

CANDIDATE INSTRUCTIONS



1. **Create an account.** Access the CTS Registration System at testing.vaems.org. Click “Click here to register” to begin the registration process.
2. **Accept Privacy Statement.** You will be presented with a Privacy Statement advising that the information collected will be used only by the Virginia Office of EMS and the regional EMS Councils. Click “Next.”
3. **Complete Sign Up Form.** Fill out the form noting that a valid e-mail address is required to complete the registration process.
4. **Validate Account.** Once you submit the form, you will need to check your e-mail and click on a link to valid your account. When you click on this link, you will be directed to login to your account.
5. **Enter Reservation Code.** From the **Home** page, enter the reservation code provided by your instructor and click “Go.”
6. **Complete the Registration Process.** You will be guided through a seven page registration process. Some of the registration fields will be automatically filled in based on your user profile and the information provided by your instructor about your program.
7. **Test Site Fee.** The test site fee for initial certification testing is \$50. During the registration process, you will be provided instructions regarding remittance of the test site fee.
 - a. Payment must be received prior to the test date. It is your responsibility to ensure that the payment has been received by the CSEMS Council prior to the test.
 - b. Payment **WILL NOT** be accepted at the test site.
 - c. You **WILL NOT** be admitted to the test site if your registration fee has not been paid.
8. **Registration Complete.** Once your registration is complete, print the confirmation page for your records. You will also receive a confirmation e-mail.

Should you have any questions about your registration or the Consolidated Test Site, please contact the Central Shenandoah EMS Council at 540-886-3676 or csems@vaems.org.