

# EMS LICENSE RENEWAL CHECKLIST

Check the EMS Bureau Website for specific year to year guidance

## EMERGENCY MEDICAL DISPATCHER INSTRUCTOR

- Renewal application form with original signature(s). (Copy/Fax will not be accepted in place of original.)
- Verification from an EMS Bureau approved EMD Training Program showing that the EMD Instructor is current and in good standing with the program.
- Provide evidence of EMT licensure. (Include copy of current license.)
- Completion of all EMD continuing education requirements
- Appropriate license renewal processing fee made payable to EMS Bureau (See fee schedule.)

## EMERGENCY MEDICAL DISPATCHER

- Renewal application form with original signature(s). (Copy/Fax will not be accepted in place of original.)
- Copies of course completion certificates or verification from an EMD agency showing a minimum of twenty-four (24) hours of which twelve (12) must be dispatch related. If currently licensed as an EMT, the EMD may use those CE hours toward EMD re-licensure.
- Provide evidence of a current EMS Bureau approved Basic Life Support CPR Card.
- Appropriate license renewal processing fee made payable to EMS bureau (See fee schedule.)

## EMS FIRST RESPONDER

- Renewal application form with original signature(s). (Copy/Fax will not be accepted in place of original.)
- Copy of approved EMS First Responder Refresher Course completion certificate from an approved NM Training Program that adheres to the following refresher course blueprint, or an equal number of CE hours that match the blueprint:

* Preparatory	1 contact hour
* Airway and Ventilation	2 contact hours
* Patient Assessment	2 contact hours
* Medical Emergencies	4 contact hours
* Trauma Emergencies	4 contact hours
* Special Considerations	2 contact hours
* Operations	1 contact hour

- Documentation of additional eight (8) hours of EMS Bureau approved CE activity of which (2) contact hours must be of pediatric content.
- Provide evidence of a current EMS bureau approved Basic Life Support CPR Card.
- Appropriate license renewal processing fee made payable to EMS Bureau. (See fee schedule.)

## EMT-BASIC

- Renewal application form with original signature(s). (Copy/Fax will not be accepted in place of original.)
- Copy of approved EMS Basic Refresher Course completion certificate from an approved NM Training Program that adheres to the following refresher course blueprint, or an equal number of CE hours that match the blueprint:

* Preparatory	1 contact hour
* Airway and Ventilation	2 contact hours
* Patient Assessment	3 contact hours
* Medical Emergencies	6 contact hours
* Trauma Emergencies	6 contact hours
* Special Considerations	4 contact hours
* Operations	2 contact hours

- Documentation of additional twenty-four (24) hours of EMS Bureau approved CE activity of which four (4) contact hours must be of pediatric content. The medical content shall be at the basic life support level.
- Provide evidence of a current EMS Bureau approved Basic Life Support CPR Card.
- Appropriate license renewal processing fee made payable to EMS Bureau. (See fee schedule.)

## EMT-INTERMEDIATE

- Renewal application with original signature(s). (Copy/Fax will not be accepted in place of original.)
- Copy of approved intermediate Refresher Course completion certificate from an approved NM Training Program that adheres to the following refresher course blueprint, or an equal number of CE hours that match the blueprint :

* Preparatory	1 contact hour
* Airway and Ventilation	2 contact hours
* Patient Assessment	3 contact hours
* Medical Emergencies	6 contact hours
* Trauma Emergencies	6 contact hours
* Special Considerations	4 contact hours
* Operations	2 contact hours

- Documentation of additional thirty (30) hours of EMS Bureau approved CE activity of which five (5) contact hours must be of pediatric content.
- Provide evidence of a current EMS Bureau approved Basic Life Support CPR Card
- Appropriate license renewal processing fee made payable to EMS Bureau. (See fee schedule.)

## EMT-PARAMEDIC

- Renewal application with original signature(s). (Copy/Fax will not be accepted in place of original.)
- Copy of approved EMS Paramedic Refresher Course completion certificate from an approved NM Training Program that adheres to the following refresher course blueprint, or an equal number of CE hours that match the blueprint:

* Preparatory	3 contact hour
* Airway and Ventilation	4 contact hours
* Patient Assessment	4 contact hours
* Medical Emergencies	18 contact hours
* Trauma Emergencies	10 contact hours
* Special Considerations	6 contact hours
* Operations	3 contact hours

- Documentation of additional twenty-four (24) hours of EMS Bureau approved CE activity of which six (6) contact hours must be of pediatric content.
- Provide evidence of current EMS Bureau approved ACLS & BLS Cards
- Appropriate license renewal processing fee made payable to EMS Bureau. (See fee schedule.)

CATEGORY	RENEWAL FEE	* MARCH RENEWAL FEE	** REINSTATEMENT FEE
Emergency Medical Dispatch Instructor	\$25	\$75	\$150
Emergency Medical Dispatcher	\$20	\$60	\$120
Emergency Medical First Responder	\$20	\$60	\$120
EMT – Basic	\$30	\$90	\$180
EMT – Intermediate	\$40	\$120	\$240
EMT – Paramedic	\$50	\$150	\$300

\* Note – March renewal fee: A higher fee that will be assessed in the last month of license renewal (March) due to the requirement for speedier processing.

\*\* Note – Reinstatement Fee: Allows for reinstatement during April or May if the person has completed all renewal requirements before the December that occurs prior to expiration, but failed to renew. A penalty fee will be assessed for submitting late.

### **BLS CPR Training:**

Basic Life Support CPR means training required for licensure that meets the intent of current Emergency Cardiac care (ECC) Guidelines as approved by the Bureau.

EMS Bureau Approved CPR courses are as follows:

1. American Heart Association "BLS Healthcare Provider"
2. American Red Cross "CPR/AED for the Professional Rescuer"
3. Emergency Care and Safety Institute "Professional Rescuer CPR"
4. National Safety Council "CPR and AED"
5. Medic First Aid "Basic Life Support for Professionals (BLSPRO)"
6. American Safety & Health Institute "CPR for the Professional Rescuer"
7. Military Training Network "BLS Healthcare Provider"
8. EMS Safety Services "CPR & AED for Professional Rescuers"

### **FINAL RENEWAL REMINDERS:**

- **Renewal requirements must be completed by December 31<sup>st</sup> of the year prior to the March 31<sup>st</sup> license expiration date – for example, if your license expires March of 2015, your CE's and refresher must be completed by December 31<sup>st</sup> of 2014.**
- To assure you receive your renewed license prior to the expiration of your current license, **SUBMIT YOUR RENEWAL PACKET EARLY.**
- All continuing education **MUST** be approved by the EMS Bureau and have an EMS Bureau issued CE approval number, or be a pre-approved course (PHTLS, AMLS, etc).
- A maximum of **ten (10) hours** of CE credit from a **CECBEMS accredited** distributive learning program may be applied toward a **refresher course blueprint** and a maximum of **twelve (12) hours** of CE credit applied toward the **additional** CE requirement. This provision does not apply to refresher courses sponsored by Bureau approved training
- Individuals pursuing new levels of licensure must maintain their current level of licensure until they have received their new level license. If your license expires, you cannot test for a new level.
- An individual wishing to "drop down" a level (for example, from Intermediate to Basic) must complete the renewal requirements for the license level to which they are seeking licensure.
- **Make a copy of your entire renewal packet prior to submitting it to the EMS Bureau.**
- If you do not complete all your renewal requirements prior to December 31<sup>st</sup> of the given year prior to your expiration, you will need to complete the "Re-entry" process. If you feel you have extenuating circumstances and may qualify for a waiver, you may request a waiver from the EMS Licensing Commission. If you need more information on the Waiver or Re-entry process, contact the EMS Bureau at 505-476-8200.
- It is **YOUR** responsibility (not the service for whom you work) for meeting and submitting all renewal requirements to keep your license current.