



Oklahoma State Department of Health
Creating a State of Health

State of Oklahoma EMS Personnel License Application Memo 2020 Procedures and Guidelines for Conditional Licenses Issued due to COVID-19

All required documentation should be completed in full (incomplete documents will not be processed) and returned to the address below. Please verify you are using the current version of this form available from the OSDH website. Due to new OSDH building security, walk-in applicants should not expect to receive a copy of their license on the same day. Walk in Applicants will leave their application and payment with the cashiers.

Please note there is a **non-refundable** fee for the license. The fee should accompany the application along with all required documentation. Check or money order. Make payments to "OSDH." The fee schedule as of July 1, 2009 is:

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|-------------|-------------------------------|--|
| • EMT: | NO FEE- Fee will be paid upon | *Applicants that have paid will have their fee applied to the standard license application when it is received by the Department. |
| • AEMT | when applying for a standard | |
| • Paramedic | license. | |

Please ensure your application includes the following:

1. **Completed, LEGIBLE and SIGNED application (page 5).**
2. **The Affidavit of Lawful Presence by Person Making Application for a License (page 6).**
--in accordance with HB1804, effective November 1, 2007
3. **Copy of a current National Registry Certification Card.**
4. **Non-refundable fee** (check or money order payable to OSDH – **DO NOT SEND CASH.**)
5. **Read and understand the included memo, “Statutory and Regulatory Requirements for Certified and Licensed Personnel. (pages 2-4) You do not have to print these pages. You must check the box on the application stating that you understand the memo or the application will not be complete.**
6. **Initial AEMT applicants** will be required to successfully complete the endotracheal intubation skills.

This test will be part of your psycho-motor skills testing. You will need to register for testing with Oklahoma CareerTech on their website (www.ok-als.com). **The testing fee for this skill exam is covered in your initial application fee and will be assessed when the license is converted to a standard license.**

AEMT Applicants that did not complete their NREMT testing in Oklahoma will need to register with CareerTech on their website to complete the EndoTracheal Intubation skill station/test. The fee for this is \$50.00 and will be assessed as needed when the license is converted to a standard license.

The conditional license will expire fourteen (14) days after the emergency order is withdrawn or terminated.

The conditional license must be converted to a standard license before that date.

The Department will make all attempts to notify conditional license holder when the order has ended.

All license fees will be applied when the conditional license is converted to a standard license.

A new application is required to convert the conditional license to a standard license. Mail all documents to the address below.

OSDH Emergency Systems
Attn: Financial Management P.
O. Box 268823
Oklahoma City, OK 73126-8823

Should you have further questions you may contact **Emergency Systems** at (405) 271-4027 or esystems@health.ok.gov

Conditional License Memo
May 15, 2020