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## **2022 Licensed Emergency Medical Personnel Renewal Application**

If your Emergency Medical Personnel license expires June 30, 2022, you must turn in this renewal form by June 30th. There is a 30-day grace period allowed for renewals.

After this 30 day grace period, a completed OSDH INITIAL Application will be required for a new license. This will include meeting all of the requirements for an initial license, to include a current NREMT Certification.

In cases of hardship, an extension can be granted for up to 90 days. Requests for an extension must be submitted via email to [esystems@health.ok.gov](mailto:esystems@health.ok.gov) The State EMS office cannot issue any renewed certification after 90 days of the expiration date.

To renew your license with an NREMT Certification, please send the following to the Department:

1. A completed renewal application (the last page of this packet).
2. A copy of your current NREMT certification
3. The license renewal fee and the the Line of Duty Death Benefit.

To renew your certification without a NREMT certification, please send the following to the Department to renew your license:

1. A completed renewal application (the last page of this packet)
2. A completed certificate or a final roster showing completion of an appropriate refresher within the last two years
3. A current copy of your provider level CPR Card
4. The license renewal fee and the Line of Duty Death Benefit Fee.

### **SPECIAL NOTES:**

- EMS Personnel who are placed on Tax Hold by the Oklahoma State Tax Commission must be released by the Tax Commission on or before the ending of the statutory grace period.
- PLEASE READ AND UNDERSTAND THE MEMO Medical Control Requirements for Certified and Licensed Personnel ON THE FOLLOWING PAGE.
- If you have any questions, please contact the EMS Division at 405-426-8480 or by email at [esystems@health.ok.gov](mailto:esystems@health.ok.gov).

## **Statutory and Regulatory Requirements for Certified and Licensed Personnel**

January 4, 2022

To: Oklahoma Certified Emergency Medical  
Oklahoma Licensed Personnel (all levels)

From: Dale Adkerson, Administrative Program Manager- EMS Division  
OSDH-Emergency Systems

Re: Medical Director authority and license requirements

On September 11, 2016, new regulations went into effect that impact all EMS related certificates and license types issued by the Department. This includes the personnel that are certified or licensed by the Department. This memo is an effort to provide individuals with a summary of the requirements for certified and licensed personnel. The summary will include both "old" and "new" language that has been included in the current statutes and regulations.

Many changes occurred when comparing the 2009 regulations to the 2016 regulations. However, many of these changes related to formatting, organization, and clarifications. You are encouraged to be familiar with the language for not only your individual license, but also the regulatory language that apply to the agencies you are employed with.

The regulatory document can be found on our website. The link to the page with our statute and regulation is: <https://oklahoma.gov/health/protective-health/emergency-systems/ems-division/statutes-rules-regulations-legislation.html>

Currently, the most significant requirements relating to personnel are:

1. All emergency medical responders that had been trained prior to January 1, 2000 and had maintained their certification through refresher courses are required to obtain a certification through the Department. This is to be completed by September 30, 2017.
2. The scope of practice for all certified and licensed personnel requires physician authority. If an individual is asked to provide care when they are not under a physician's authorization (such as when an individual is not on duty or requested as part of your agency), the only interventions authorized is first aid, CPR, and the use of an AED.
3. The Department can now license and renew advanced emergency medical technicians.
4. The renewal requirements for personnel licensed by the Department, but have not maintained their NREMT certification has been clarified. (Personnel licensed after April 1, 2010 are required to maintain NREMT certification.)

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5. Agencies and services are required to maintain a credential file for personnel that define the specific scope of practice that has been authorized by an agencies medical director.

6. The regulations have specific reasons to take licensure action on individuals. This list is extensive, and details inappropriate, unethical, criminal, and other negative actions that an individual may do that can result in licensure action.

The current language that relates to personnel can be found on these pages in the regulatory document:

In addition to the changes to the individual certifications and licenses, please be aware of a new certification type that may be required for individuals. This new agency certification is known as the Standby Emergency Medical Response Agency (Standby EMRA). This new agency is the result of an issue that the Department has been working to address for some time. This issue was certified and licensed personnel working without a medical director at private and corporate events.

EMR's and EMT's are often hired to provide medical support for private events such as races, rodeos, skating events, movie sets, and concerts. The producers, sponsors, and owners of these events hire personnel to provide on-site medical support.

When personnel accept these jobs, assumptions are made about their ability to provide care at these events. The intention of this certification type is not to restrict employment opportunities, but to provide the profession and the public a method of ensuring minimum standards.

The requirements for this type of agency are in Subchapter 15 of the regulation document. The central requirement for this type of certification is based on the care being provided at the event or location. If the care being provided is limited to first aid, CPR, and the use of an AED, then there is not a requirement to become a certified standby emergency medical response agency. If, however, the intent is to provide care above first aid, CPR, and the use of an AED, then certification is required.

This is a new agency type that some certified and licensed individuals may choose to obtain because they have been providing medical support at these events or locations.

The Department staff will provide to agencies, individuals, venues, or organizers of events any support we can to transition to the new certification.

Please feel free to contact our office you have questions or concerns by calling 405.426.8480, or emailing our office at [ESystems@health.ok.gov](mailto:ESystems@health.ok.gov).



**2022 Oklahoma EMS License Renewal Application  
OPTION 1, EMS Personnel with National Registration**

Please print clearly or type and check ALL applicable boxes

☐ EMT (\$22.50) ☐ AEMT (\$27.50)\* ☐ PARAMEDIC (\$32.50)\*\* \*\*Paramedics

**Only: Are you a Critical Care Paramedic?** ☐ Yes ☐ No

If yes, please include your credentials for the OSDH Critical Care Registry.

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

**FELONY STATEMENT: Have you been convicted, adjudicated, plead guilty or nolo contendere to a felony since the last issuance of your license?** ☐ YES ☐ NO

**Has your license or certification ever been suspended or revoked?** ☐ YES ☐ NO

\* If yes to either, submit with the application, documentation that fully describes the offense, dates, disposition, and current status.

**I have read the memo Medical Control Requirements for Certified and Licensed Personnel and will not provide care above the level of first aid, CPR, and the use of an AED in cases where I have no Medical Direction.** ☐ YES

OK EMS License #: \_\_\_\_\_ SSN: \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_ DOB: \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street

City State Zip County  
Telephone #: \_\_\_\_\_ Email: \_\_\_\_\_

Current EMS Employer(s)/Job Title: \_\_\_\_\_ | \_\_\_\_\_

If the application is incomplete or if there are questions about the information provided, please contact me via \_\_\_\_\_ email or \_\_\_\_\_ postal service.

*I hereby affirm and declare that all statements contained on this application are true and correct. I understand that false statements may be sufficient cause by the Oklahoma State Department of Health to place on probation, suspend, or revoke any license issued. Upon written request by the Department, I agree to provide copies of all documents supporting fulfillment of the Oklahoma EMS renewal requirements.*

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**CHECKLIST:**

01. \_\_\_\_\_ Completed "Option 1" license renewal application.
02. \_\_\_\_\_ Enclosed a copy of NREMT certification
03. \_\_\_\_\_ The license renewal fee-a check or money order made out to "OSDH".  
(EMT or Basic - \$22.50, AEMT - \$27.50, Paramedic - \$32.50)
04. \_\_\_\_\_ Read the license requirement and medical control
05. \_\_\_\_\_ EMS Instructors: Email Completed EMS Instructor Renewal Form to [esystems@health.ok.gov](mailto:esystems@health.ok.gov)

**Mail To:**

**Oklahoma State Dept. of Health Emergency Systems  
Attn: Financial Management**

**PO Box 268823  
Oklahoma City, OK 73126-8823**