

## **Applicants for Testing & Licensure**

Welcome to New Mexico Emergency Medical Systems. Whether you are a new or seasoned EMS professional from New Mexico, or an out-of-state applicant, we welcome you to apply for licensure in New Mexico. We also welcome you to apply if you are a former New Mexico EMS professional whose license has expired within the past three years (re-entry). The EMS levels currently authorized in New Mexico are: EMS First Responder; EMT-Basic, EMT-Intermediate and EMT-Paramedic.

### **Out-of-State Applicants for EMT-Intermediate:**

The following documents are required:

- Completed *Registration for Training and/or Certification/Licensure* Application
- Copy of current out-of-state certification or license, National Registry certification, or a copy of an EMT Course Completion certificate (completed within the past nine (9) months).
- A copy of your current CPR card (front and back). \* See list of approved CPR cards below.
- Check, Money Order, or Purchase Order for \$150.00 (EMT-Intermediate) made out to the NM EMS Bureau. No cash or credit card will be accepted.

Mail (no faxes will be accepted) completed application packages to:

NM EMS Bureau  
Attn: Ute Fennicks  
1301 Siler Road, Building F  
Santa Fe, NM 87507

Once your completed application has been processed, applicants will receive:

- A 6-month “Temporary” license after a background check has been completed with the State issuing the original license/certification. This license allows you to temporarily function as an EMT-I for up to 6 months or upon the expiration date of your out-of-state license should it expire before the six month period. **This license is void should you fail any portion of the New Mexico State examination.**
- A Transition Course Package. New Mexico requires all out-of-state EMT-Intermediate applicants to attend a transition course as a prerequisite prior to scheduling and completion of the State written and practical licensure examination. This package will include information on how and where to apply for a transition course and transition course requirements.

After you have completed your Transition course, the following documents must be submitted to the EMS Bureau:

- A copy of your Transition Course Completion Certificate.
- A completed *Request to Test* application.

Once your completed application has been processed, applicants will receive:

- Test site confirmation letter verifying the test site location, date, and time; general information and equipment requirements, if necessary, and a map to the test site.

\* The following are approved CPR courses:

- American Heart Association "**BLS Healthcare Provider**"
- American Red Cross "**CPR/AED for the Professional Rescuer**"
- Emergency Care and Safety Institute "**Professional Rescuer CPR**"
- National Safety Council "**CPR and AED**"
- Medic First Aid "**Basic Life Support for Professionals (BLSPRO)**"
- American Safety & Health Institute "**CPR for the Professional Rescuer**"
- Military Training Network "**BLS Healthcare Provider**"

## **General Information about Test Sites**

New Mexico currently has three test site locations around the state: Santa Fe, Las Cruces, and Clovis.

All candidates are processed in the order in which their applications are received. Test sites are filled on a first come, first serve basis and until the site is full, as determined by the State BLS/ILS Coordinator. Candidates not accepted into their first choice test site will be scheduled in their second choice.

All candidates will be tested on the current New Mexico Scope of Practice at the level of licensure for which they are applying. The written examination consists of 125 questions in a multiple choice format. The practical examination consists of two stations: a Trauma or Medical Assessment station, and a skills station. Candidates are assigned at random to stations during their initial assessment.

Candidates are given 2 1/2 hours to complete the written examination and 10 minutes to complete the patient assessment station and 15 minutes to complete IV initiation and one additional random skill.

Candidates will be notified prior to leaving the test site whether or not they passed the Practical examination. If a candidate fails one or both stations, they will be given the opportunity to retest the same day. If the candidate fails a second time, they must apply for a different test site. Candidates are given three opportunities to pass both sections of

the State examination before they must complete a Refresher Course. If the examination is failed a fourth time, candidates are required to retake an EMT-Intermediate course.

Results for the written examination will be mailed to candidates within 10 working days.  
**DO NOT CALL THE EMS BUREAU BEFORE THIS TIME.**