

Directions for completing the Professional Certification Survey

1. Go to <http://usachppm.apgea.army.mil/doem/OHProviderCerts.aspx>
2. Click on “Survey Form”, download the Access database and then click on “Open” to open the database.
3. Complete the form
 - a. Assigned Installation – Current post assignment
 - b. Rank or Grade – Select from the drop down list (none is for contractors)
 - c. Address – a mailing address for any paper correspondence
 - d. Job Title – title of position held
 - e. E-mail – **AKO is best**, but other e-mail address if no AKO is available
 - f. Phone – commercial phone number
 - g. Fax – Commercial phone for fax machine
 - h. Licenses Held – please provide license number, state of license and expiration date
 - i. Employment Status – Full time is 35 hours or more, part time is less than 35 hours
 - j. Job Status – Select from list
 - k. BLS Expiration Date – Enter date of basic life support (BLS) certification expiration (leave blank if not certified)
 - l. ACLS Expiration Date – Enter date of advance cardiac life support (ACLS) certification expiration (leave blank if not certified)
 - m. ATLS Expiration Date – Enter date of advance trauma life support (ATLS) certification expiration (leave blank if not certified)
 - n. Chemical Casualty Course Expiration Date – Enter date of advance cardiac life support (ACLS) certification expiration (leave blank if not certified)
 - o. Select the highest professional status held (if not in the list, select Other and type in the status)
 - p. Certification Held – Select all the certification currently held and enter the expiration date and if relevant, the state where the certificate is held.
 - q. Professional Education – Select all the degrees held
 - r. Plan to become certified in your specialty? – Select Yes, No, or N/A
 - s. Are you credentialed? – Select Yes, No, or N/A
 - t. Are you privileged? – Select Yes, No, or N/A
4. Click the “Print Report” button – this will send a report of your entries to the defaulted printer.
5. Click the “Enter” button – this will create an Excel file on your computer. (Professional.xls)
6. Click on “Quit” – to Exit form
 - a. Select to clear form as well as exit to allow others to enter their data **or** just exit.
7. Send Professional.xls to:

ProfLicenseSurvey@APG.AMEDD.ARMY.MIL

Thank you for helping us in this mission.

If you have any question concerning this survey, please contact Mr. Thomas Smith (thomas.jay.smith@us.army.mil) or MAJ Mike Bell (michael.r.bell@us.army.mil).