



## 2019 Emergency Medical Responder Renewal Application

EMR Certification expiration dates are currently moving from September 30 to June 30. If your EMR Certification expires June 30, 2019, you must turn in this renewal form by June 30. If your EMR Certification expires September 30, 2019, you must turn in this renewal form by September 30. There is a 30-day grace period allowed for renewals.

After this 30 day grace period, a completed OSDH **INITIAL** EMR Application will be required for reinstatement of licensure along with proof of completing an Oklahoma EMR Refresher course and passing scores on the EMR practical exam and written exam. 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 license for renewal after 90 days of the expiration date.

**Early Renewal** - Early renewals are appreciated, but will have to be held in our office until after January 1, 2019. This form may be completed and turned in before January 1, 2019, but the Department will not be allowed to process the applications until after the New Year. Expect your renewed EMR certification by January 30, 2019.

### Please note the following changes in your EMR Certification:

1. As of January 1, 2017 new EMR certifications will have an expiration date of June 30<sup>th</sup>.
2. The EMR database has been added to the main EMS database, so your certification number will be different.

Due to new OSDH building security, walk-in applicants should not expect to receive a copy of their license on the same day. Walk in Applicants will leave their application with the cashiers.

To renew your license with National Registration, please send the following to the Department:

1. A completed EMR renewal application (the last page of this packet).
2. A copy of your current NREMT certification
3. The license renewal fee (\$5.00)

To renew your license **without National Registration**, please send the following to the Department:

1. A completed EMR renewal application (the last page of this packet)
2. A completed certificate or a final roster showing completion of EMR refresher within the last 2 years
3. A current copy of your provider level CPR Card
4. The license renewal fee (\$5.00)

### 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 405-271-4027 or by email at [esystems@health.ok.gov](mailto:esystems@health.ok.gov)



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

November 2, 2016

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.)



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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:

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.



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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.

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



**OKLAHOMA STATE DEPARTMENT OF HEALTH  
EMERGENCY SYSTEMS DIVISION  
EMERGENCY MEDICAL RESPONDER  
2019 RENEWAL FORM**

**INSTRUCTIONS:** Please complete and return this form by your expiration date to remain active on the Oklahoma EMR Register. *Pursuant to: OAC 310-641-5-61*

**PRINT OR TYPE THIS SECTION:**

Name: \_\_\_\_\_  
Last First MI  
SSN (Last 4) XXX-XX-\_\_\_\_\_ DOB: \_\_\_\_\_ Gender: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ St: \_\_\_\_\_ Co: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ OK EMR Registry#: \_\_\_\_\_  
Email: \_\_\_\_\_

**FELONY STATEMENT:**

Have you been convicted, pled guilty, or otherwise been adjudicated of a felony since the last issuance of your EMR certificate?

☐ **Yes** ☐ **No**

If "YES", you must forward documentation of the charges, judgment and sentencing, and current status of sentencing requirements.

☐ 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

All information provided is true and correct to the best of my knowledge. I understand that by signing this document, any fraudulent entry may be sufficient cause for disapproval and or revocation of any subsequent registration, which has or will be issued.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**ADDITIONAL REQUIREMENTS:**

**Nationally Registered:**

- ☐ A copy of your renewed National Registry card
- ☐ \$5.00 fee toward the Oklahoma EMS Death Benefit Fund.

**Oklahoma Registered**

- ☐ A completed certificate or a final roster showing completion of EMR refresher within the last 2 years
- ☐ A current copy of a provider-level CPR card
- ☐ \$5.00 fee toward the Oklahoma EMS Death Benefit Fund.

Send this completed form, required documentation and the \$5.00 fee (Check or Money Order made out to "OSDH") to:

OSDH-Emergency Systems  
Attn: Financial Management,  
PO Box 268823,  
Oklahoma City, Oklahoma 73126-8823