



Oklahoma State Department of Health  
Creating a State of Health

## 2017 EMS Personnel Renewal Application National Registry EMT Renewing as Oklahoma Intermediate

Your license will expire on June 30, 2016. Oklahoma statutes allow for a thirty (30) day grace period after the expiration date of the license (Grace period ends on July 30, 2017) (63 O.S. Section 1-1702).

Renewal applications will be accepted no later than July 30, 2017.

**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 with the cashiers.**

**After July 30, 2017** a completed OSDH **INITIAL** EMS Personnel Application will be required for reinstatement of licensure. In cases of hardship, an extension can be granted for up to 90 days. Requests for an extension must be submitted via email to [esystems@health.ok.gov](mailto:esystems@health.ok.gov) The State EMS office cannot issue any license for renewal after 90 days of the expiration date.

**If your Oklahoma Intermediate license lapses and you have to complete an initial application form, you will be licensed at the level of your National Registry license level.**

**Complete this form only if you are a licensed Oklahoma Intermediate (I-85) and...**

- You have not transitioned to the NR AEMT level;
- your renewed NREMT certification was renewed at the EMT level; and
- you have completed the Intermediate refresher course and continuing education requirements.

**To maintain your Oklahoma Intermediate license:**

1. Maintain your National Registry EMT certification.
2. Provide proof of an approved Intermediate 36 hour refresher course within the last two years.
3. Complete the Verification of Skill Maintenance (page 7 of this form).
4. Fulfil the 36 Continuing Education requirements (see page 8 of this form).

**A specific provision for licensed Intermediates has been established in regulations.**

### **310:641-5-13. Issuance of licenses**

- (a) *Upon successful completion of the examinations, an Oklahoma certification or license at the respective level of emergency medical personnel shall be issued. Concurrent registration with the National Registry is included during the initial license period. NREMT certification shall be maintained by emergency medical personnel licensed after April 1, 2010. Oklahoma emergency medical personnel licenses will be extended to meet the new expiration date for a two year transition period. An exception is permitted for Oklahoma licensed Intermediates that did not test to become AEMTs. When their national certification is not renewed, they may still retain their Intermediate license subject to Oklahoma requirements for renewal.*

### **SPECIAL NOTES:**

- EMS Personnel who are placed on Tax Hold by the Oklahoma State Tax Commission must be released by the Tax Commission on or before the ending of the statutory grace period.
- PLEASE READ AND UNDERSTAND THE MEMO Medical Control Requirements for Certified and Licensed Personnel ON THE FOLLOWING PAGE.
- Regulations concerning EMT Licensure may be found on our website at: <https://www.ok.gov/health2/documents/EMS%20Regulations%209-11-2016.pdf>
- If you have any questions, please contact the EMS Division at 405-271-4027 or by email at [esystems@health.ok.gov](mailto:esystems@health.ok.gov)

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and Human Services

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## Statutory and Regulatory Requirements for Certified and Licensed Personnel

November 2, 2016

To: Oklahoma Certified Emergency Medical Responders  
Oklahoma Licensed Personnel (all levels)

From: Dale Adkerson, Administrative Program Manager- EMS Division  
OSDH-Emergency Systems

Re: **New regulations relating to medical director authority and license requirements**

On September 11, 2016, new regulations went into effect that impact all EMS related certificates and license types issued by the Department. This includes the personnel that are certified or licensed by the Department. This memo is an effort to provide individuals with a summary of the requirements for certified and licensed personnel. The summary will include both “old” and “new” language that has been included in the current statutes and regulations.

Many changes occurred when comparing the 2009 regulations to the 2016 regulations. However, many of these changes related to formatting, organization, and clarifications. You are encouraged to be familiar with the language for not only your individual license, but also the regulatory language that apply to the agencies you are employed with.

The regulatory document can be found on our website. The link to the document is: <https://www.ok.gov/health2/documents/EMS%20Regulations%209-11-2016.pdf>

A broad outline of the content that applies to individuals is:

- the statute that with personnel definitions and requirements are found on pages 3-13;
- the regulatory definitions for personnel are on pages 29 to 32; and
- the subchapter of the regulations for personnel is Subchapter 5, found on pages 54 to 63.

Each of these sections will contain specific definitions or language that applies throughout the document.

Currently, the most significant requirements relating to personnel are:

1. All emergency medical responders that had been trained prior to January 1, 2000 and had maintained their certification through refresher courses are required to obtain a certification through the Department. This is to be completed by September 30, 2017.
2. The scope of practice for all certified and licensed personnel requires physician authority. If an individual is asked to provide care when they are not under a physician’s authorization (such as when an individual is not on duty or requested as part of your agency), the only interventions authorized is first aid, CPR, and the use of an AED.
3. The Department can now license and renew advanced emergency medical technicians.

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4. The renewal requirements for personnel licensed by the Department, but have not maintained their NREMT certification has been clarified. (Personnel licensed after April 1, 2010 are required to maintain NREMT certification.)
5. Agencies and services are required to maintain a credential file for personnel that define the specific scope of practice that has been authorized by an agencies medical director.
6. The regulations have specific reasons to take licensure action on individuals. This list is extensive, and details inappropriate, unethical, criminal, and other negative actions that an individual may do that can result in licensure action.

The current language that relates to personnel can be found on these pages in the regulatory document:

Certified emergency medical responder	page 3 and page 30	Intermediate	page 31
Critical care paramedic or CCP	page 4 and page 30	Paramedic	page 31
Licensed emergency medical personnel	page 4 and page 30	Tax hold	page 31
Medical control	page 5 and page 31	Requirement for certification or license	page 54
Medical director	page 5 and page 31	Requirement for ID	page 54
Regional medical director	page 5	Qualifications	page 54
Hospital or healthcare facilities	page 6	Issuing and renewals	pages 56-57
Licensed personnel levels	page 6	Expired certifications or licenses	page 57
Performance of medical procedures	page 7	Scope of practice	page 58
Advanced emergency medical technician	page 29	Medical direction	page 60
Emergency medical technician	page 30	Enforcement	page 60

In addition to the changes to the individual certifications and licenses, please be aware of a new certification type that may be required for individuals. This new agency certification is known as the Standby Emergency Medical Response Agency (Standby EMRA). This new agency is the result of an issue that the Department has been working to address for some time. This issue was certified and licensed personnel working without a medical director at private and corporate events.



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EMR's and EMT's are often hired to provide medical support for private events such as races, rodeos, skating events, movie sets, and concerts. The producers, sponsors, and owners of these events hire personnel to provide on-site medical support. When personnel accept these jobs, assumptions are made about their ability to provide care at these events. The intention of this certification type is not to restrict employment opportunities, but to provide the profession and the public a method of ensuring minimum standards.

The requirements for this type of agency are in Subchapter 15 of the regulation document. The central requirement for this type of certification is based on the care being provided at the event or location. If the care being provided is limited to first aid, CPR, and the use of an AED, then there is not a requirement to become a certified standby emergency medical response agency. If, however, the intent is to provide care above first aid, CPR, and the use of an AED, then certification is required.

The application requirements for the Standby EMRA are detailed in Section 15-3 on page 105. The requirements vary depending on the environment, but generally require

- documents showing coordination with the local ambulance service;
- medical direction and protocols;
- specific policies or procedures;
- agency records; and
- credential files.

This is a new agency type that some certified and licensed individuals may choose to obtain because they have been providing medical support at these events or locations.

The Department staff will provide to agencies, individuals, venues, or organizers of events any support we can to transition to the new certification.

Please feel free to contact our office you have questions or concerns by calling 405.271.4027, or emailing our office at [ESystems@health.ok.gov](mailto:ESystems@health.ok.gov).

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**2017 Oklahoma EMS License Renewal Application  
Nationally Registered EMT Renewing as Oklahoma Intermediate:**

**Please print clearly or type and check ALL applicable boxes**

**FELONY STATEMENT**

Have you been convicted of a felony since the last issuance of your license?     YES     NO

If "YES", submit with this application documentation that fully describes the offense: date of offense; copies of relevant court documents; disposition and current status.

Have any disciplinary actions been taken against you since your last certification?     YES     NO

I have read the memo Medical Control Requirements for Certified and Licensed Personnel and will provide care above the first aid, CPR and use of an AED in cases where I have no Medical Direction

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_

OK EMS License #: \_\_\_\_\_ National Registry #: \_\_\_\_\_ NR Exp. Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

SSN: \_\_\_\_/\_\_\_\_/\_\_\_\_ DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_ Gender: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Email: \_\_\_\_\_

**Current EMS Employer(s)/Job Title:**

\_\_\_\_\_ / \_\_\_\_\_

I hereby affirm and declare that all statements contained on this application are true and correct. I understand that false statements may be sufficient cause by the Oklahoma State Department of Health to place on probation, suspend, or revoke any license issued. Upon written request by the Department, I agree to provide copies of all documents supporting fulfillment of the Oklahoma EMS renewal requirements.

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**

**CHECKLIST:**

- Completed license renewal application including Con-Ed Summary Form and Verification of Skill Maintenance form.
- Copy of your National Registry Certification. (NREMT Card OR Certificate)
- Proof of a State approved 36 hour Intermediate refresher course during the previous license period. (attach a copy of a Certificate of Completion)
- The license renewal fee of \$27.50. **Check or Money Order (made out to OSDH)**



**Mail to:  
OSDH Emergency Systems  
Attn: Financial Management  
PO Box 268823  
Oklahoma City, OK 73126-8823**

## Oklahoma Intermediate Verification of Skill Maintenance

Statement of satisfaction by physician for skills:

As physician, I do hereby affix my signature attesting to the continued competence of

\_\_\_\_\_ in all the following skills:  
**Applicant's Name (Print)**                      **OK License Number**

The skill was performed to my satisfaction and determined by way of:

1. Field Evaluation
2. Practical performance examination
3. Other (please describe) \_\_\_\_\_

Indicate the Method of evaluation for each skill by checking one or more boxes in items 1-9.

1      2      3

1 Patient Assessment/management (Medical and Trauma)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 Ventilatory Management Skills/Knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2a Intubation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 IV Therapy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4 Hemorrhage Control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5 OB/Gynecologic Skills/Knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6 Spinal restriction – including cervical collar, vest-type extrication device and long spine boards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7 Fracture immobilization – including traction splints	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

\_\_\_\_\_  
Physician Name (Print)

\_\_\_\_\_  
Physician Signature

Physician License # \_\_\_\_\_ State of \_\_\_\_\_



