



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

Fr: EMS Licensing Section, NM EMS Bureau

Re: EMS First Responder, EMT-Basic & Intermediate 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.

Please follow the instructions carefully to minimize errors. If you have any questions please call the EMS Bureau at (505) 476-8200. **Mail your application to the EMS Bureau (address below) 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 FR/BLS/ILS Reciprocity Application (can be downloaded below) and submit a copy of a current out-of-state license or current National Registry certification card.
2. Enclose a copy of your **current CPR card (front and back)**. The CPR course must be a NM EMS Bureau approved course. The current approved CPR courses are:

- 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**”

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.

EMS First Responder	\$ 50.00
EMT-Basic	\$130.00
EMT-Intermediate	\$150.00

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 you need to submit a letter explaining the situation and all supporting court documentation along with your initial application. Your application will be forwarded to the investigation section for clearance to proceed with 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
Attn : Ute Fennicks
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. 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. Temporary licenses can not be renewed or extended. **Your temporary license will be revoked upon failure of any part of the NM EMS licensing examination.**
- b. You will receive a transition course information sheet once your application has been processed. New Mexico requires **ALL** EMT-Basic and Intermediate applicants to attend a standardized 16 hour out-of-state transition course as a pre-requisite to completing the New Mexico EMS licensure examination. The information sheet will contain details on how to locate a transition course by contacting one of the six approved EMS training institutions in the state of New Mexico.
- c. You will also receive the New Mexico EMS Licensing Handout.

5. The out-of-state transition course must be completed and a course completion certificate must be received by the EMS Bureau before you can be scheduled for the New Mexico EMS licensing examination.

6. Once your transition course completion certificate has been received by the EMS Bureau, we will schedule your state licensing exam and sent you a test site confirmation letter verifying the date, time and location of your test. Included in this letter will be a general test site information letter and directions/map to the test site.

7. You have to complete your initial EMS state licensing exam within nine (9) months of completing your transition course. Then you will have a total of two (2) years to complete your testing or until your out-of-state license or certification expires, whichever happens first. **YOU HAVE TO KEEP YOUR OUT-OF-STATE LICENSE/CERTIFICATION CURRENT UNTIL YOU HAVE BEEN ISSUED A NEW MEXICO EMS LICENSE.** If your license expires at any time during the testing process, your test results will be voided.

EMS Bureau Contact Information:

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

Ute Fennicks, EMS Licensing Coordinator
(505) 476-8215
Ute.fennicks@state.nm.us

Charles Schroeder, EMS Licensing Manager
(505) 476-8246
Charles.schroeder@state.nm.us

Kyle L. Thornton, EMS Bureau Chief
(505) 476-8200
Kylel.thornton@state.nm.us

NM Approved EMS Training Institutions:

UNM EMS Academy, Albuquerque, (505) 272-5757
Dona Ana Community College, Las Cruces (575) 527-7645
Eastern New Mexico University, Roswell, (575) 624-7359
Central NM 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**

Test Site #	Examination Date	Region	Location	Level Testing
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.