

Quick Guide

Virginia EMS Portal

Marking Student Competency Verifications in the EMS Portal (NEMSES)



EMS Portal: Marking Student Competency Verifications in the EMS Portal (NEMSES)

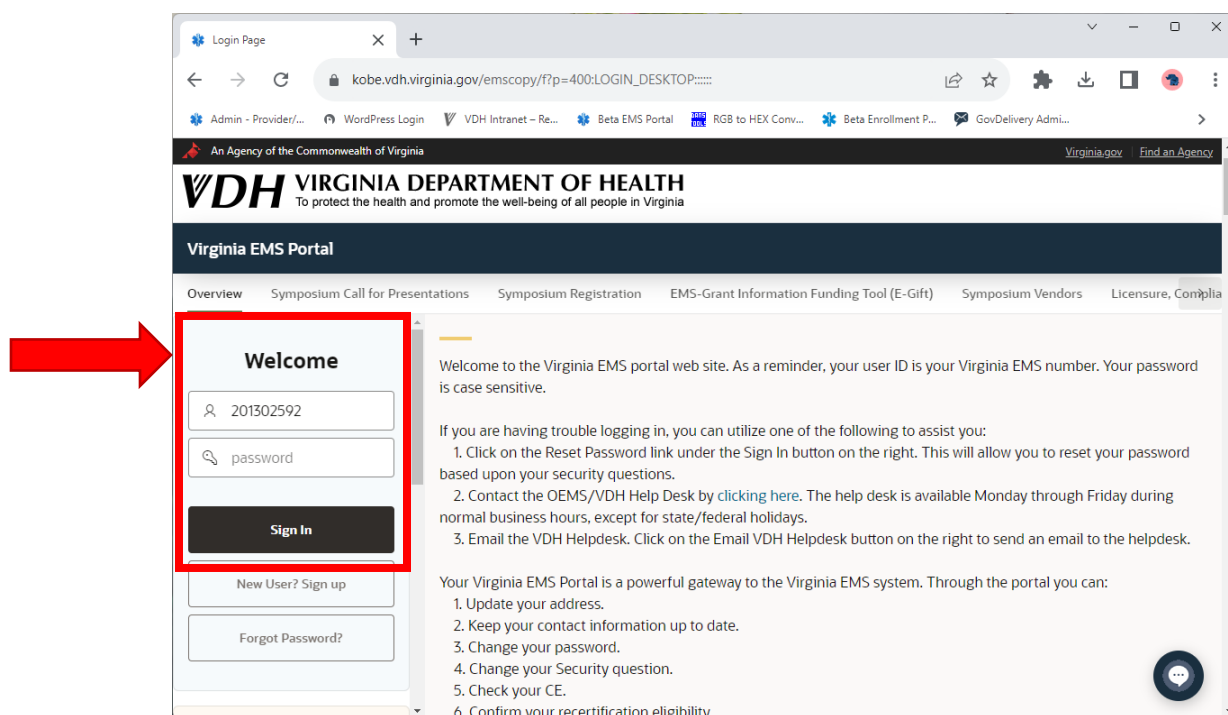
This Quick Guide has been developed to assist Virginia Education Coordinators with marking student competency verifications and final status in the Virginia EMS Portal. This process is very fluid and greatly depends on your individual class, student population and number of students. This Quick Guide will cover three distinct scenarios:

1. Marking Competency for the "Perfect" Class.
2. Marking Competency for a "Not So Perfect" class with "Failures" and "Withdrawals".

Please follow this step-by-step guidance. Note: The EMS Portal works best when using Google Chrome or Safari.

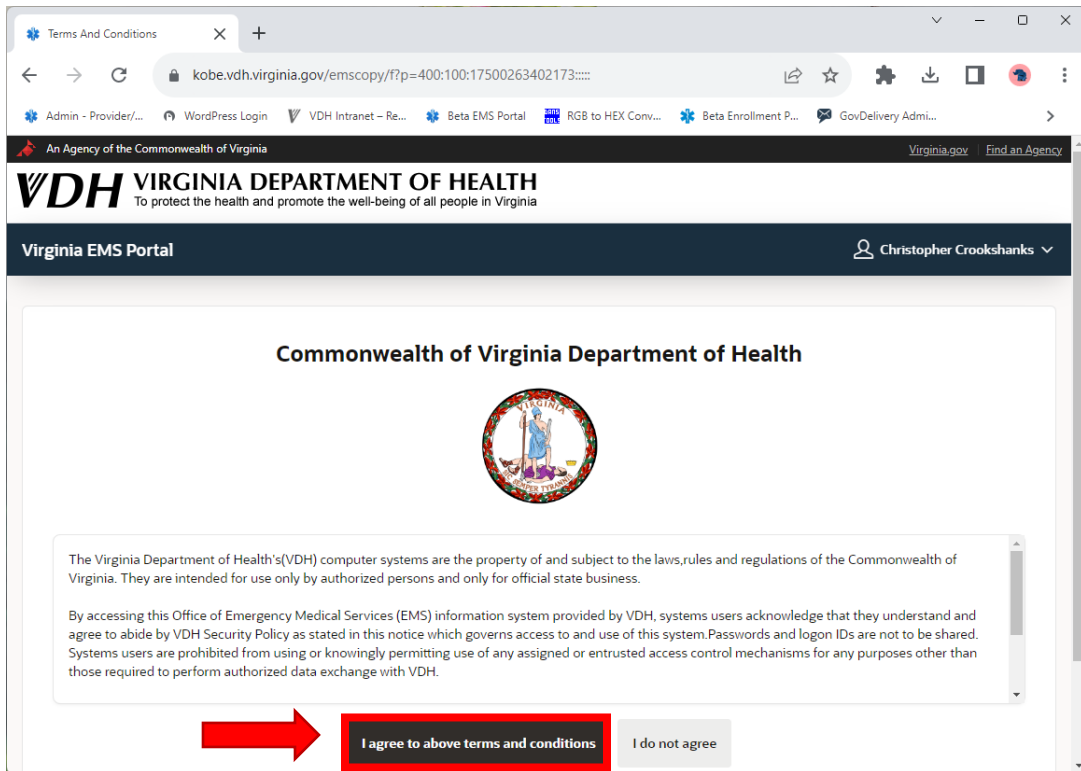
Step 1: Logging into Your Virginia EMS Portal Account

1. Type in your certification number and password to login to the Virginia EMS Portal.



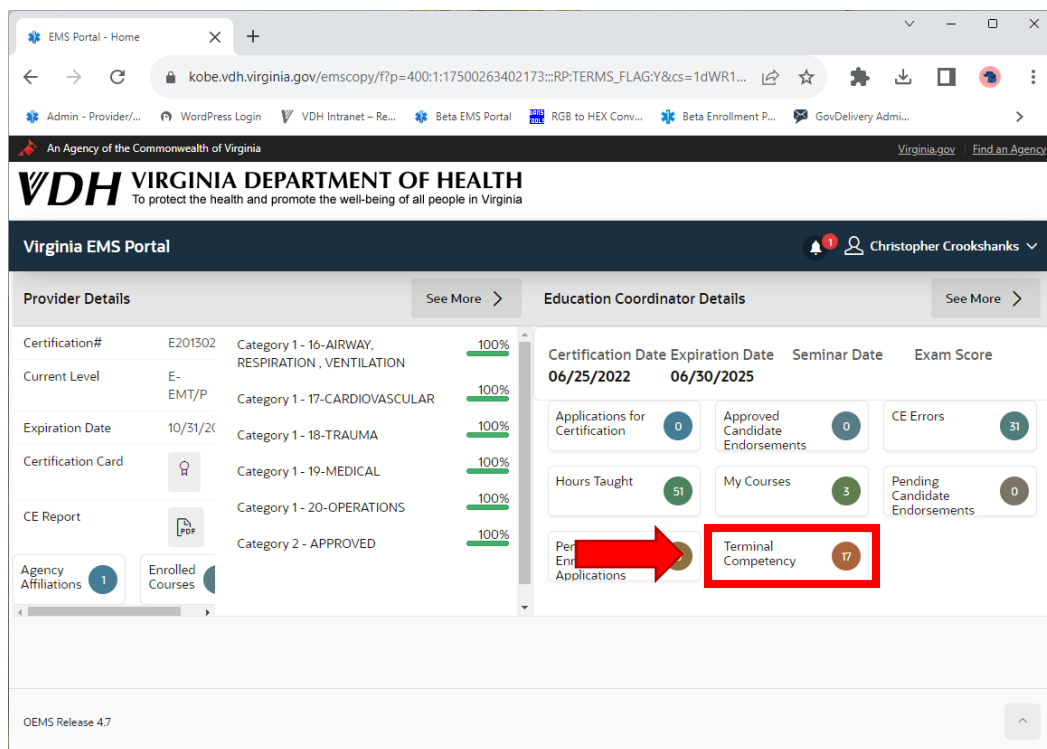
Step 2: Acknowledging the Terms of Service for the EMS Portal

1. Agree to the Terms of Use (TOU) for accessing the Commonwealth of Virginia computer systems.



Step 3: Accessing Terminal Competencies

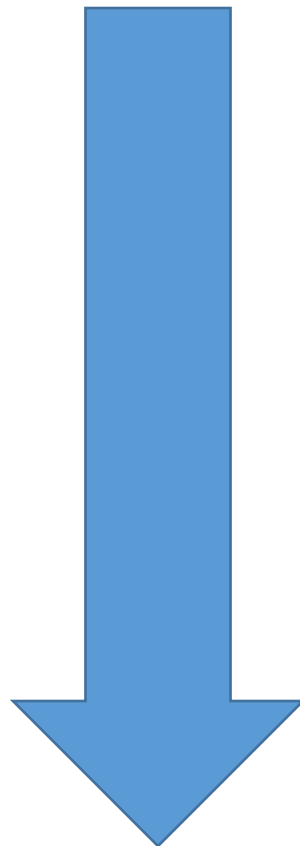
1. Once your Dashboard loads, click on the Terminal Competency active tile.



2. The next page that displays is your *Active Courses*, locate the column labeled **Pending Terminal Competency**.

The screenshot shows the Virginia EMS Portal interface. The user is logged in as Christopher Crookshanks. The page displays 'Instructor Course Information' for CROOKSHANKS, CHRISTOPHER A. Below this, there is a table of active courses. A red box highlights the 'Pending Terminal Competency' column, which contains values 0, 0, 10, and 0 for the four courses listed. A red arrow points to the 'Application for C' menu item in the sidebar.

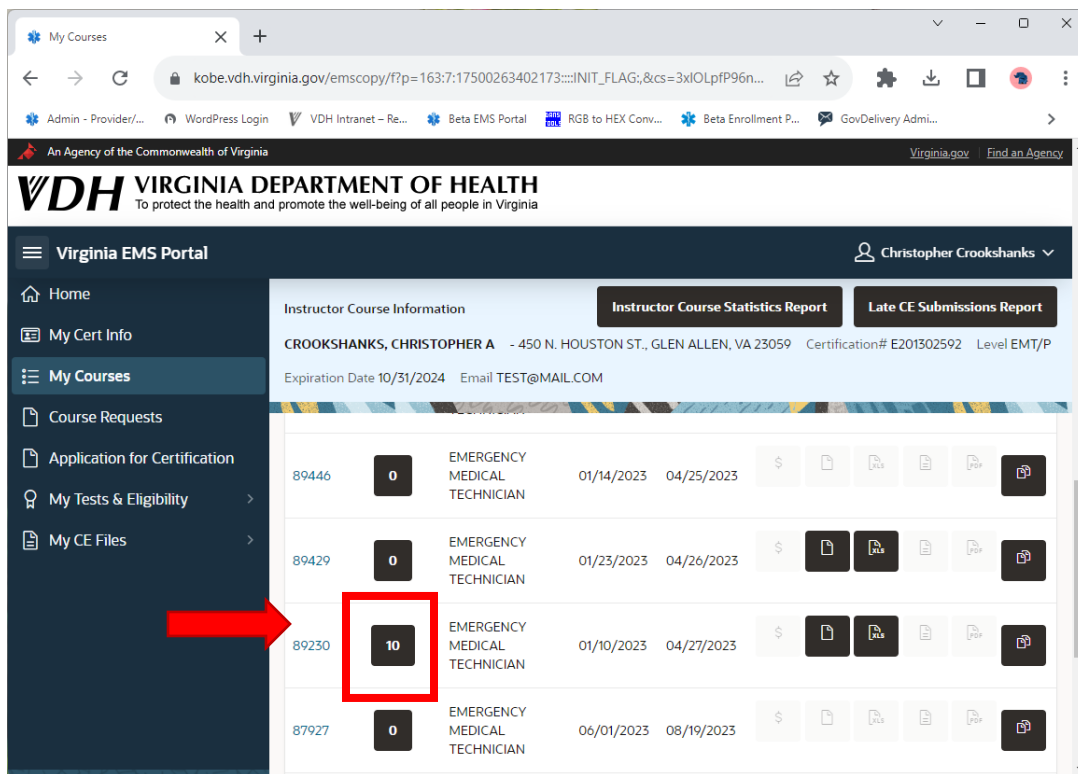
Course ID	Pending Terminal Competency	Course Name	Start Date	End Date	Cost	Actions
89446	0	EMERGENCY MEDICAL TECHNICIAN	01/14/2023	04/25/2023	\$	[Icons]
89429	0	EMERGENCY MEDICAL TECHNICIAN	01/23/2023	04/26/2023	\$	[Icons]
89230	10	EMERGENCY MEDICAL TECHNICIAN	01/10/2023	04/27/2023	\$	[Icons]
87927	0	EMERGENCY MEDICAL TECHNICIAN	06/01/2023	08/19/2023	\$	[Icons]



Marking Competency for the "Perfect" Class

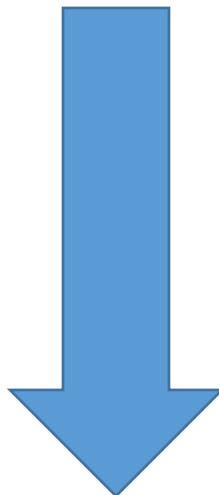
Step 1: Marking Terminal Competency

1. This section refers to **Step 2 Terminal Competency** in the EMS Portal.
2. Select the Terminal Competency Icon for the class in question.

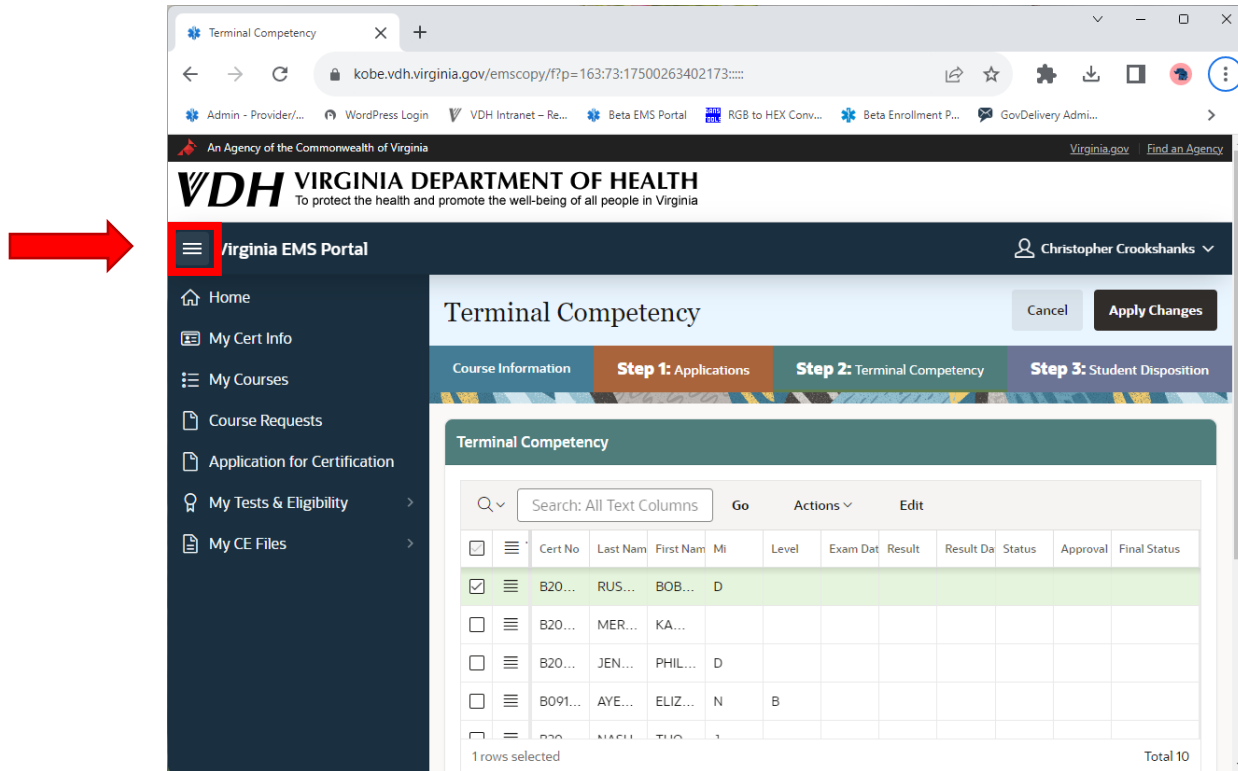


The screenshot displays the Virginia EMS Portal interface. The user is logged in as Christopher Crookshanks. The main content area shows "Instructor Course Information" for CROOKSHANKS, CHRISTOPHER A. Below this, a table lists several "EMERGENCY MEDICAL TECHNICIAN" courses. The course with ID 89230 is highlighted with a red box, and a red arrow points to the "10" competency icon in its row. The table includes columns for course ID, competency score, course name, start date, end date, and various action icons.

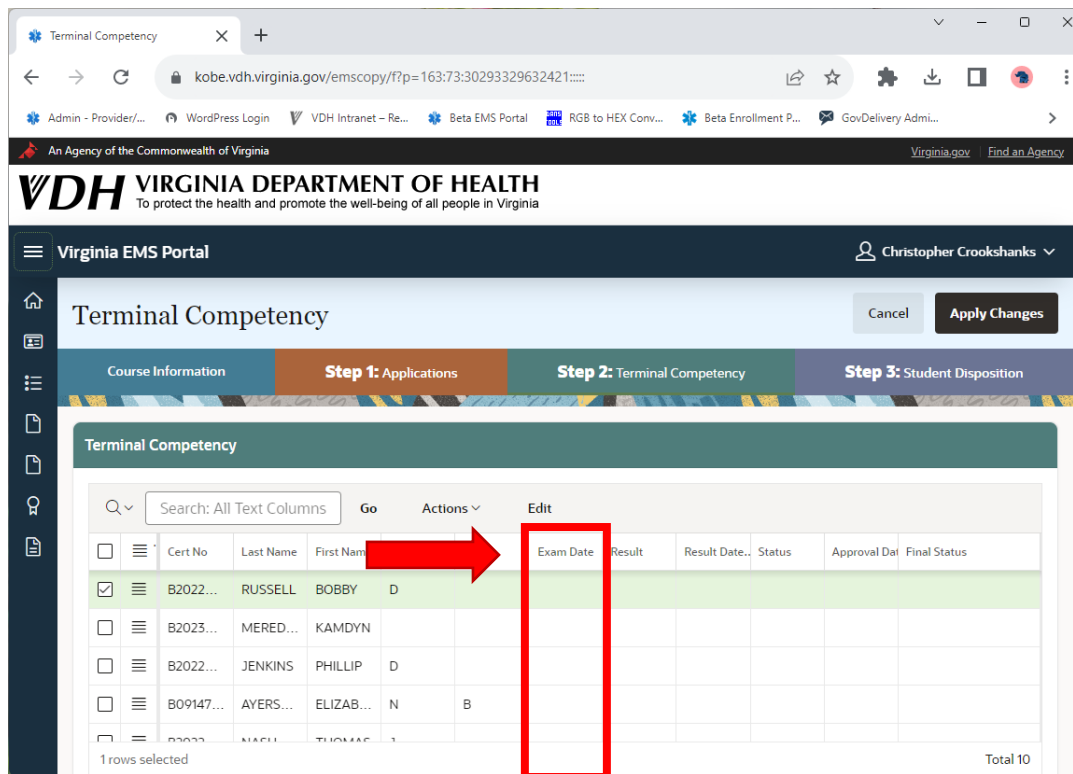
Course ID	Competency	Course Name	Start Date	End Date	Actions
89446	0	EMERGENCY MEDICAL TECHNICIAN	01/14/2023	04/25/2023	Icons for document, PDF, etc.
89429	0	EMERGENCY MEDICAL TECHNICIAN	01/23/2023	04/26/2023	Icons for document, PDF, etc.
89230	10	EMERGENCY MEDICAL TECHNICIAN	01/10/2023	04/27/2023	Icons for document, PDF, etc.
87927	0	EMERGENCY MEDICAL TECHNICIAN	06/01/2023	08/19/2023	Icons for document, PDF, etc.



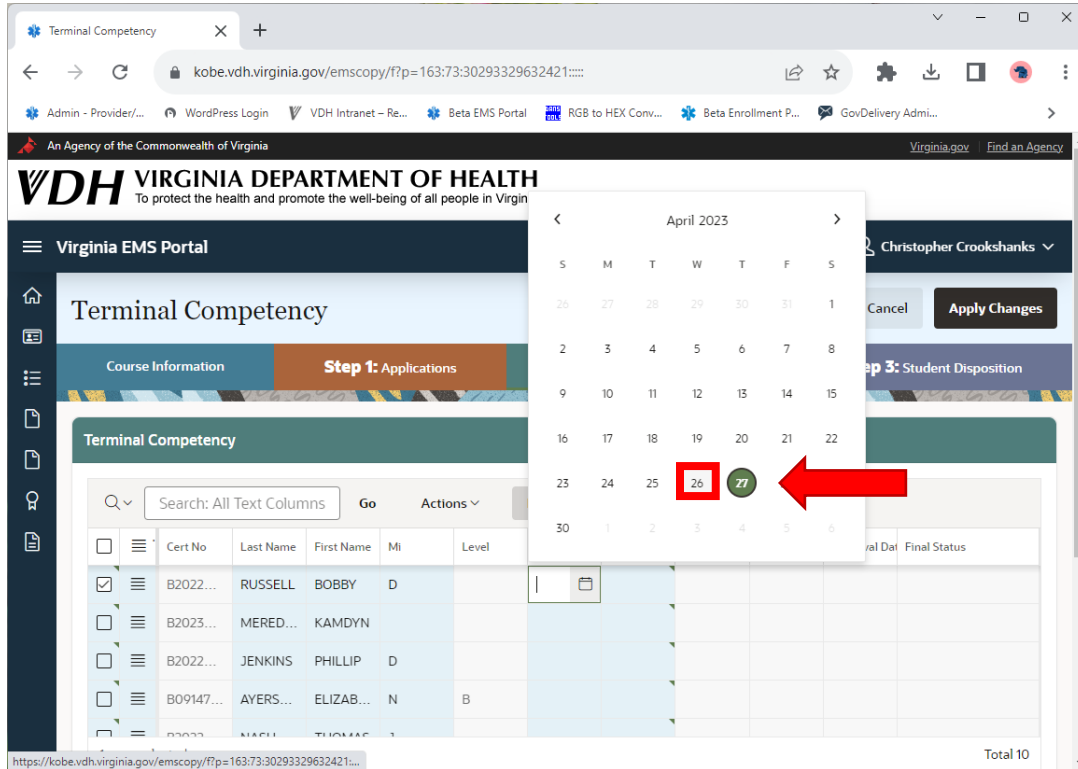
3. If needed, click the hamburger stack icon in the upper lefthand side of the screen to minimize the menu so you have more screen real estate.



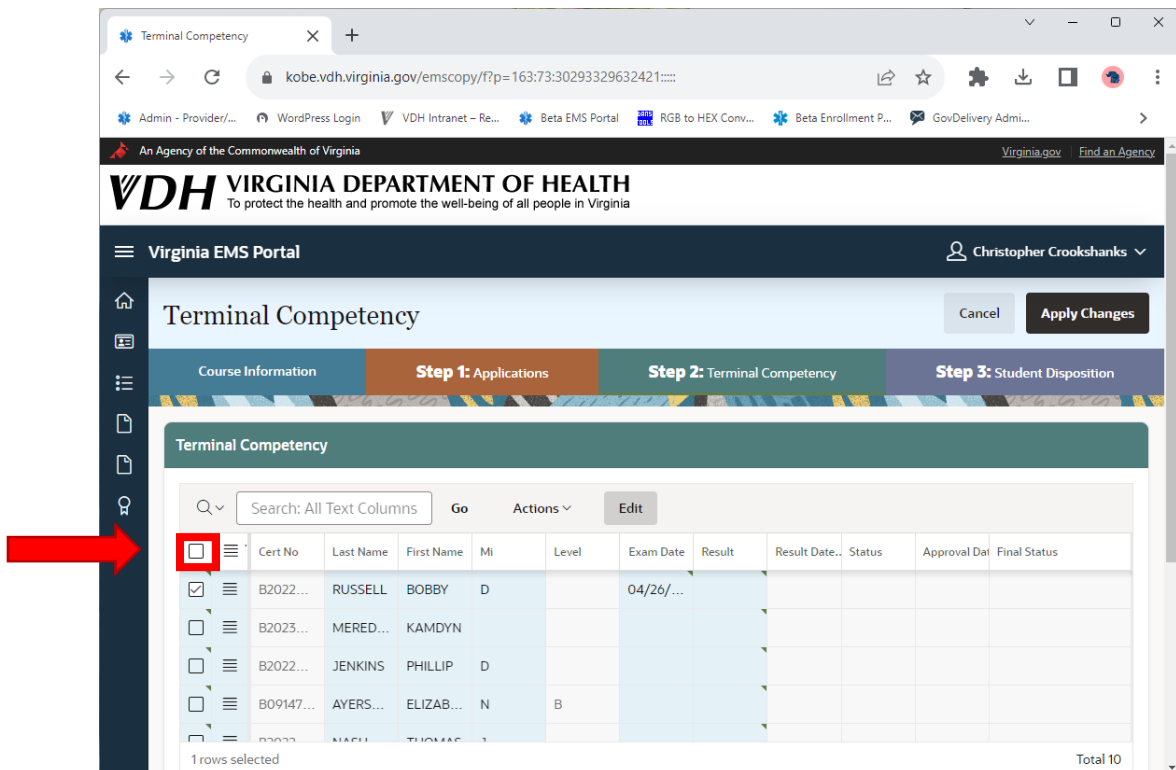
4. Double click in the first field in the **Results** column to begin entering competency results for each student.



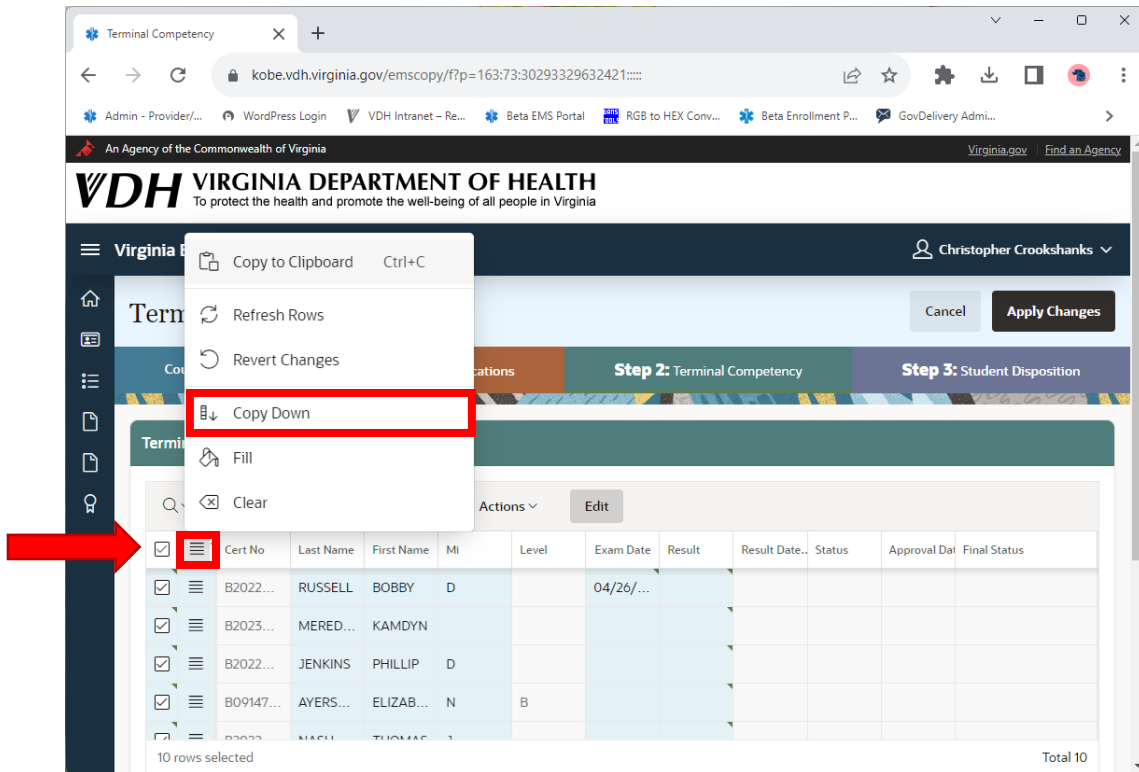
5. Select the date in which the Terminal Competency Psychomotor Exam was held.
 - a. In this example, all students tested on the same date.



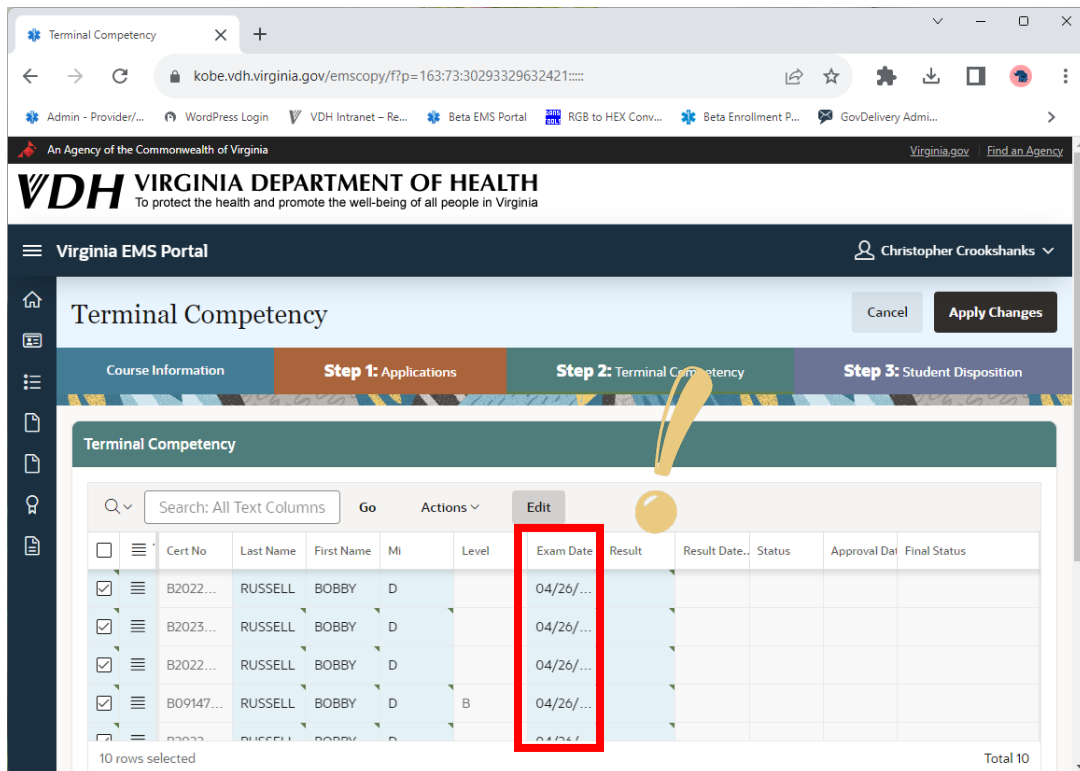
6. In order to save time, we will use the "Copy Down" feature to enter the date for all students in one command.
7. From the header row, select all entries on the table.



8. Then, from the head row, select the hamburger stack icon and the submenu, **Copy Down**.

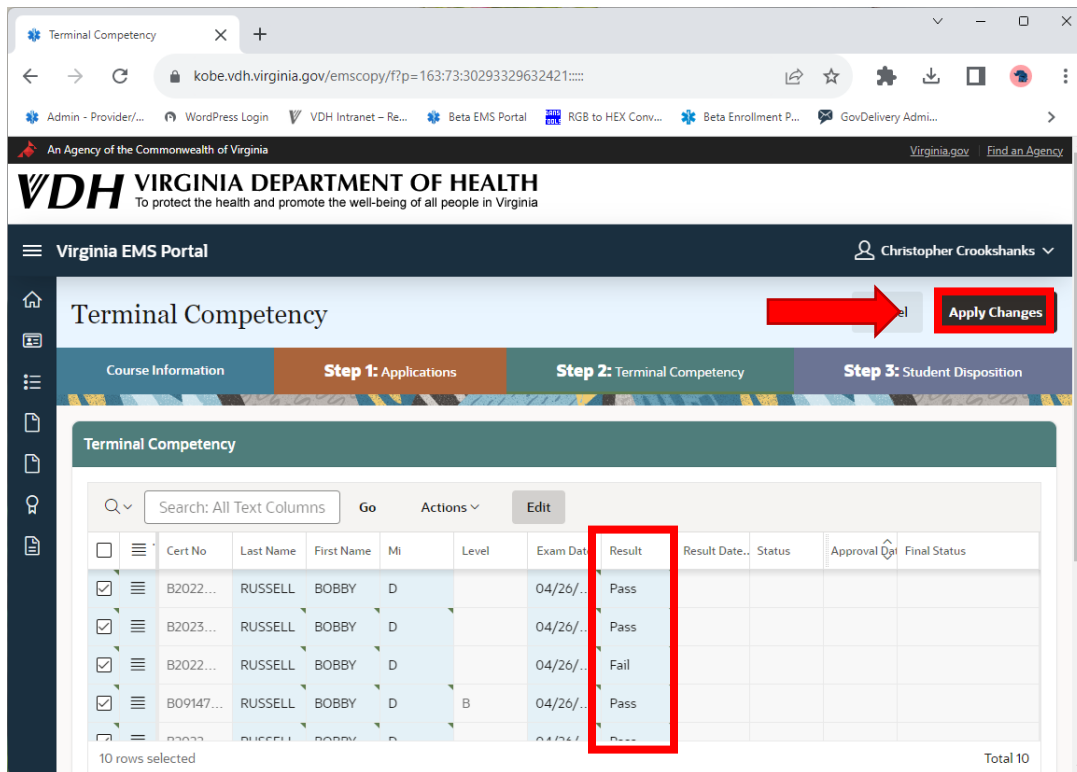


9. The date you first selected will now be copied to all records in the table.
a. "Thanks, you are a life saver!"



Step 2: Marking Terminal Competency

1. Now, in the **Results** column, enter the results for each student in the course.
2. Click **Apply Changes**.

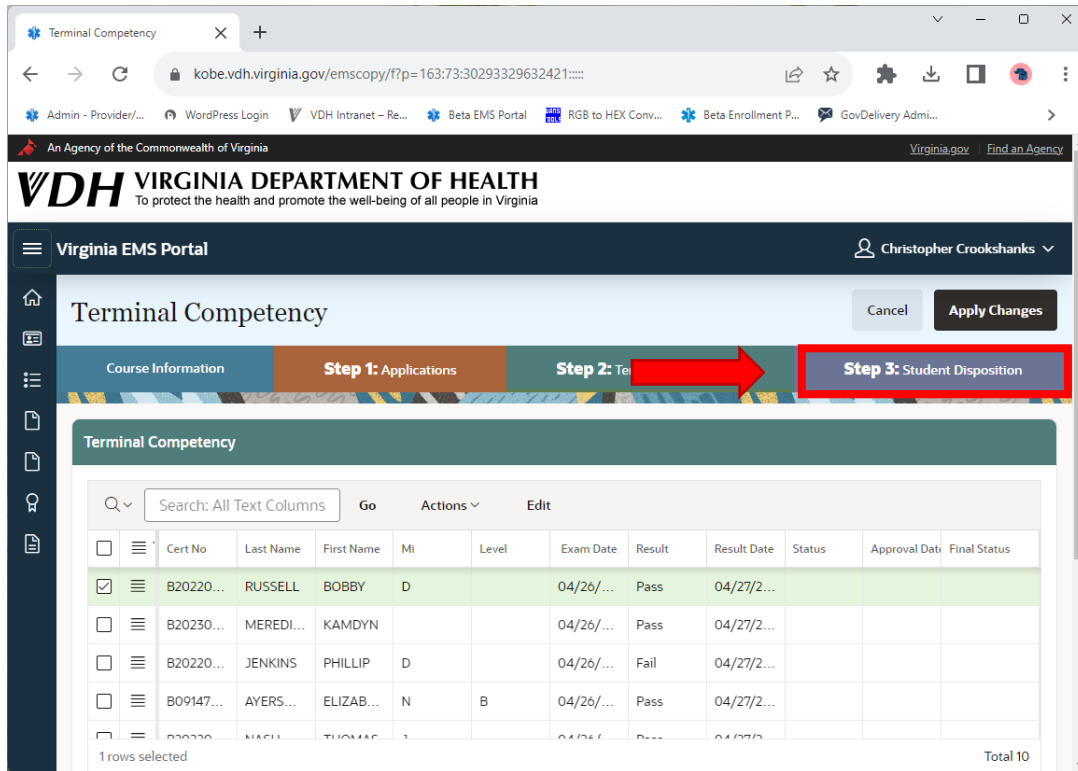


3. Once you apply changes, an e-mail will automatically be sent to your EMS Physician for them to go to the EMS Portal and mark students' competency.
4. As a part of the TCPE, EMS Physicians will be required to electronically sign off on the competency of students in the programs they endorse and they will complete this task in the Virginia EMS Portal.
 - a. We have created a short video specifically for EMS Physicians on YouTube for your EMS Physician should you find they are having difficulty with this process. <https://youtu.be/-gBV1-nCxHY>

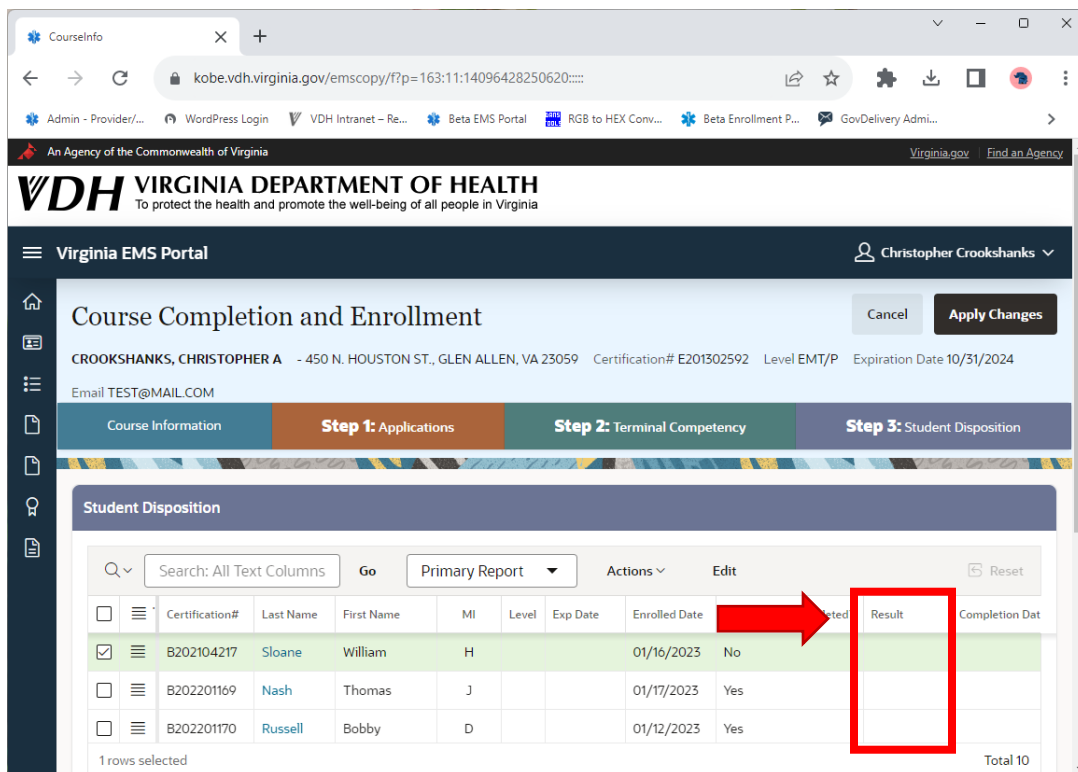
Step 3: Marking Student Dispositions

1. This section refers to **Step 3 Student Disposition** in the EMS Portal.
2. Once your EMS Physician marks student competencies in the EMS Portal, you will then be able to mark students disposition in the course as: pass, fail, withdrawal or incomplete.
3. Login to the EMS Portal and go to the Terminal Competency for the course in question.

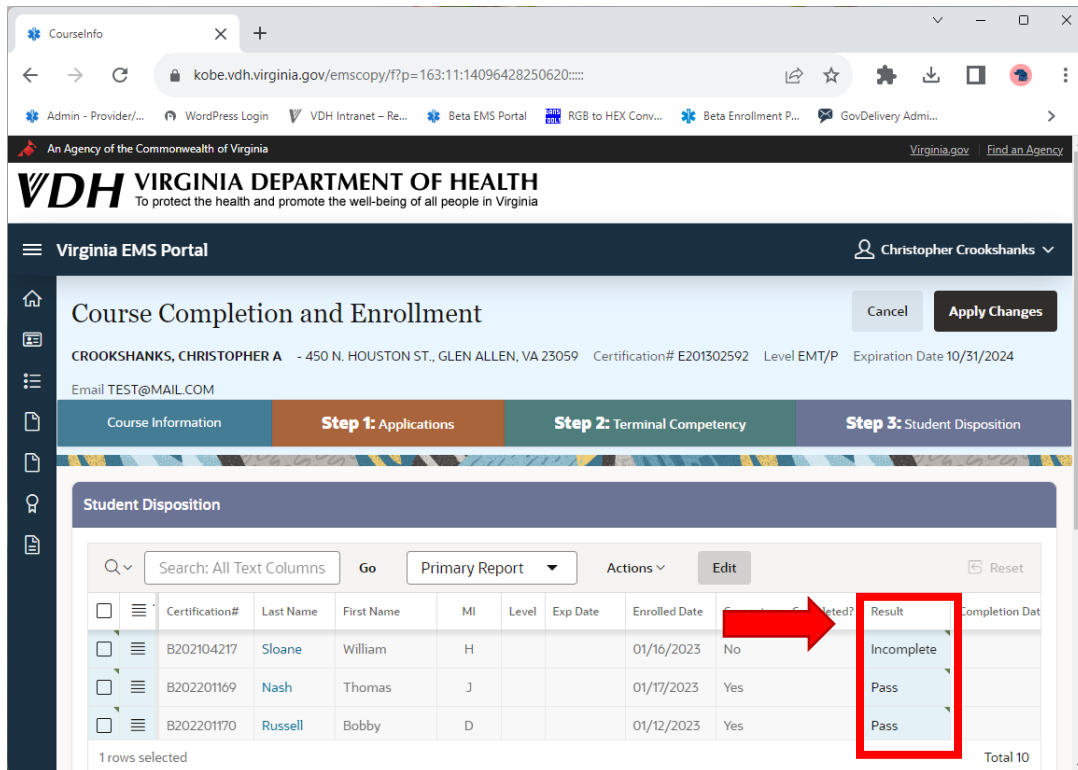
4. Click on **Step 3: Student Disposition**.



5. In the **Results** column, begin marking the students as pass, fail, withdrawal or incomplete.

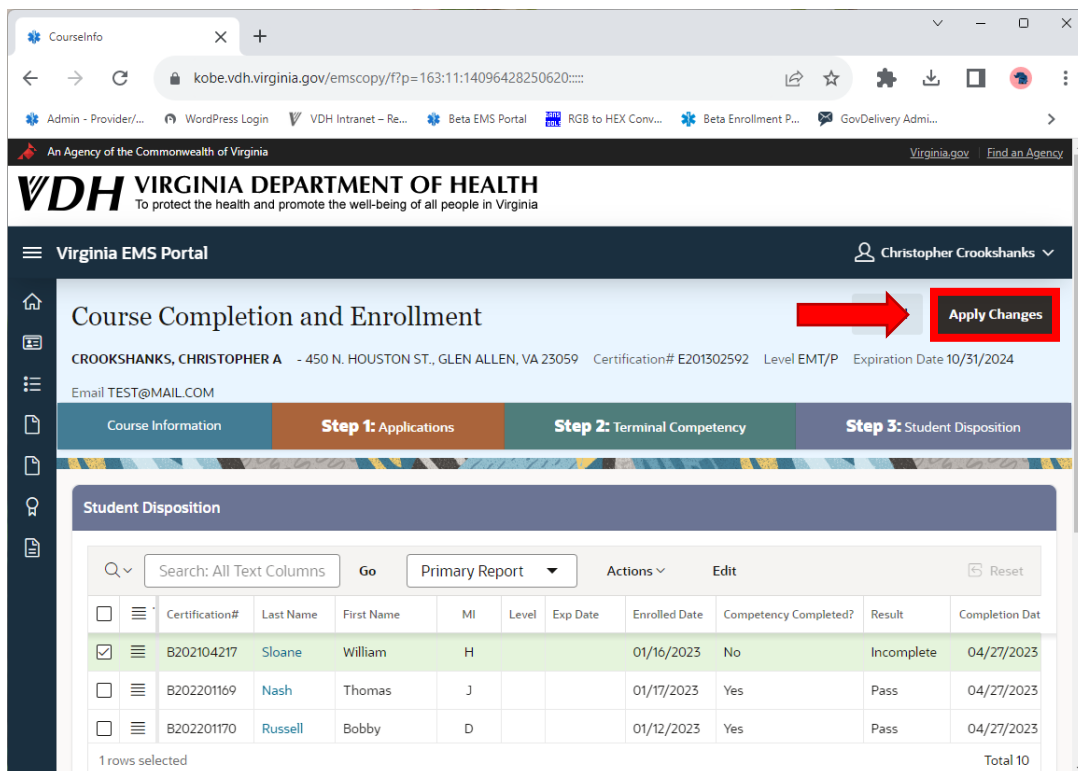


6. Don't forget to login to your National Registry Portal and mark your student's status there as well.



7. When done, complete the process by clicking **Apply Changes**.

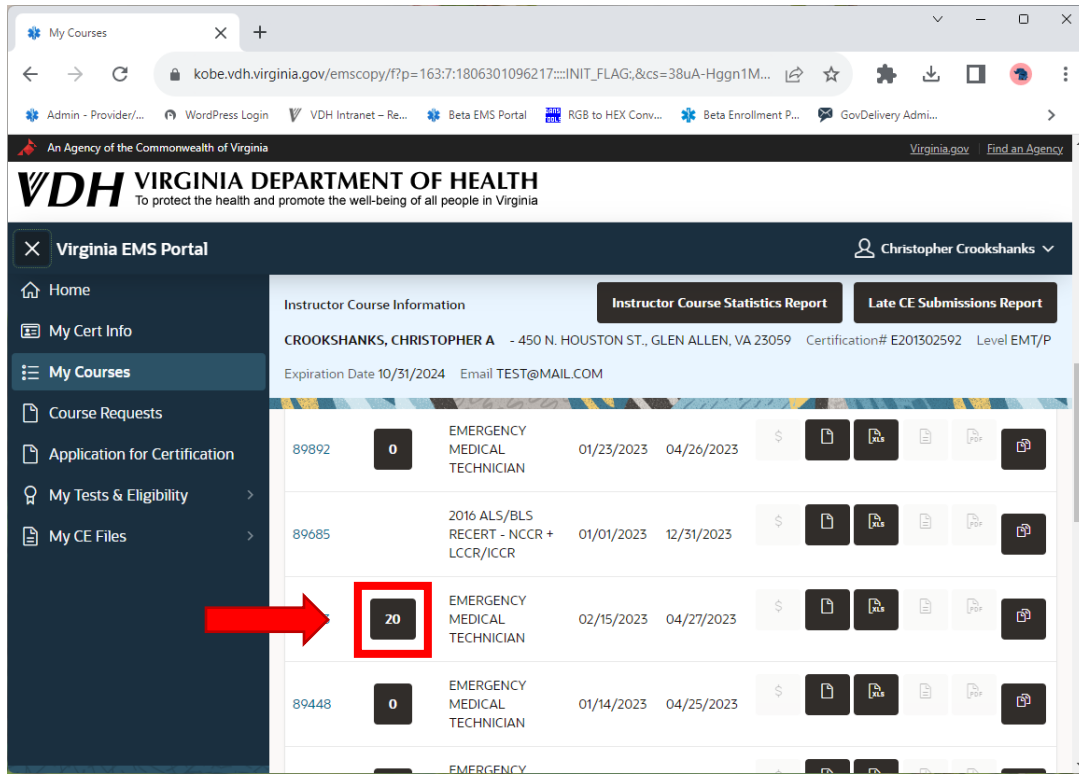
8. You are now done with this course.



Marking Competency for the “Not so Perfect” Class

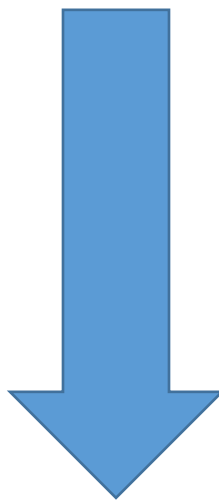
Step 1: Marking Terminal Competency

1. Select the Terminal Competency Icon for the class in question.

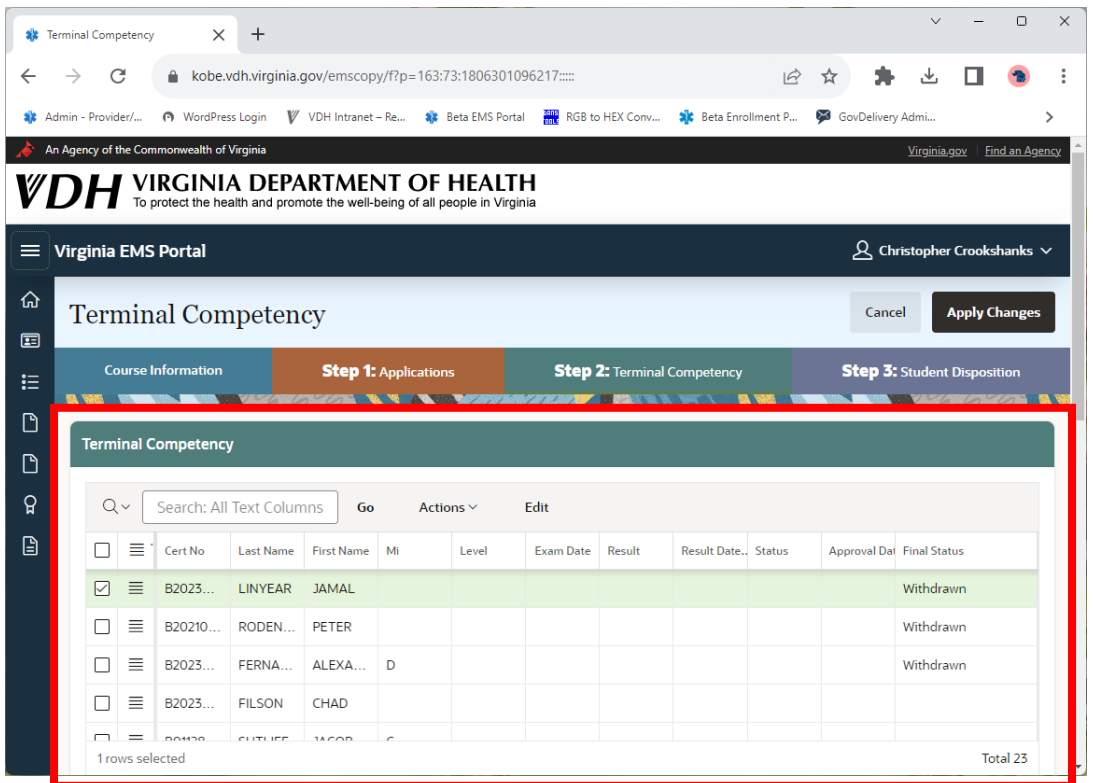
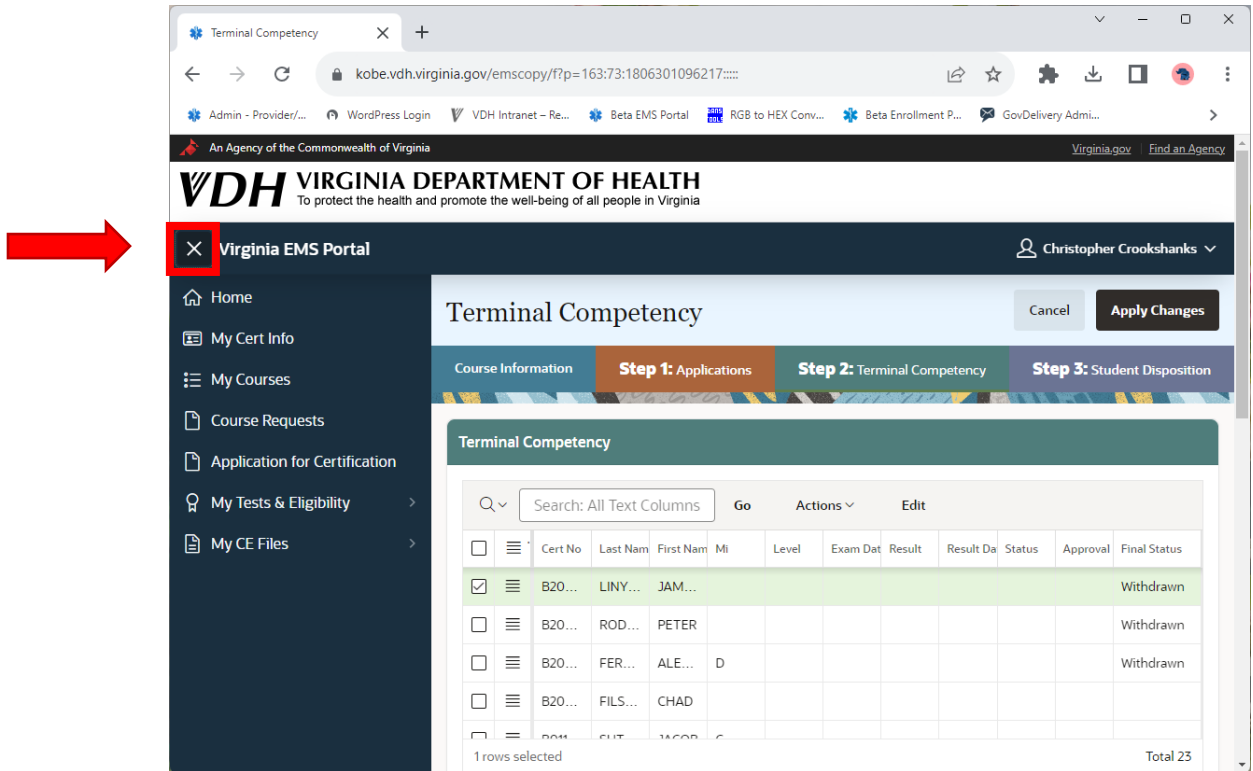


The screenshot shows the Virginia EMS Portal interface. The user is logged in as Christopher Crookshanks. The page displays 'Instructor Course Information' for CROOKSHANKS, CHRISTOPHER A. Below this, there is a table of courses. A red arrow points to a '20' icon in the 'EMERGENCY MEDICAL TECHNICIAN' course row, indicating the selection of terminal competency.

Course ID	Competency	Course Name	Start Date	End Date	Price	Actions
89892	0	EMERGENCY MEDICAL TECHNICIAN	01/23/2023	04/26/2023	\$	[Icons]
89685	0	2016 ALS/BLS RECERT - NCCR + LCCR/ICCR	01/01/2023	12/31/2023	\$	[Icons]
89448	20	EMERGENCY MEDICAL TECHNICIAN	02/15/2023	04/27/2023	\$	[Icons]
89448	0	EMERGENCY MEDICAL TECHNICIAN	01/14/2023	04/25/2023	\$	[Icons]



2. If needed, click the hamburger stack icon in the upper lefthand side of the screen to minimize the menu so you have more screen real estate.



Step 2: Marking Students Who Withdrawal or Fail During the Course

1. Since no class is perfect, like the example above, how does one mark students who have withdrawal or failed out of the program during the course?
 - a. Nothing has changed about this process, it's just hidden—albeit illogically—behind Step 3 – Student Disposition.
 - b. To mark students as withdrawn or failed during the course, click on Step 3 and change the student status for those who meet the criteria.

The screenshot shows the 'Terminal Competency' page in the Virginia EMS Portal. The breadcrumb trail includes 'Step 1: Applications', 'Step 2: Terminal Competency', and 'Step 3: Student Disposition'. A red arrow points from Step 2 to Step 3. Below the breadcrumb trail is a table with columns: Cert No, Last Name, First Name, MI, Level, Exam Date, Result, Result Date, Status, Approval Date, and Final Status. The table contains three rows of student data, all with a 'Withdrawn' status. A search bar and 'Go' button are visible above the table.

Cert No	Last Name	First Name	MI	Level	Exam Date	Result	Result Date	Status	Approval Date	Final Status
B2023...	LINYEAR	JAMAL								Withdrawn
B20210...	RODEN...	PETER								Withdrawn
B2023...	FERNA...	ALEXA...	D							Withdrawn

The screenshot shows the 'Student Disposition' page in the Virginia EMS Portal. The breadcrumb trail includes 'Step 1: Applications', 'Step 2: Terminal Competency', and 'Step 3: Student Disposition'. Below the breadcrumb trail is a table with columns: Certification#, Last Name, First Name, MI, Level, Exp Date, Enrolled, Completed, Result, and Completion Date. The table contains three rows of student data. A red arrow points to the 'Result' column, which has a dropdown menu open showing options: 'Fail', 'Incomplete', and 'Withdrawn'. A search bar and 'Go' button are visible above the table.

Certification#	Last Name	First Name	MI	Level	Exp Date	Enrolled	Completed	Result	Completion Date
B202102811	Penley	Connor	R			02/13/2023	No		
B202203895	Simpson	Otevious				02/17/2023	No		
B202301369	Hughes	Justin	J			02/13/2023	No		

2. Click **Apply Changes** to save the records.

The screenshot shows the 'Course Completion and Enrollment' page for Christopher Crookshanks. The 'Apply Changes' button is highlighted with a red box and a red arrow pointing to it. The 'Student Disposition' table is visible with the following data:

	Certification#	Last Name	First Name	MI	Level	Exp Date	Enrolled Date	Competency Completed?	Result	Completion Date
<input checked="" type="checkbox"/>	B202102811	Penley	Connor	R			02/13/2023	No		
<input type="checkbox"/>	B202203895	Simpson	Otevious				02/17/2023	No		
<input type="checkbox"/>	B202301369	Hughes	Justin	J			02/13/2023	No		

The screenshot shows the 'Course Completion and Enrollment' page after the changes have been applied. The 'Apply Changes' button is now visible. The 'Student Disposition' table is updated with the following data:

	Certification#	Last Name	First Name	MI	Level	Exp Date	Enrolled Date	Competency Completed?	Result	Completion Date
<input checked="" type="checkbox"/>	B202102811	Penley	Connor	R			02/13/2023	No	Withdrawn	04/27/2023
<input type="checkbox"/>	B202203895	Simpson	Otevious				02/17/2023	No		
<input type="checkbox"/>	B202301369	Hughes	Justin	J			02/13/2023	No	Fail	04/27/2023

- When returning to **Step 2 – Terminal Competency**, you will see that all the students with a status are listed at the top of the roster.

The screenshot shows the 'Terminal Competency' step in the Virginia EMS Portal. The interface includes a search bar, a table of students, and navigation buttons. A red arrow points to the 'Fail' status of the first student in the table.

	Cert No	Last Name	First Name	Mi	Level	Exam Date	Result	Result Date	Status	Approval Date	Final Status
<input checked="" type="checkbox"/>	B20230...	HUGHES	JUSTIN	J							Fail
<input type="checkbox"/>	B20230...	LINYEAR	JAMAL								Withdrawn
<input type="checkbox"/>	B20210...	PENLEY	CONNOR	R							Withdrawn
<input type="checkbox"/>	B20210...	RODEN...	PETER								Withdrawn

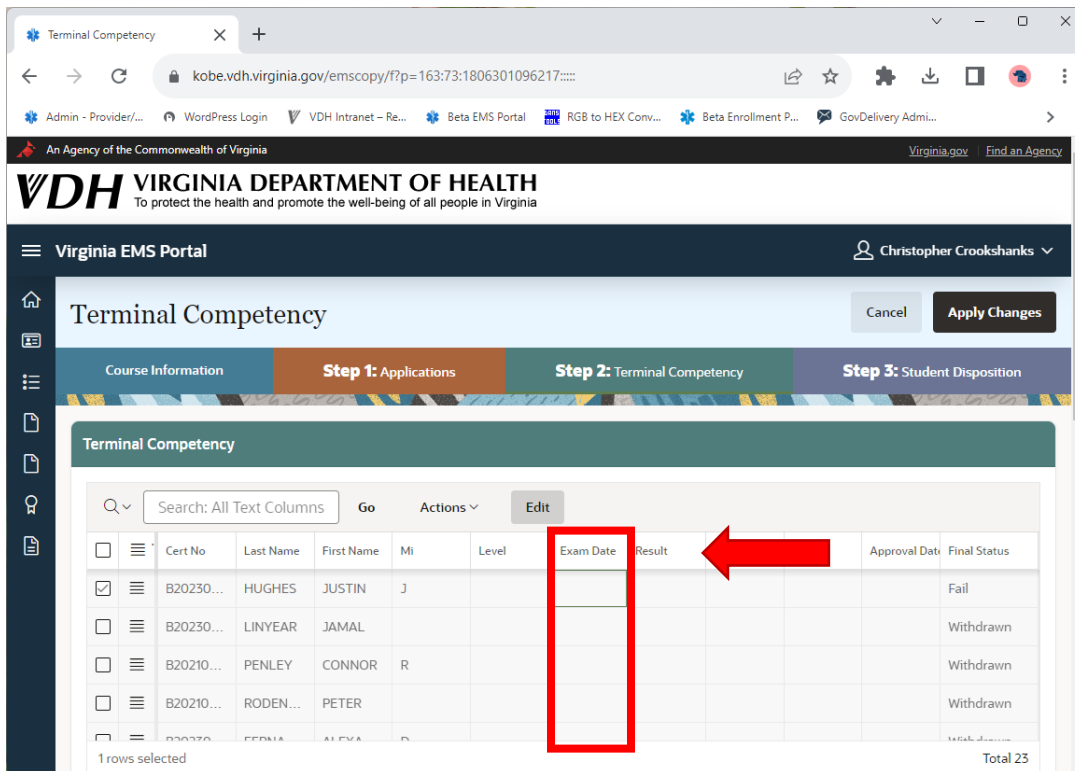
Step 3: Marking Terminal Competency

- Double click in the first field in the **Results** column to begin entering competency results for each student.

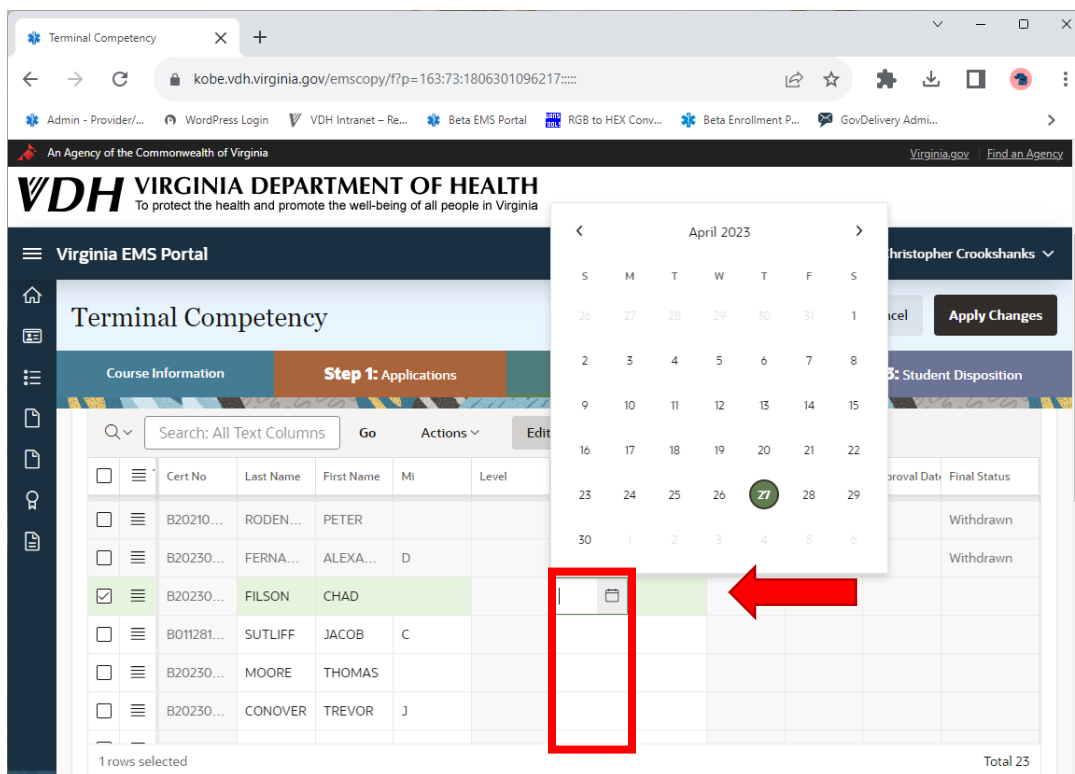
The screenshot shows the 'Terminal Competency' step in the Virginia EMS Portal. A red arrow points to the 'Exam Date' field in the table, which is highlighted with a red box.

	Cert No	Last Name	First Name	Mi	Level	Exam Date	Result	Result Date	Status	Approval Date	Final Status
<input checked="" type="checkbox"/>	B20230...	HUGHES	JUSTIN	J							Fail
<input type="checkbox"/>	B20230...	LINYEAR	JAMAL								Withdrawn
<input type="checkbox"/>	B20210...	PENLEY	CONNOR	R							Withdrawn
<input type="checkbox"/>	B20210...	RODEN...	PETER								Withdrawn

- You will notice that the cells are grey out. You are not permitted to mark a competency result for a student that has withdrawn or failed out of your program.



- Scroll down in the table until you see an Exam Date cell that is white and begin entering the date of the exam from this point forward.



- For the remainder of the process, pick up **Step 2** on page 8 through **Step 3** on page 10 above.