



Oklahoma State Department of Health
Creating a State of Health

**2017 EMS Personnel Renewal Application
Option 1- NREMT Certified
Emergency Medical Technician, Advanced EMT and Paramedic only**

Your license will expire on June 30, 2017. 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 The State EMS office cannot issue any license for renewal after 90 days of the expiration date.

To renew your license without National Registration, please send the following to the Department:

1. A completed "Option 1" license renewal application (the last page of this packet).
2. A copy of your current NREMT certification
3. The license renewal fee.

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.
- EMS Personnel who are instructors should submit their instructor renewal by email to esystems@health.ok.gov
- The form for instructor renewal is located here: <http://www.ok.gov/health2/documents/NEWInstructorRenewalApp.pdf>
- 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

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Licensure 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.

310:641-5-14. Renewal of certification and license requirements

- (a) An application for renewal of emergency medical personnel certifications or licenses shall be submitted to the Department. A notice of expiration for renewal shall be sent to each certificate or license holder no less than sixty (60) days prior to the expiration date each year. Directions for renewal will be made available by the Department.
- (b) Certificate and license holders are solely responsible for meeting all requirements for renewal.
- (c) Applications for renewal shall be completed using Department approved procedures and forms.
- (d) Incorrect or incomplete documentation shall be cause for rejection.
- (e) Specific renewal requirements are detailed in in this subchapter.

310:641-5-15. Expired certification and license

- (a) Any certification or license holder who fails to renew their Oklahoma emergency medical technician responder certification, or emergency medical personnel license, within the required time frame shall be considered to have an expired certification or license, and therefore no longer certified or licensed in the State of Oklahoma.
- (b) Certifications and licenses that are expired may be renewed within the grace period without penalty. Within this thirty day period, the certificate or license holder may operate within their scope of practice.
- (c) Requests for an extension due to hardships and unforeseen circumstances must be submitted to the Department in writing. Expiration date extensions may be provided without penalty and may be provided by the Department for a period not to exceed ninety (90) days after the expiration date.
- (d) Licenses may not be renewed after ninety (90) days.
- (e) An applicant may request a review of adverse decisions made within this section by applying in writing within thirty (30) calendar days after the notice of rejection. Review by the Department shall be held in accordance with the Administrative Procedures Act otherwise the decision shall be considered final to both parties.
- (f) Pursuant to 59 O.S. Section 4100.6 (relating to automatic extensions of professional licenses and certifications), certified and licensed personnel whose certificates or licenses expired while serving on orders for military are automatically extended without penalty while the licensee is on active military duty. Any person on active military duty has one year from the date of discharge to renew the license.

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310:641-5-19. Renewal requirements for licensed emergency medical personnel

- (a) For licensed emergency medical personnel without a current NREMT certification
- (1) a completed EMT, Intermediate, Advanced EMT, or Paramedic renewal application,
 - (2) renewal fee of:
 - (A) twenty (\$20.00) dollars plus the renewal death benefit fee as detailed in the Act is required for an EMT renewal;
 - (B) twenty-five (\$25.00) dollars plus the renewal death benefit fee as detailed in the Act is required for an Advanced EMT renewal;
 - (C) thirty (\$30.00) dollars plus the renewal death benefit fee as detailed in the Act is required for a Paramedic renewal.
 - (3) a refresher course completion certificate or final roster showing satisfactory completion for the appropriate licensure level.
- (b) The renewing EMT shall also submit:
- (1) verification of 48 hours of continuing education on topics within the EMT DOT instruction guidelines. No more than twelve (12) hours is permitted in any one topic area.
 - (2) current copy of a provider level of BLS CPR that meets or exceeds AHA standards.
- (c) The renewing Intermediate shall also submit:
- (1) verification that 36 hours of continuing education on topics within the EMT DOT instruction guidelines. No more than twelve (12) hours is permitted in any one topic area.
 - (2) current copy of a provider level of BLS CPR that meets or exceeds AHA standards.
 - (3) Complete an appropriate skills review and maintenance verification by medical control and ensure the medical director completes the skills verification portion of the renewal application,
- (d) The renewing Paramedic shall also submit:
- (1) verification that 24 hours of continuing education on topics within the EMT DOT instruction guidelines. No more than twelve (12) hours is permitted in any one topic area.
 - (2) current copy of a provider level of BLS CPR that meets or exceeds AHA standards, and
 - (3) Complete biennial certification requirements for Advanced Cardiac Life Support (ACLS), in accordance with the American Heart Association. If a structured ACLS course is not available, the medical control may affirm, in writing, that ACLS skills and knowledge has been demonstrated;
- (e) Licensed emergency medical personnel with a current NREMT certification may renew by:
- (1) a completed EMT, Intermediate, Advanced EMT, or Paramedic renewal application,
 - (2) submitting a renewal fee of:
 - (A) twenty (\$20.00) dollars plus the renewal death benefit fee as detailed in the Act is required for an EMT renewal,
 - (B) twenty-five (\$25.00) dollars plus the renewal death benefit fee as detailed in the Act is required for an Advanced EMT renewal,
 - (C) thirty (\$30.00) dollars plus the renewal death benefit fee as detailed in the Act is required for a Paramedic renewal,
 - (3) a current copy of the applicant's NREMT certification.



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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.

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**2017 Oklahoma EMS License Renewal Application
OPTION 1, EMS Personnel with National Registration:**

Please print clearly or type and check ALL applicable boxes

EMT (\$22.50)

AEMT (\$27.50)

PARAMEDIC (\$32.50)*

***Paramedics Only: Are you a Critical Care Paramedic?** Yes No

If yes, please include your credentials for the OSDH Critical Care Registry.

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 not provide care above the level of first aid, CPR, and the use of an AED in cases where I have no Medical Direction

Last Name _____ First Name _____ MI _____

OK EMS License #: _____

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:

- 1. Completed "Option 1" license renewal application.
- 2. Enclosed a copy of NREMT certification
- 3. The license renewal fee. (EMT or Basic - \$22.50, AEMT – \$27.50, Paramedic - \$32.50)
- 4. Read the license requirement and medical control
- 5. EMS Instructors: Email Completed EMS Instructor Renewal Form to esystems@health.ok.gov

Mail To:

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Emergency Systems
Attn: Financial Management
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