



# Oregon

Theodore R. Kulongoski., Governor

## Department of Human Services

Health Services

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Internet: <http://egov.oregon.gov/dhs/ph/ems>

TO: Program Administrators/Course Directors  
FROM: EMS & Trauma Systems Section  
SUBJECT: Instructions for Submitting Course Materials

### **ALL COURSE MATERIALS LISTED MUST BE RECEIVED IN OUR OFFICE BY:**

EMT: 3 WEEKS PRIOR TO THE SCHEDULED EXAMS  
ADVANCED EMT: 4 WEEKS PRIOR TO THE SCHEDULED EXAMS  
EMT-INTERMEDIATE: 3 WEEKS PRIOR TO THE SCHEDULED EXAMS  
PARAMEDIC: EMS FILING DEADLINE

1. The Course Roster must include:
  - a. Level of course
  - b. Location of course and address
  - c. Dates the course began and concluded
  - d. Course hours
  - e. Alphabetical listing of all students who successfully completed the entire EMT course.
  - f. Lead course director's signature at the bottom of the roster indicating that the students have successfully completed the course.
  
2. The course director is to:
  - a. Check each application to ensure that it is completed properly:
    - EMT (EMS application)
    - Advanced EMT (EMS application)
    - EMT-Intermediate (EMS application)
    - Paramedic (EMS application)

- b. Collect a money order or institutional check (made payable to: State of Oregon) for the appropriate application and examination fee for each student as follows:

Basic:	\$110	Fee with fingerprints:	\$154.50
Advanced EM	\$125	Fee with fingerprints:	\$169.50
EMT-Intermediate	\$125	Fee with fingerprints:	\$169.50
Paramedic	\$290	Fee with fingerprints:	\$334.50

3. See that all completed course materials are received:

a. Course Roster

- b. Application(s) in alphabetical order, with check or money order paper clipped on the front upper right hand corner of the application. Each candidate will also need to attach with tape a colored passport photo (2x2 or 3x3).

4. Fingerprint card and fee of \$44.50. If the candidate meets the requirement of fingerprinting, please submit this information with the candidate's application for certification and testing to OHA/EMS.

5. Mail to: OHA, EMS & Trauma Systems  
PO Box 14450  
Portland OR 97293-0450

UPS or hand deliver to: OHA, EMS & Trauma Systems  
800 NE Oregon Street, Suite 465  
Portland OR 97232

If you have any questions, please call our office at 971-673-0526.

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