



State of Oklahoma EMS Personnel License Renewal Application
Option 1 – NREMT Certification
2024 Procedures and Guidelines

All required documentation should be completed in full (incomplete documents will not be processed) and returned to the address below. Please verify you are using the current version of this form available from the OSDH website.

Please note there is a non-refundable fee for the license. The fee should accompany the application along with all required documentation. Payment is by a check or money-order.

The fee schedule for renewing the following licenses are:

- 1) Emergency Medical Technician (EMT) – \$20.00 + \$2.50 line of duty death benefit – Total \$22.50
- 2) Intermediate or Advanced (EMT) - \$25.00 + \$2.50 line of duty death benefit – Total \$27.50
- 3) Paramedic - \$30.00 + \$2.50 line of duty death benefit – Total \$32.50

- 1. Completed, LEGIBLE and SIGNED application**
- 2. Copy of a current National Registry Certification Card.**
- 3. Fee** (check or money order payable to OSDH - **DO NOT SEND CASH.**)
- 4. Read and understand the included memo, "Statutory and Regulatory Requirements for Certified and Licensed Personnel. You do not have to print these pages. You must check the box on the application stating that you understand the memo or the application will not be complete.**

Please ensure your application is completed and only return by mail page 4 along with the required documents:

All Licensed EMS Personnel initially licensed in Oklahoma after April 1, 2010 must maintain their National Registry Certification.

Send application, fee and all documents to:
OSDH Emergency Systems
Attn: Financial Management
P.O. Box 268823
Oklahoma City, OK 73126-8823

Should you have further questions you may contact **Emergency Systems** at **(405) 426-8480** or esystems@health.ok.gov

Effective September 11, 2022, individuals renewing with an Inactive NREMT Certification will receive an Inactive Oklahoma License. (See OAC 310:641-5-19 Renewal requirements for certified and licensed emergency medical personnel) Individuals receiving an Inactive Oklahoma Certification or License are not authorized to provide patient care until the license is converted to a standard certification or license.

Statutory and Regulatory Requirements for Certified and Licensed Personnel

September 25, 2023

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

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

Re: New regulations relating to 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: [EMS Division \(oklahoma.gov\)](https://www.oklahoma.gov/ems)

A broad outline of the content that applies to individuals is:

- the statute that with personnel definitions and requirements are in the regulatory definitions, and
- the subchapter of the regulations for personnel is Subchapter 5,

Each of these sections will contain specific definitions or language that applies throughout the document.

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 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.)
4. 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.
5. The regulations have specific reason to take licensure action on individuals. This list is extensive, and details inappropriate, unethical, criminal, and other actions that can result in licensure action. The current language that relates to personnel can be found in Subchapter 5 of the regulations.

In addition to the changes to the individual certifications and licenses, please be aware of a certification type that may be required for individuals. This agency certification is known as the Standby Emergency Medical Response Agency (Standby EMRA).

Certified and licensed personnel 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.

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.

September 25, 2023

To: All Certified and Licensed EMS Agencies
All Certified Training Programs

From: Dale Adkerson, Administrative Program Manager – EMS Division

Re: Approval of Continuing Education Certificates

The National Registry of Emergency Medical Technicians (NREMTs) has established a new policy regarding how continuing education certificates are documented.

Based on National Registry Policy Number [82-07](#), continuing education certificates that verify a course or class completion must include the name of the organization that is the “course approver”. The approvers listed in the NREMT policy are:

- Commission on Accreditation for Pre-Hospital Continuing Education ([CAPCE](#)),
- State EMS Office approval,
- Academic Institution, and
- by NREMT Policy.

In Oklahoma, all Certified and Licensed EMS agencies and Training programs are authorized to conduct refresher courses, continuing education, and other training courses designated by the Department. (See OAC 310:641-7)

To ensure these certificates are NREMT compliant, instructors at the agencies and training programs will need to include this statement on their continuing education completion certificates.

“[Insert Name of agency or program] is certified or licensed [Insert Agency or Training Program number] by the Oklahoma State Department of Health – EMS Division and is approved to provide continuing education courses or classes.”

For organizations that are not certified or licensed by the EMS Division, (e.g., hospitals or associations) our office will continue to provide specific case by case approvals for continuing education courses or classes.

If you have any questions or concerns related to this memo, please contact our office at 405.426.8480 or by emailing esystems@health.ok.gov.

2024 Renewal Application for Oklahoma EMS Licensed Personnel

Please read the instruction sheet to ensure you meet all requirements for Oklahoma licensure.

EMT Renewal Fee: \$20.00 + Line of Duty Fee = \$22.50

Intermediate or AEMT Renewal Fee: \$25.00 + Line of Duty Fee = \$27.50

Paramedic Renewal Fee: \$30.00 + Line of Duty Fee = \$32.50

The \$2.50 Line of Duty fee is required.

Level of License Application: ☐ EMT ☐ Intermediate or AEMT ☐ Paramedic

Status of your NREMT Certification: Active ☐ Inactive ☐ (See requirements on page 1)

**Paramedics only: Are you a Critical Care Paramedic ☐ Yes ☐ No

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

Please print or type all information.

Last Name: _____ First Name: _____ MI: _____

SSN: _____/_____/_____ DOB: _____/_____/_____ Gender _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____ County: _____

Telephone #: _____ Email: _____

National Registry #: _____ National Registry expiration date: ____/____/____

Have you ever been convicted, adjudicated, plead guilty, or nolo contender of or to a felony? ☐ Yes ☐ No

If "YES", submit with this application documentation that fully describes the offense: date of offense; copies of relevant court documents; disposition and current status.

Has your EMT certification or license ever been suspended or revoked? ☐ Yes ☐ No

If "Yes", please provide any relevant information regarding the suspension or revocation.

I have read the memo statutory and Regulatory Requirements for Certified and Licensed personnel and will not operate above the First Aid, CPR, and AED level in cases where I have no Medical Direction. Yes ☐

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

By signing this application, I hereby attest to the accuracy of the above information and understand that any fraudulent entry may be considered cause to deny or revoke any EMT License that may be issued in the State of Oklahoma.

Applicant Signature: _____ Date: _____

Send application, all documents and fee (check or money order made out to "OSDH" to:

OSDH Emergency Systems
Attn: Financial Management
P. O. Box 268823
Oklahoma City, OK 73126-8823