



Oklahoma State Department of Health
Creating a State of Health

**2019 EMS Personnel Renewal Application
Option 1- NREMT Certified
Emergency Medical Technician, Advanced EMT and Paramedic only**

Your license will expire on June 30, 2019. Oklahoma statutes allow for a thirty (30) day grace period after the expiration date of the license (Grace period ends on July 30, 2019) (63 O.S. Section 1-1702).

Renewal applications will be accepted no later than July 30, 2019.

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.

During the peak renewal period, you can expect a wait for up to 4 weeks before receiving your renewed EMS license. Renewing your license early in the year will help to ensure your license does not lapse during this wait.

After July 30, 2019 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 with 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.

Early Renewal - Early renewals are appreciated, but will have to be held in our office until after January 30, 2019. This form may be completed and turned in before January 1, 2019, but the Department will not be allowed to process the applications until after the New Year. Expect your renewed EMS License after January 30, 2019.

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* or AEMT 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.

*The National Registry Intermediate-99 level is not recognized in Oklahoma. Renewing NRI-99's will be given an Oklahoma AEMT License. National Registry will drop their I-99's to the AEMT level in 2019 for all I-99's who do not transition to the Paramedic level.

**2019 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)**

*The National Registry Intermediate-99 level is not recognized in Oklahoma. Renewing NRI-99's will be given an Oklahoma AEMT License. National Registry will drop their I-99's to the AEMT level in 2019 for all I-99's who do not transition to the Paramedic level.

****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: _____ County: _____ State: _____ Zip: _____

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-a check or money order made out to "OSDH".
(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:

**Oklahoma State Dept. of Health
Emergency Systems
Attn: Financial Management
PO Box 268823
Oklahoma City, OK 73126-8823**

