Steps to Complete Enrollment Form for EMS Leadership Certificate

1. Go to [www.ucwv.edu/apply](http://www.ucwv.edu/apply)
2. Create an account

A screenshot of a sign in form

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1. At the bottom of the form, Select Spring 2025 as start term, leave Academic Level and Program blank.

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1. On your account homepage, click to create a new applicationA screenshot of a computer

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2. Select the Emergency and First Responder Leadership Certificate Registration Form at the bottom of the listA screenshot of a computer

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3. On the next screen, click to Start a New Term ApplicationA screenshot of a computer

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4. On the next screen, select Spring 2025 for your start term. Leave the other two fields blank.A screenshot of a computer

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5. Fill in all of your information in the application form. Click on Supplemental Items and Documents to upload a copy of your EMS badge (or other EMS ID) and a copy of your state issued photo ID.A screenshot of a computer

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6. Be sure to certify and sign the form and click to Submit Application.