

2011 OREGON EMS PROVIDER ONLINE LICENSING INSTRUCTIONS

The 2011 licensing process for Oregon EMS Providers is online. The Oregon Health Authority (OHA-EMS) has worked hard to come up with an online renewal process that is easier for Oregon EMS Providers, saves money, and is more environmentally friendly.

FEES:

- Basic \$50.00
- Intermediate \$80.00
- Paramedic \$140.00
- Fingerprint * \$44.50
- Late Fee** \$40.00

** Out-Of-State applicants and those having been out-of-state for 60 or more consecutive days since last certified must submit FP cards. Please see FP section below for further instruction.*

*** After May 01, 2011*

Payments must be made by Visa or MasterCard

TO BEGIN:

Before you can create an account you will need following items:

- PIN Number
- Oregon EMS Provider License Number
- Social Security Number

Please follow the link below and follow the instructions to create an account:

1.usa.gov/oregonemsrelicense

REVERTING TO A LOWER LEVEL:

If you are reverting to a lower licensing level you will not be able to complete renewal online. You will need to request a paper application by contacting OHA-EMS at 971-673-0520.

CONTINUING EDUCATION:

Please ensure you have completed your continuing education requirements. License holders who apply after the June 30, 2011 deadline may undergo an audit of continuing education records by OHA-EMS. The breakdown of continuing education requirements are listed at the end of these instructions in Appendix A.

PERSONAL HISTORY QUESTIONS:

These questions are answered preceded by, “Since last certified...” Answering with a ‘yes’ response will not automatically disqualify you from obtaining licensure. A detailed, written explanation is required for each ‘yes’ response, excluding question number nine (9). This is to be done in the ‘remarks’ portion of the online application. A Professional Standards Representative will review the explanation and if additional information is needed you may be contacted.

OHA-EMS expects full and complete disclosure.

BACKGROUND CHECKS:

Applicants will undergo a criminal background check prior to being renewed. License holders must adhere to the reporting requirements of OAR 333-265-0080.

FINGERPRINT INFORMATION:

All out-of-state residents must complete a fingerprint based background check, even if you have submitted them to OHA-EMS in the past.

In addition, if you have lived, worked, or attended school outside of Oregon for 60 or more consecutive days **since you were last licensed**, you must complete a fingerprint card and submit the fingerprint processing fee.

Fingerprints must be taken by a certified fingerprint technician. This can be done at a participating law enforcement agency or as an alternative Live Scan electronically submitted fingerprints can be taken at the OHA-EMS office by appointment. The fee to have fingerprints taken via Live Scan is \$20.00.

You may request a fingerprint card from OHA-EMS at:

1.usa.gov/oregonemsfingerprint

The following is an example of people who DO NOT need to submit to a fingerprint background check:

- 1) If you submitted fingerprints to OHA-EMS previously and have not been out of the state for 60 or more consecutive days since that time, do not submit another fingerprint card.
- 2) If you work or attend school outside Oregon and return home each night to Oregon, this is considered a reasonable commute and you do not need to submit to a fingerprint card.

LOST PIN:

If you have misplaced your PIN, a copy can be requested by emailing your request to: 1.usa.gov/oregonemslostpin or by calling 971-673-0520

ADDRESS CHANGES:

Log into your account and change your address online. If you have not received a PIN in the mail, it is likely the result of OHA-EMS not having an updated address for you. Please follow the instructions above to login in to your account or to request a PIN to create a new account. Once you have accessed your account you can change your address.

LICENSE VERIFICATION:

To view your current license status you may do so by following the link below. Our verification website can be used to check the status of all licensed ambulance service agencies and license holders.

1.usa.gov/oregonemsverification