

State of Oklahoma EMS Personnel License Application 2020 Procedures and Guidelines for Conditional Licenses Issued due to COVID-19

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.

Due to COVID-19 restrictions, applicants cannot come to the Department to drop off applications. Applications and payments must be mailed to the address detailed below and on the application.

Please note there is a **non-refundable** fee for the license. The fee should accompany the application along with all required documentation. Check or money order. Make payments to "OSDH." The fee schedule as of July 1, 2009 is:

- EMT: NO FEE- Fee will be paid upon when
- AEMT applying for a standard license.
- Paramedic

***Applicants that have paid will have their fee applied to the standard license application when it is received by the Department.**

Please ensure your application includes the following:

1. **Completed, LEGIBLE and SIGNED application (page5).**
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. (pages 2-4) 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). **The testing fee for this skill exam is covered in your initial application fee and will be assessed when the license is converted to a standard license.**

AEMT Applicants that did not complete their NREMT testing in Oklahoma will need to register with CareerTech on their website to complete the EndoTracheal Intubation skill station/test. The fee for this is \$50.00 and will be assessed as needed when the license is converted to a standard license.

**The conditional license will expire fourteen (14) days after the emergency order is withdrawn or terminated.
The conditional license must be converted to a standard license before that date.**

**The Department will make all attempts to notify conditional license holder when the order has ended.
All license fees will be applied when the conditional license is converted to a standard license.**

A new application is required to convert the conditional license to a standard license. Mail all documents to the address below.

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) 271-4027 or esystems@health.ok.gov

Statutory and Regulatory Requirements for Certified and Licensed Personnel

May 15, 2020

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. The link to the document is: <https://www.ok.gov/health2/documents/EMS%20Regulations%209-11-2016.pdf>

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

- the statute that with personnel definitions and requirements are found on pages 3-13;
- the regulatory definitions for personnel are on pages 29 to 32; and
- the subchapter of the regulations for personnel is Subchapter 5, found on pages 54 to 63.

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 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.)
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.

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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:

Certified emergency medical responder	page 3 and page 30	Intermediate	page 31
Critical care paramedic or CCP	page 4 and page 30	Paramedic	page 31
Licensed emergency medical personnel	page 4 and page 30	Tax hold	page 31
Medical control	page 5 and page 31	Requirement for certification or license	page 54
Medical director	page 5 and page 31	Requirement for ID	page 54
Regional medical director	page 5	Qualifications	page 54
Hospital or healthcare facilities	page 6	Issuing and renewals	pages 56-57
Licensed personnel levels	page 6	Expired certifications or licenses	page 57
Performance of medical procedures	page 7	Scope of practice	page 58
Advanced emergency medical technician	page 29	Medical direction	page 60
Emergency medical technician	page 30	Enforcement	page 60

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.

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The application requirements for the Standby EMRA are detailed in Section 15-3 on page 105. The requirements vary depending on the environment, but generally require

- documents showing coordination with the local ambulance service;
- medical direction and protocols;
- specific policies or procedures;
- agency records; and
- credential files.

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) 271-4027**, or emailing our office at ESystems@health.ok.gov.



2020 Application for Conditional Oklahoma EMS Personnel Licensure

Please read instruction sheet to ensure you meet all requirements for Oklahoma Licensure

The Conditional License will expire fourteen days after the withdrawal or termination of the Emergency Order. Conditional Licenses must be converted by that date. License fees will apply when licenses are converted.

***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 Registry.

Please print or type all information.

Last Name _____ First Name _____ MI _____

SSN: ____ / ____ / ____

DOB: ____ / ____ / ____

Mailing Address: _____

City: _____ State: _____ Zip: _____ COUNTY: _____

Telephone #: _____ Email: _____

National Registry #: _____ National Registry Expiration Date: ____ / ____ / ____

Have you ever been convicted, adjudicated, plead guilty or nolo contendere 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 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 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.