



Oklahoma State Department of Health  
Creating a State of Health

## 2017 EMS Personnel Renewal Application Option 2- Non-NREMT Certified Emergency Medical Technician, Intermediate, and Paramedic

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. **This will require meeting all of the requirements for an initial license, including NREMT certification.**

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.

### **OPTION 1, Nationally Registered EMS Personnel:**

**If you are currently registered with NREMT, DO NOT COMPLETE THIS FORM.** Instead, select the “**Option 1**” license renewal application from the OSDH website.

### **OPTION 2, EMS Personnel without National Registration:**

Applicants who are currently not registered with National EMT Registry may continue to renew their Oklahoma EMS Personnel license if:

1. **They were initially licensed in Oklahoma before April 1, 2010. AND**
2. **They have maintained their Oklahoma EMS license since April 1, 2010.**

**NATIONAL REGISTRY EMT’s RENEWING AS OKLAHOMA INTERMEDIATE: DO NOT COMPLETE THIS FORM.** Instead, use the “National Registry EMT renewing as Oklahoma Intermediate” renewal application from the OSDH website.

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

1. **A completed “Option 2” license renewal application.**
2. **Copy of your refresher certificate with course authorization number.**
3. **Con-Ed Summary Report Form.**
4. **Copy of your CPR Card that indicates current healthcare provider or professional rescuer certification.**
5. **Paramedics Only: Copy of your current ACLS certification.**
6. **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](mailto: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](mailto:esystems@health.ok.gov)

Terry L. Cline, PhD  
Commissioner of Health  
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### 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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**EMS RENEWAL INFORMATION SHEET**

OKLAHOMA STATE DEPARTMENT OF HEALTH EMERGENCY SYSTEMS DIVISION

**IF YOU ARE NOT CERTIFIED THROUGH THE NATIONAL REGISTRY, PLEASE REVIEW THE INFORMATION BELOW FOR OKLAHOMA EMT LICENSE RENEWAL INFORMATION**

All training submitted on this form must have occurred during the period from July 1, through June 30, of your respective license period to be credited toward this renewal period.

**DETAILS IN REGARD TO SPECIFIC RENEWAL REQUIREMENTS**

**REFRESHER TRAINING** – Complete a refresher course at the level of licensure adhering to Department standards. Ten (10) hours of the refresher may be completed through distributive education as authorized in O.A.C. 310: 641-7-16.

**ANNUAL CPR TRAINING** – Current CPR certification may be documented by copy of the card, the course roster, if card has not been received, or by statement from the specified training coordinator of an approved institution.

**CONTINUING EDUCATION – CEU's must be listed on the CEU form or on a similar form with the same information signed by your Training Coordinator/Employer. Do not send certificates or other verification without filling out the CEU sheet.** Documentation will outline dates, topics and number of hours completed within the topic. Topics are limited to a maximum of 12 hours with the exception of PHTLS, Extrication, BTLS, PALS, PEPP or other Department approved courses of study containing more than 12 hours of study or attendance... These topics will allow 16 hours if the full courses are completed (except PEPP at the basic level is only 8 hours). ACLS is required at the paramedic level; however, Basics may use it for 4 hours of CE and Intermediates 6 hours of CE. Successful completion of a Department approved Paramedic or Intermediate course shall fulfill the refresher and all continuing education requirements for the EMT Basic. Successful completion of a Department approved Paramedic course shall fulfill the refresher and all continuing education requirements for the EMT Intermediate. A copy of the course completion certificate should be submitted if used for continuing education. The completion date and the course authorization number should be shown on the certificate. One half of required continuing education requirements may be accomplished by distributive education if they are Continuing Education Coordinating Board for Emergency Medical Services (CECBEMS) approved. The CECBEMS number must be on the certificate of completion.

Subjects for continuing education may include, but not be limited, to any topic covered in the DOT course of instruction at the level being renewed. Additional courses such as special rescue, shock management, communications, environmental injuries, child abuse, sexual assault, industrial accidents, explosion injuries, electrical hazards, neonatal care/SIDS, domestic violence, crime scene response, athletic injuries, rappelling, hazardous materials, crisis intervention, protective breathing apparatus, farm machinery extrication, medical terminology, radioactive materials, weapons of mass destruction and most of the ICS courses may be counted up to 12 hours per topic.

Should you have additional questions regarding renewal of your license, please contact Robert Irby of this Division at (405) 271-4027. Renewal is conducted pursuant to Section 1-2501 et al, Title 63 of the Oklahoma Statutes. Individuals who do not submit an application, documentation and fee by **midnight, July 30, 2017** will be considered EXPIRED. The Department will have at least thirty working days after receipt of the application to process paperwork, but your license is not in effect until receipt of your license. If your application is returned for any reason, the 30 working day processing time will begin upon the receipt of an acceptable application, however, this timeline shall not exceed ninety (90) days from expiration.

**! PLEASE READ AND UNDERSTAND THE MEMO Medical Control Requirements for Certified and Licensed Personnel ON THE FOLLOWING PAGE!**

Terry L. Cline, PhD  
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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  
OPTION 2, EMS Personnel without National Registration:**

Please print clearly or type and check ALL applicable boxes

EMT (\$22.50)                       INTERMEDIATE(I/85) (\$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 any care above first aid, CPR, or 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 2" license renewal application.
- 2. Successful completion of a State approved refresher course during the previous License period. (Attach copy of Final Course Roster or Certificate of Completion showing course number and completion date.)
- 3. Completion of appropriate Continuing Education: EMT 48 hours - Intermediate 36 hours - Paramedic 24 hours (You may use the attached sheet if signed and dated by a training coordinator) or submit certificates or other documentation. The following items must be shown: Topic, Date, Hours Awarded and Issuing Agency (must be completed between July 1, 2015 and June 30, 2017)
- 4. Current CPR certification. (Attach Current Card which must expire after June 30, 2017)
- 5. Current ACLS certification – Paramedics Only. (Attach Current Card which must expire after June 30, 2017)
- 6. The license renewal fee. (EMT or Basic - \$22.50, Intermediate – \$27.50, Paramedic - \$32.50)
- 7. EMS Instructors: Email Completed EMS Instructor Renewal Form to [esystems@health.ok.gov](mailto:esystems@health.ok.gov)

**Mail To:**

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



**Verification of Skill Maintenance (Intermediate and Paramedic only)**

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"/>

**Paramedics Only**

8 Cardiac Arrest Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9 Medication administration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

\_\_\_\_\_ **Physician Name (Print)**                      \_\_\_\_\_ **Physician Signature**

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



