



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

This informational sheet will be pertinent throughout the entire program and will be required for reference regularly. Please put this and the course outline in an accessible folder that you have access to during each class session.

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). This is a fast-paced program that will challenge students in every way. Time management will be a key to success in addition to reading the course material, completing assignments, and studying. EMT students must be committed to the program to be successful.

Students will be required to register in multiple databases to include:

- PSTachio – required to register for the class
- WVOEMS (West Virginia Office of EMS) – required to complete State certification
- Continuum – Required to track education through WVOEMS
- NREMT – National Registry of EMT's – Required to complete national certification and test.

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 or older 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.
- 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.

Let's get started:

CLASS DAY 1

1. Students will be provided a link to a google classroom where all course material will be contained. Under the "**Classwork**" tab there will be multiple sections outlined for students to complete the process required to become an EMT. The assignments contained in those respective sections shall be completed during the time frame specified.

2. Students MUST log into the West Virginia Public Service Training database (<https://pstachio.wvnet.edu>) to register for the class. If you have taken other WVPST classes, you have an account and can simply log in utilizing your email (one supplied on previous PIFs) and password. Be sure to click the proper PST region which in most cases will be Martinsburg. If you have never set a password or cannot remember it, Select the forgot password option. Once logged in, you may click on “*Class Registration*” and enter the class number located on your course outline.

Once you access your account double check your current information and update if necessary. Make sure to capitalize your name properly and put a middle initial. How you enter this information is how it will show all WVPST and WV State Fire Commission certificates.

Students that are new to WVPST will need to create an account as follows:

- Log into <https://pstachio.wvnet.edu>
- Click on “Register”
- Be sure to click the proper PST region which in most cases will be Martinsburg.
- Enter all information including name, address, email, phone, etc. Failure to do so will result in your account being declined.
- Make sure to capitalize your name properly and put a middle initial. How you enter this information is how it will show all WVPST and WV State Fire Commission certificates.
- You will have the option to register for a course at the same time you are registering for a new account. Enter the WVPST course number located on the class outline.
- You will receive an email stating that your application has been submitted for approval. If completed correctly, the PST staff will approve the account.

Once your account is created, you will be able access all your training records for courses you have completed through WVPST at any time.

CLASS WEEK 1

Students must complete the items outlined in the Google Classroom Week 1 section:

- Commitment Statement
- Health Insurance Waiver
- Create a Continuum Account - ***Create an on-line profile at www.wvoems.org***

At the beginning of the course, 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.

CLASS WEEK 2

Students must complete the items outlined in the Google Classroom Week 2 section:

- Create a National Registry account 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 located on the class outline.

- Complete the EMT student precepting signature form and submit it.

COMPLETION OF CLASS

- **WVOEMS Application** - The WVOEMS Personnel Application must be completed online at www.wvoems.org. 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.**

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 Username 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.

- **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. Contact WVOEMS for information on background check results. WVOEMS may not permit you to participate in clinical rotations and will not issue certification until your background check results are completed and received in their Charleston office. For more information contact WVOEMS.
- **TEST National Registry** - 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 and through your google classroom. Proof of education shall be submitted to National Registry online in the “My Certification” dashboard. **Once you are ready to be approved to test National Registry, it is the student’s responsibility to contact the WVPST coordinator to request approval in the National Registry system. We will NOT automatically do this nor are we notified when you apply.**

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.

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 at EPIC.

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 agencies. WVPST does not provide Workers' Comp or Health Insurance coverage to students enrolled in Public Service Training classes.

The use of Alcohol, Tobacco Products, and Vaping 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, (AAOS, 11 th Edition, EMT Advantage Package, Print edition)	\$200.00
Optional Workbook available for \$75.00	
AHA BLS Health Care Provider CPR Text & Card, and class supplies (Cost may vary if CPR is provided through a CPR Training Center other than WVPST)	\$50.00
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, textbook, and CPR is \$550)	
Fees: Application fee to WVOEMS	\$75.00
Background Check (Application and background check fees may be paid with credit card online at www.wvoems.org , or Money Order Only, no personal checks) (Additional fee may be charged by agency providing fingerprint service)	\$45.00
National Registry Test Fee (Due to the NREMT upon completion of course)	\$80.00

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 J. Weller at the Martinsburg WVPST office, 304 596-2653 or 800 367-3728, Ext. 116, or by email at djweller@wvsc.org.