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State of Oklahoma EMS Personnel License Application  
2022 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.

Effective September 11, 2022, a new fee schedule for the 1) Emergency Medical Technician, 2) Advanced Emergency Medical Technician, and Paramedic licenses following licenses will apply. The total fee for these licenses are \$85.00 (\$75.00 license fee and \$10.00 death benefit fee).

**The Department will no longer collect the testing fee for the Psycho-motor examination for Advanced Emergency Medical Technicians and Paramedics. The testing fee will be collected by the Departments testing vendor.**

Please ensure your application includes the following:

- 1. Completed, LEGIBLE and SIGNED application**
- 2. The Affidavit of Lawful Presence by Person Making Application for a License (page 6).**  
--in accordance with HB1804, effective November 1, 2007
- 3. Copy of a current National Registry Certification Card.**
- 4. Non-refundable fee** (check or money order payable to OSDH - **DO NOT SEND CASH.**)
- 5. 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.**
- 6. Initial AEMT applicants** will be required to successfully complete the endotracheal intubation skills.

This test will be part of your psycho-motor skills testing. You will need to register for testing with Oklahoma CareerTech on their website ([www.ok-als.com](http://www.ok-als.com)). **The testing fee for this skill exam will be collected by the Departments testing vendor.**

Please ensure your application is completed and only mail in pages 5 and 6 along with the required documents:

- 1. Completed, LEGIBLE and SIGNED application (page 4)**
- 2. The Affidavit of Lawful Presence by Person Making Application for a License (page 4).**  
--in accordance with HB1804, effective November 1, 2007

**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**

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

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

September 15, 2022

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 \(oklahoma.gov\)](http://EMS.Division.oklahoma.gov)

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](mailto:ESystems@health.ok.gov).

Initial License Application

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

All licenses are \$75.00. The \$10.00 Line of Duty fee is required. Total Payment: \$85.00

All fees are non-refundable

Level of License Application: [ ] EMT [ ] AEMT [ ] Paramedic

AEMT Training: (attach documentation) Proof of passing the intubation skill at a National Registry Practical Exam (Oklahoma will verify)

\*\*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. [ ]

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

**AFFIDAVIT OF LAWFUL PRESENCE BY PERSON**  
**MAKING APPLICATION FOR A LICENSE, PERMIT OR CERTIFICATE**

I, the undersigned applicant, being of lawful age, state that one of the following statements is true and correct: (Check which of the following statements apply.)

I am a United States citizen.

**OR**

I am an approved alien under the federal Immigration and Nationality Act and am approved to be present in the United States. **I understand that this approval may or may not include approval for employment. The issuance of a license, permit, or certificate issued by the Oklahoma State Department of Health is not authorization for employment in the United States.**

Write the identification number and the name of the authorizing document below.

**ATTACH A COPY OF THE FRONT AND BACK OF YOUR AUTHORIZING DOCUMENT**

**Admission/Registration #:** \_\_\_\_\_

**Authorizing Document:** \_\_\_\_\_

**I state under penalty of perjury under the laws of Oklahoma that the foregoing is true and correct and that I have read and understand this form and executed it in my own hand.**

Date \_\_\_\_\_ Signature \_\_\_\_\_

City & State \_\_\_\_\_ Print Name \_\_\_\_\_

If applying to renew a license, permit, or certificate, please write the number: \_\_\_\_\_  
Current license, permit, or certificate #

**INSTRUCTIONS FOR USE OF THE AFFIDAVIT OF LAWFUL PRESENCE BY  
PERSON MAKING APPLICATION FOR A LICENSE, PERMIT OR CERTIFICATE**

**The person signing this form must read these instructions carefully.**

1. If the person signing this form is receiving services and not making an application for a license, permit or certificate, this form should **not** be used but rather, either the form titled, "*Affidavit of Lawful Presence by Parent or Guardian of Person Receiving Services*" or the form titled "*Affidavit of Lawful Presence by Person Receiving Services*" should be used.
2. If the person signing this form is a citizen of the United States then that person should check the box to the left of the statement, "*I am a citizen of the United States.*" If the person signing this form is not a citizen of the United States but is an approved alien under the federal Immigration and Nationality Act and is lawfully present in the United States then that person should check the box to the left of the statement, "*I am an approved alien under the federal Immigration and Nationality Act and am approved to be present in the United States.*"
3. Write the identification number in the space provided after "*Admission/Registration #*" and write the name of the authorizing document in the space provided after "*Authorizing Document*". For example, INS Form I-551 or INS Form I-94.
4. The person signing this form should write today's date in the space provided; write the city and state where they are located when they sign this form; sign their name in the space provided for signature; and print their name in the space provided. If applying for a renewal, write the license, permit, or certificate number in the space provided.
5. Within this form, the term "penalty of perjury" means the willful assertion of the fact of either United States citizenship or lawful presence in the United States as a qualified alien, and made upon one's oath or affirmation and knowing such assertion to be false. Making such a willful assertion on this form knowing it to be false is a crime in Oklahoma and may be punishable by a term of incarceration of not more than five (5) years in prison. Additionally, one who procures another to commit perjury is guilty of the crime of subornation of perjury and may be punished in the same manner, as he would be if personally guilty of the perjury so procured.

## Procedure for Initial License/Certification Applications

The Oklahoma State Department of Health (OSDH) participates in the Systematic Alien Verification for Entitlements (SAVE) Program, which is an intergovernmental information-sharing initiative designed to aid in determining a non-citizen applicant's immigration status (lawful presence), and thereby ensuring only U.S. Citizens and eligible non-citizens receive government benefits, such as licenses. OSDH may only issue licenses, certifications or permits to Qualified Aliens (non-U.S. citizens) who present valid documentary evidence of one (1) of the following:

### Alien Lawfully Admitted for Permanent Residence:

- **INS Form I-551** (Alien Registration Receipt Card, commonly known as a “green card”); or
- **Unexpired Temporary I-551**(Stamp in foreign passport or on INS Form I-94).

### Immigrant or Non-Immigrant Visa Status:

- **INS Form I-94**
- **INS Form I-688B**

### Asylee:

- **INS Form I-94** annotated with stamp showing grant of asylum under §208 of the INA;
- **INS Form I-688B** (Employment Authorization Card) annotated “27a .12 (a) (5)”;
- **INS Form I-766** (Employment Authorization Document) annotated “AS”;
- **Grant letter** from the Asylum Office of INS; or
- **Order** of an immigration judge granting asylum.

### Refugee:

- **INS Form I-94** annotated with stamp showing admission under §207 of the INA;
- **INS Form I-688B** (Employment Authorization Card) annotated “274 a.12 (a) (3)”;
- **INS Form I-766** (Employment Authorization Document) annotated “A3”; or
- **INS Form I-571** (Refugee Travel Document).

### Alien Who Has Been Battered or Subjected to Extreme Cruelty:

**INS petition** and appropriate supporting documentation

**Qualified Aliens:** State law requires the Oklahoma State Department of Health to verify the immigration status (lawful presence) of all non-U.S. citizens upon initial license/certification and renewal.

**QUALIFIED ALIENS MUST ATTACH A COPY(FRONT & BACK) OF THE DOCUMENTS** that supports their status as shown above with their Affidavit of Lawful Presence. A license, permit, or certification **will not be issued until the appropriate documentation is submitted.**

Renewal applicants with new immigration documents are required to mail the new immigration documentation listed above to establish eligibility for renewal.

**U.S. Citizens:** After receipt of this Affidavit of Lawful Presence, U.S. Citizens are not required to attach an Affidavit of Lawful Presence every year.