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



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



1. On your account homepage, click to create a new application
2. Select the Emergency and First Responder Leadership Certificate Registration Form at the bottom of the list
3. On the next screen, click to Start a New Term Application
4. On the next screen, select Spring 2025 for your start term. Leave the other two fields blank.
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.
6. Be sure to certify and sign the form and click to Submit Application.