



West Virginia Department of Education
Public Service Training
-Martinsburg Office-

Dear EMR Student,

This Emergency Medical Responder 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 Department of Health, Office of Emergency Medical Services (WVOEMS).

The Emergency Medical Responder program consists of 72 clock hours. Additional enhancement classes may be offered at the discretion of the instructor. 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.

Applicants must be 16 years of age prior to entry in the program.

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.

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

Applicants must be enrolled in the WVOEMS Continuum system on line at www.wvoems.org.

Applicants must apply for certification by completing the online application at www.wvoems.org.

Full details of the process to receive EMR certification are available in the WVOEMS "EMR Initial Certification Policy".

Upon successful completion of the course and practical skills exam, students will register themselves to take the National Registry Computer Adaptive Examination. It is the student's responsibility to schedule the National Registry exam date and location. Full details are included in the document "EMR Candidate Handbook" which is available online at www.nremt.org.

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 Education program.

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.

Report any injuries that occur during class 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.

Associated costs and fees (Due to EPIC, unless otherwise noted):

Text:	AAOS Emergency Medical Responder, 6 th Edition	\$100.00
Tuition:	WV residents and persons repeating course	\$150.00
	Non-residents of West Virginia	\$250.00
Fees:	AHA 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 EPIC)	
	(Total amount payable to EPIC for In-State Tuition, book, and CPR is \$300)	
	Application Fee to WVOEMS	\$75.00
	Background Check Fee	\$45.00
	(Application and background check fees are payable to WVOEMS. These fees may be paid with credit card on line at www.wvoems.org , or by money order, no personal checks)	
	(Additional fee may be charged by agency providing fingerprint service)	
	National Registry Test Fee	\$75.00
	(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 use of Alcohol and Tobacco Products is prohibited during this class.

Important procedures for EMR 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."

NOTE: You must allow up to two business days after creating your profile to receive your WVOEMS Certification Number. You must have this number before registering for classes or otherwise using your profile in Continuum.

2. Register for the EMR class on-line

Once your profile is created, you should register in Continuum for the EMR Initial class you are attending. From your profile, begin by clicking on "Education" of the left side of the page; next click on "Scheduled Courses" and enter the WVOEMS Course Number _____ into the "Course Number" slot. Click on "Search". 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 EMR 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 online 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 (Identigo) 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 an additional 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.

Contact WVOEMS for information on background check results. WVOEMS may not permit you to test until your background check results are completed and received in their Charleston office. For more information about background checks 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.