



OFFICE OF EMERGENCY MEDICAL SERVICES

Administrative Requirements Manual

Effective: 1/2010 Authorization: AR Page: 1 of 1
 A/R Title: REINSTATEMENT PROCEDURES FOR
 EMT-INTERMEDIATES AND EMT-PARAMEDICS
 EXPIRING 4/1/2010
 Supersedes: 1/09 and all previous versions

PURPOSE

To define the requirements and procedures for reinstatement of an Emergency Medical Technician certification. This Administrative Requirement applies to certifications at the EMT-Intermediate and EMT-Paramedic level.

DEFINITIONS

RECERTIFICATION is the normal procedure followed to maintain EMT certification through successful completion of all requirements within the mandatory time limits.

REINSTATEMENT is the procedure that must be followed when the EMT is no longer eligible for recertification because requirements were not met or were not met within time limits.

EMTs NOT ELIGIBLE FOR RECERTIFICATION

- Individuals who did not complete the required continuing education hours and/or DOT Refresher prior to December 31, 2009.
- Individuals who fail to file an acceptable application for recertification prior to April 1, 2010.
- Individuals who fail to establish eligibility by correcting any discrepancies in their continuing education record (fail to submit Final Discrepancy Report Form #300-30) prior to April 1, 2010.

REINSTATEMENT PROCEDURES WITHIN ONE YEAR OF EXPIRATION

- Successfully complete a Department approved EMT Refresher course for the appropriate level no more than one (1) year prior to the submission of the application for reinstatement.
- Complete and submit an examination application form (provided by the Department) with the appropriate non-refundable fee postmarked no later than March 31, 2011.
- Submit a copy (both sides) of current BLS-CPR certificate (American Heart Association or National Safety Council "Healthcare Provider" or American Red Cross "Professional Rescuer").
- Paramedic Reinstatement: Submit a copy (both sides) of current ACLS Certificate.
- Successfully complete the Department-approved EMT-Intermediate or EMT-Paramedic practical examination within six months of the date of the Department's approval of the application for reinstatement. A candidate has a maximum of three attempts within this time period to pass the practical examination.
- Successfully complete the Department-approved EMT-Intermediate or EMT-Paramedic written examination within six months of successful completion of the Department-approved practical examination.

BEYOND ONE YEAR OF EXPIRATION

Complete a Department approved EMT-Basic, then an EMT-Intermediate or EMT-Paramedic course. The candidate must then file a fee and application for examination and successfully complete the EMT-Basic, then the EMT-Intermediate or EMT-Paramedic certification examination (written and practical).