



## Continuing Education/EMS Division

TO: ALL EMS PROVIDERS

FROM: Kyle Willis

DATE: December 13, 2007

RE: State Credentialing System (CIS)

Effective January 1, 2008, the state of North Carolina Office of EMS (NCOEMS) **will no longer** accept any blue bubble sheets for exam scheduling, re-credentialing, or registering for EMS Classes. You will also no longer be able to register for exams using the voice response system

You **must** register with the Community College in order to take classes. In addition, once the class begins, you will be given a registration code and **you will be responsible** to register with NCOEMS by the CIS system for the class. At the end of the course, the course instructor will grade your completion with the state and then **YOU** will schedule your own exam date. This new process will be the responsibility of the individual EMS Provider.

If you hold a credential at this time, NCOEMS has issued you a "P" number. This number is assigned to you and is how you will log on to the CIS system. Your agency should be able to provide your P number to you. If not we will work with providers to get your P numbers to assist in this transition time.

To log onto CIS you need to go to the following website:

1. <http://www.emspic.org/cis.html>
2. Then click on "Click here to log on to CIS"
3. A new window should pop up with a log on screen asking for your P number and password.
4. Your user ID is your "P" number
5. Password is your social security number with no dashes or spaces.
6. Once you are logged on you will have to edit your profile and establish a new password. You will also be directed to a screen for user agreement. You will electronically sign with your new password.
7. From this site you will register for any classes (EMT-I, EMT-P, or Continuing Education Program) or state exams.

PO Drawer 7007  
Greenville, NC 27835-7007  
[pccems@email.pittcc.edu](mailto:pccems@email.pittcc.edu)

If you do not hold a credential you will have to set up a profile and then you will be assigned a "P" number.

1. <http://www.emspic.org/cis.html>
2. Once on this page, look for: **>> Click Here to Enter the CIS Public Website** - For more information, [Click Here](#) to view the Tutorial on how to use this website to search for your State ID or Register for CIS
3. If you click here to enter CIS Public Website, it will then allow you to create a profile.

Pitt Community College will not be able to approve you to take any state exams without you being registered in the appropriate class. We will also not be able to re-credential you if you have not up dated your profile.

Pitt Community College will be offering courses over the next few months to go step by step with CIS to help the providers in this transition period.