

**MEMO: How to enter Old MA Recertification Standard on MASSEMT.org**

**ATTN: All providers using the “Old MA Recertification Standard.” Please reference this step-by-step tutorial on how to enter your continuing education onto the MASSEMT.org site.**

**Manage My Education**

You have course information entered in the old curriculum. You can port these over to the new curriculum without having to enter all the course information.

**PORT HOURS**

**National** Not Started  
You currently have 0 of your 20 hours for this category. Add Class

**Local** Complete  
You currently have 10 of your 10 hours for this category. Add Class

**Individual** Complete  
You currently have 10 of your 10 hours for this category. Add Class

To enter MA Re certification Standards including MA Refresher:

Refresher class will go under National category.

1. Click “Add Class”

**Manage My Education > Add Class**

**National** Not Started  
You currently have 0 of 20 hours for this category.

**Class Info**

Status: Not yet saved

have entered will be lost. To save

Class Sponsor  
Massachusetts Department of Public Health

you have finished adding course

Hours  ADD

CANCEL SUBMIT

2. Select “MA Approved Refresher Course” from class description. It will auto fill the hours (20h for EMT, 30h for Medic).

*If this is not an option, ensure that you have nothing else already added into the National category.*

3. Click “Add” then enter the remaining class detail above. Input OEMS Course Approval # into description or field if available. Then click “Submit”

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Manage My Education > Add Class

Local ✔ Complete

You currently have 10 of 10 hours for this category.

**Class Info**

Status: Not yet saved

This course has not been saved. If you leave this page, the information you have entered will be lost. To save the information, click the "Submit" button below.

Class Name MA Refresher Roll Over	Class Sponsor Massachusetts Department of Public Health	
Description (optional) <input type="text"/>		
Method of Instruction Classroom Lecture	Date Completed <input type="text"/>	Hours <input type="text"/> .00

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4. Next add remaining hours (4h for EMT, and 18h for Medic) to the Local category. Name class "MA Refresher Rollover". Enter remaining details, Input OEMS Course Approval # into description or field if available. Then click "Submit"

*EMT-I "Add On" should be placed under the Local category*

5. For 28 hours of Continuing Education for BLS and 25 hours of Continuing Education for ALS, enter approved classes under Local and Individual categories. While the NCCP requires less hours of local and individual, these fields can be over filled to allow for old MA Standards to be met this cycle.

For each class Input OEMS# into description or field requiring number if available. Then click "Submit"