

**TJEMS
Recertification Waiver Policy
2011
Effective 8-2011**

Anyone requesting exemption from the Virginia Office of EMS written recertification test needs to notify the TJEMS Training Staff at least ninety (90) days in advance of their expiration date (as listed on their certification card). This allows for completion of the necessary forms, verification of Continuing Education hours, CE attendance requirements; skills drill attendance, notification and signature of the Operational Medical Director. It also allows proper delivery (mailing) of the Virginia EMS Certification Application to the Office of EMS before the provider's expiration date.

To be considered for exemption (waiver), BLS providers must meet the following criteria:

- Be a member of a licensed EMS agency
- Have been in "good standing" during their certification period (**NO** suspensions of clinical privileges, corrective actions, etc.)
- Must have attended one (1) continuing education (CE) class provided by TJEMS Council staff each quarter per year (4 per year) during the recertification period to be waived. Quarters are defined as: January – March, April – June, July – September, and October – December.
- Must have completed a TJEMS "Skills Drill" each year held during their certification period. (*note: CE credit is NOT given for make-up skills drills*)
- Must have completed all required hours for their level of certification (*First Responder = 18 hours and EMT = 36 hours*)
- Received an Eligibility Letter from the Virginia Office of EMS to recertify
- Provide a copy of a current CPR certification card
- Completed a Virginia EMS Certification Application

The provider's Operational Medical Director has the final disposition on exemption from testing.

**TJEMS
Recertification Paperwork Policy
2011**

Anyone that has met the exemption (waiver) policy with the TJEMS Council Region for their EMS Recertification will follow the following policy:

- Must complete a Virginia EMS Certification Application (Blue Bubble Form) and are available from TJEMS Training Staff at CE classes or from the TJEMS Office.
- The completed VA EMS Certification Application can be:
 - dropped off in person to the TJEMS Office at 2205 Fontaine Ave, Suite 303, Charlottesville, Virginia 22903.
 - mailed to the TJEMS Office at 2205 Fontaine Ave, Suite 303, Charlottesville, Virginia 22903
 - given to TJEMS training staff at CE meetings
- The following paperwork needs to be turned in with the certification application:
 - copy of CE report
 - copy of Eligibility Letter from OEMS
 - copy of current CPR certification
 - a phone number and email address so the Council Office can contact you if there are any questions and or problems with your paperwork.
- The TJEMS Staff will verify the following information for eligibility:
 - member of a licensed EMS agency
 - in "good standing" during the provider's certification period (NO suspensions of clinical privileges, corrective actions, etc.)
 - attended one (1) continuing education (CE) class provided by TJEMS Council staff each quarter per year (4 per year) during the recertification period to be waived.
 - completed a TJEMS "Skills Drill" each year held during their certification period.
 - completed all required hours for their level of certification
- Certification application needs to be filled out completely (front & back). Make sure the following items are complete:
 - make sure you have signed and dated the back of the form
 - make sure you have the Agency # filled in
 - make sure you have filled in the test level being waived (First Responder = A and EMT = B)
 - providers that must obtain their OMD's signature please make sure that your OMD has put their OMD# in the proper box

