



INSTRUCTIONS TO APPLY FOR EMT RECERTIFICATION ON THE NJ OEMS LEARNING MANAGEMENT SYSTEM (LMS)

- * Go to www.njoemscert.com
- * Enter your EMT # and password
 - o If you forget your EMT#, click on “Please click HERE if you want to verify an individual’s certification” and search for your name
 - o If you forget your Password, call 888-463-0252 and they can reset for you over the phone (please then retain for future use)

STEP 1: UPDATE YOUR INFORMATION

If this is your first time signing in, OR you have not already set up your personal information, please complete these steps; otherwise continue to STEP 2:

- * Go to ADMINISTRATION
- * Go to MY INFORMATION
- * ENTER your own Email address for notifications, class enrollments, CEU notices, etc.
- * ENTER your home address, contact numbers, etc.
- * ENTER your ORGANIZATIONS that you belong to by selecting the drop down boxes. (You can add up to 3)
- * CLICK SAVE

~ Continued ~

Presented By: Raritan Valley Emergency Services Consulting & Education

<http://www.RVESCUE.com>

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STEP 2: RECERTIFICATION APPLICATION PROCESS

- * Go to ADMINISTRATION
- * Go to RECERTIFICATION
- * Select your certification from the drop down box
- * If you have completed all the necessary requirements, and are up for recertification within 6 months, complete the next screen
- * PRINT AND SIGN the application for recertification
- * YOU MUST SUBMIT THE APPLICATION via one of the following methods:
 - o MAIL: mail your signed application to:
Department of Health & Senior Services
Office of Emergency Medical Services
PO Box 360
Trenton NJ 08625-0360
 - o FAX: Fax your signed application to:
1-609-633-7954
Attention: Shirley Carter
 - o EMAIL: Print, Sign, then scan your application, and email to:
EMS@doh.state.nj.us

You have now completed the recertification process on the new LMS system!

We hope that this guidance document has made your recertification process a little easier.

~ Courtesy of your RVESCUE Team ~