be used if the student is not satisfied with the initial informal response to a concern.

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Serving Berkeley, Grant, Hampshire, Hardy, Jefferson, Mineral, Morgan, and Pendleton Counties

If the health or physical abilities of a student do not allow technical standards to be met the student can continue in class, but certification cannot be issued to anyone physically unable to perform all required practical skills. Students having problems academically may be able to obtain assistance from the Adult Basic Education program.

Report any injuries that occur during class or clinical time to the course instructor within 24 hours of occurrence. Students *may* be covered by Workers' Compensation through their squads. WVPST does not provide any type of insurance coverage to students enrolled in Public Service Training classes.

The use of Alcohol and Tobacco Products is prohibited during this class.

Associated costs and fees (Due to EPIC by the fourth class session, unless otherwise noted):

Text: Emergency Care and Transport of the Sick and Injured, $195.00
  (AAOS, 11th Edition, EMT Advantage Package, Print edition)
  Optional Workbook available for $70.00
  AHA BLS Health Care Provider CPR Text & Card, and class supplies $50.00
  (Cost may vary if CPR is provided through an AHA Training Center other than WVPST)

Tuition: In-State Tuition and persons repeating the course $300.00
  Out-of-State Tuition $500.00
  (Total amount payable to EPIC for In-State Tuition, book, and CPR is $545)

Fees: Application fee to WVOEMS $75.00
  Background Check $45.00
   (Application and background check fees may be paid with credit card on line at www.wvoems.org, or Money Order Only, no personal checks)
  (Additional fee may be charged by agency providing fingerprint service)
  National Registry Test Fee $80.00
  (Due to the NREMT upon completion of course)

Tuition charges are based on enrollment not on completion of the class.

All tuition and fees are non-refundable.

No books will be issued until payment is received or billing information is provided.

The EMT student will be learning skills that require the use of equipment that can be purchased by the student, such as blood pressure cuff, and stethoscope. These items will be made available for use during the training, but it is advisable that students purchase their own for personal use.

If there are any questions, please contact David Plume at the Martinsburg WVPST office, 304 596-2653 or 800 367-3728, Ext. 112, or by email at dplume@wvesc.org .

Important procedures for EMT students

1. Create an on-line profile at www.wvoems.org

At the beginning of the course (no later than after completion of 12 classroom hours), all students must create/confirm a profile on-line with the WV Office of Emergency Medical Services (WVOEMS). Go to www.wvoems.org and look for "Continuum".

NOTES: You must have your WVOEMS Certification Number before registering for classes or otherwise using your profile in Continuum. Continuum replaces the former Credentialing Information System (CIS).

2. Register for the EMT class on-line

Once your profile is created, you should register in Continuum for the EMT Initial class you are attending. From your profile, begin by clicking on "Education" of the left side of the page; next click on "Courses" and enter the WVOEMS Course Number _____ into the search line. Once the course appears, click on "View". Click on "Registration Info" on the bottom right hand corner of the page. This will take you to the registration page for your class – now enter the WVOEMS Course Registration Code _____ to complete the registration process. Repeat this process to register for other classes. The numbers to fill in the above blanks are available on your course outline.

3. EMS application process.

After creating a Continuum account, the EMT student will need to complete the EMS application. The application should be made no later than after completion of 24 classroom hours. *Be advised you need to be ready to pay the associated fees on-line with a credit card.*

Log onto the WVOEMS website (www.wvoems.org) and click the line for "How do I Complete…Application?" Answer all the questions, pay the associated fees, and **print the receipt.**

If you do not pay online you can send payment to WVOEMS in the form of a money order or check from a licensed EMS agency – no personal checks or cash.

4. Criminal Background Check

Morpho Trust (IdentoGO) offers electronic fingerprinting. Take the receipt you printed when you completed your application (as noted above) to a Morpho Trust location and you will not be charged a fee. Providing this receipt will also make sure the results are to be sent to WVOEMS. Morpho Trust locations can be found on their website. Fingerprints should be submitted no later than the completion of 24 classroom hours.

If you don't do fingerprints electronically you can complete two FD 258 fingerprint cards, sign the authorization component on the back of the card, and complete the background check form. Cards must have the number WV920101Z on the front and a sticker on the back with the WVOEMS address. Take the completed fingerprint card and a valid photo ID and go to a local law enforcement agency or other certified fingerprint personnel to request fingerprinting for state-required background check. (Agencies may charge a fee for completing the fingerprint process.) For anyone under 18 years of age a parent's signature will need to be underneath the applicant's signature on fingerprint cards.

Once completed, give the completed fingerprint card and form to your instructor. Background checks using paper cards may take several months to be completed.

Contact WVOEMS for information on background check results. WVOEMS may not permit you to participate in clinical rotations or test until your background check results are completed and received in their Charleston office. For more information contact WVOEMS.

5. To take the National Registry of EMTs test students must create an on-line account and application at www.nremt.org.

Make sure to choose "WV Public Service Training – Martinsburg" (4167) as your EMS Education Program. The Section Number is the WVPST Class Number. Please inform David Plume at WVPST that you have applied for the NREMT test so the he can confirm your successful course completion and practical skills evaluations.