



## MEMORANDUM

**To: Out-of-State Candidates for EMS Licensure in New Mexico**

**Fr: EMS Licensing Section, NM EMS Bureau**

**Re: EMT- Paramedic Licensure Application Packet**

Welcome to New Mexico Emergency Medical Systems. Whether you are a new or seasoned EMS professional, we welcome you to apply for EMS Licensure in the State of New Mexico. The EMS levels currently authorized in New Mexico are: Licensed EMS First Responder, Licensed EMT-Basic, Licensed EMT-Intermediate & Licensed EMT-Paramedic. Those wishing to license as a Emergency Medical Dispatcher or Emergency Medical Dispatcher Instructor need to request a specific EMD packet from our EMS Communications Coordinator, at (505) 476-8200.

The enclosed application packet is to be used to license you as an EMS provider with the New Mexico Department of Health. Enclosed are the following information and documents:

- 1. Out of State Applicant Requirements**
- 2. EMT-Paramedic Application**
- 3. EMS Bureau Contact Information**
- 4. EMS Training Institution Information**
- 5. Current NM EMS Bureau State Licensing Exam Schedule or see [www.nmems.org](http://www.nmems.org)**

Please follow the instructions in this packet carefully to minimize errors. If you have any questions please call the EMS Bureau at the number listed below. **Mail your application to the EMS Bureau (address on next page) along with all supporting documentation and appropriate fees.** Again, welcome to New Mexico EMS. We look forward to assisting you with you EMS licensure.

## **Out-of-State Applicant Requirements:**

1. Out-of-State applicants (applicants who possess an out-of-state EMS license or certification) must complete the enclosed application form and submit a copy of a current out-of-state license or current National Registry certification.
2. Enclose a copy of your **current BLS CPR and ACLS card (front and back)**. The CPR course must be a NM EMS Bureau approved course. See the back of the current NM EMS Test Site Schedule or our website [www.nmems.org](http://www.nmems.org) for a list of approved CPR courses.
3. Enclose a check or money order made out to the “EMS Bureau” for the appropriate fee based on the level of licensure that you are applying for.  
**This is a processing fee and is non-refundable.**

**EMT-Paramedic -- \$170.00**

**No cash or credit cards will be accepted.** Fees must be paid by check, money order, or purchase order.

4. If you have a history of a misdemeanor or felony conviction, please submit a letter explaining the situation and all supporting court documentation along with your completed application. Your packet will be forwarded to the investigation section for clearance to proceed with your application or further investigation, if needed.

**NOTE: Submission of incomplete application packets will delay the processing of your application until proper documentation/fee is received by the EMS Bureau.**

## **SEND ALL YOUR PAPERWORK TO:**

**NM EMS Bureau  
1301 Siler Rd, Bldg F  
Santa Fe, NM 87507**

4. Once your completed application package has been received, the EMS Licensing Coordinator will conduct a licensing background check with the State or National Registry that has issued your license/certification. Once the licensing background check is completed and your application packet is approved by the EMS Bureau, you will be mailed the following:

A “temporary license”, which will enable you to practice at the level of licensure that you applied for. This temporary license is valid for up to six (6) months based on the date of expiration of your out-of-state license or national registry certification. Should your license/certification expire before the six (6) months period, your temporary license will also expire on that date. The temporary license is not renewable or extendable. **Your temporary license will be revoked upon failure of any part of the NM Paramedic transition written examination.**

5. The temporary license letter you’ll receive will ask you to contact the EMS Licensing Coordinator to set up an appointment for your NM Paramedic transition written examination. You may also ask to attend any of the scheduled EMS licensing exams throughout the state. For a test site schedule please see this website’s home page.

6. The NM Paramedic Transition written exam consists of 100 multiple choice questions. The passing score for this test is 80%. You will receive three (3) attempts to successfully complete the exam. After the third attempt you are required to complete a NM Paramedic Refresher Course. Once your refresher course certificate is received you will be granted a fourth attempt. After the fourth unsuccessful attempt you will have to repeat the entire EMT-Paramedic course to again become eligible for licensing. You have 1 (one) year to complete the testing process from the date your application is received by the NM EMS Bureau.

**7. YOU HAVE TO KEEP YOUR OUT-OF-STATE LICENSE/CERTIFICATION CURRENT UNTIL YOU HAVE BEEN ISSUED A NEW MEXICO EMS LICENSE. IF YOUR OUT OF STATE LICENSE/CERTIFICATION EXPIRES AT ANY TIME DURING YOUR TESTING PROCESS YOUR APPLICATION WILL BE CONSIDERED VOID. ONCE YOU REGAIN OUT OF STATE LICENSURE/CERTIFICATION YOU WILL HAVE TO SUBMIT A NEW APPLICATION ALONG WITH SUPPORTING DOCUMENTATION AND FEE.**

## **EMS Bureau Contact Information:**

Should you have any questions please feel free to contact the below listed EMS licensing staff for additional information:

**Kyle Thornton, EMS Bureau Chief**  
**(505) 476-8200**  
**E-mail: [kylel.thornton@state.nm.us](mailto:kylel.thornton@state.nm.us)**

**Charles Schroeder, Licensing Manager**  
**(505) 476-8246**  
**EM: [charles.schroeder@state.nm.us](mailto:charles.schroeder@state.nm.us)**

**Ute Fennicks, EMS Licensing Coordinator**  
**(505) 476-8215**  
**EM: [ute.fennicks@state.nm.us](mailto:ute.fennicks@state.nm.us)**

## **EMS Training Institutions:**

**EMS Academy, Albuquerque, 505-272-5757**

**Dona Ana Branch Community College, Las Cruces, 505-527-7645**

**Eastern New Mexico University, Roswell, 505-624-7359**

**Central New Mexico Community College, Albuquerque, (505) 224-5218**

**Santa Fe Community College, Santa Fe, (505) 428-1519**

**San Juan College, Farmington, (505) 566-3857**

**2011**  
**New Mexico EMS Bureau**  
**State Licensing Examination Schedule**  
**EMT-Basic & Intermediate**

<b>Test Site #</b>	<b>Examination Date</b>	<b>Region</b>	<b>Location</b>	<b>Level Testing</b>
2111	29 JAN 2011	I	SANTA FE	EMT-B/I
2112	19 FEB 2011	III	CLOVIS	EMT-B/I
2113	19 MAR 2011	II	LAS CRUCES	EMT-B/I
2114	16 APR 2011	I	ALBUQUERQUE	EMT-B/I
2115	04 JUN 2011	III	CLOVIS	EMT-B/I
2116	25 JUN 2011	II	LAS CRUCES	EMT-B/I
2117	20 AUG 2011	I	ALBUQUERQUE	EMT-B/I
2118	17 SEP 2011	III	CLOVIS	EMT-B/I
2119	15 OCT 2011	II	LAS CRUCES	EMT-B/I
2120	19 NOV 2011	I	ALBUQUERQUE	EMT-B/I
2121	10 DEC 2011	III	CLOVIS	EMT-B/I

You have nine (9) months from the date on your EMT Course Completion Certificate to complete your initial state licensing examination. You have to complete the entire testing process within two (2) years, if necessary, to obtain your NM state EMT license. Failure to complete your state examination within two (2) years will require you to take the entire EMT course over before you can re-apply for a state licensure.

There will be no processing deadline for each test site. When the site is filled, it will be closed and applicants will be scheduled for the next available site.

The following CPR courses are NM EMS Bureau approved:

- a. American Red Cross “**CPR/AED for the Professional Rescuer**” or “**BLS Instructor Card**”
- b. American Heart Association Health Care Provider “**BLS Healthcare Provider**” or “**BLS Instructor Card**”
- c. National Safety Counsel “**Professional Rescuer CPR course**” or “**BLS Instructor Card**”
- d. Medic First Aid “**Basic Life Support for Professionals (BLSPRO)**” or “**BLS Instructor Card**”
- e. American Safety & Health Institute “**CPR for the Professional Rescuer**” or “**BLS Instructor Card**”
- f. Military Training Network “**BLS Healthcare Provider**”
- g. Emergency Care and Safety Institute “**Professional Rescuer CPR**”
- h. EMS Safety Services “**CPR & AED for Professional Rescuers**”

The following are approved ACLS courses:

- American Heart Association “**ACLS**”, “**ACLS EP**”, “**HeartCode ACLS**”
- Emergency Care and Safety Institute “**eACLS**”
- American Safety & Health Institute “**ACLS**”
- Military Training Network “**ACLS**”

Mail your application along with the attached documents to:

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

Should you have any further questions, feel free to call (505) 476-8215 or email me at [ute.fennicks@state.nm.us](mailto:ute.fennicks@state.nm.us)

**THE EMS BUREAU WEBSITE IS:**  
**[www.nmems.org](http://www.nmems.org)**