



August 17, 2011

Dear Colleagues,

I hope this finds you all doing well. It is hard to believe that it is time for yet another licensure renewal period to begin. **The EMS Bureau will continue with the renewal requirement submission requirements that we put into place last year.**

For your CE requirements **only, simply list your EMS Bureau approved CE classes and associated information on the Continuing Education Documentation Form.** This form is available on our website, along with the renewal application.

**For your Refresher requirements, you must submit a copy of an approved refresher certificate, or if you are submitting CE equivalents, you must submit the original CE certificates in lieu of the refresher certificate. Listing CE equivalents for a refresher on the documentation form discussed above will not suffice.**

The following specific documentation must continue to be submitted:

- Application for renewal
- Approved and valid CPR certification
- For Paramedics, an approved and valid advanced cardiac life support certification.
- All of the standard fees and required signatures

The EMS Bureau will be auditing 10 – 20% of the applications we receive. If an individual is selected for an audit, the individual must provide the original and/or copies of the CE certificates listed on the submitted documentation form. Anyone who has provided fraudulent information is subject to discipline per Licensing Rule (7.27.2.13 G(2) NMAC). If an individual from an EMS service has provided fraudulent information, all of the individuals at that service will be subject to an audit of their renewal application documentation as well.

Thank you for your dedication to our profession. Be safe!

Sincerely,

A handwritten signature in black ink that reads "Kyle L. Thornton".

Kyle L. Thornton

EMS Bureau Chief