



HOW TO APPROVE AN ELECTRONIC INACTIVE STATUS TO AN ACTIVE STATUS REQUEST?

Inactive status is designated for Nationally Certified EMS professionals who are not actively working or volunteering in EMS or do not have an agency affiliation or Training Officer/Medical Director verification of skills and education. To switch their status from inactive to active, they submit an electronic request that must be validated with skills competency. Training Officers are responsible for administratively verifying the skills competency of BLS providers, and the Medical Director is responsible for administratively verifying ALS skills competency.

The expectation of skills competency validation is determined by and performed at the local level (agency or organization) and affirms that the EMS professional has been verified as competent for level-specific skills and any necessary remediation has been undertaken.

The agency's Training Officer and Medical Director should determine the specific skills as part of the local credentialing process.

How to Verify an Electronic Inactive Status to Active Status Request:

1. Login with your username and password.
2. Under My Roles, click on the Training Officer or Medical Director role.
3. From your Training Officer or Medical Director dashboard, locate the PENDING ACTIONS & REQUESTS section.
4. Click on the View button located in the Inactive to Active Requests line.
5. On the following screen, read the information in the box at the top.

Note: You cannot approve your own inactive to active request. Another individual with the Training Officer or Medical Director access to the agency must perform the function.

6. Click the box in the Approve or Deny column of the individual.
7. Click Submit.

Note: A Training Officer approves electronic Inactive to Active requests for BLS providers and cannot see the ALS requests. The Medical Director must approve the Inactive to Active request for ALS providers and cannot see the BLS requests.