

## 2013 OREGON EMS PROVIDER ONLINE LICENSING INSTRUCTIONS

The 2013 license renewal process for Oregon EMS Providers is online. Please go to the Oregon Health Authority, Emergency Medical Services (OHA-EMS) website at [1.USA.gov/oregonems](http://1.USA.gov/oregonems) to begin your renewal.

### **FEES:**

- Basic \$50.00
- AEMT \$80.00
- 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 fingerprint cards. Please see fingerprint section below for further instruction.*

*\*\* After May 01, 2013*

Online payments must be made by Visa or MasterCard. Fingerprint Fees must be paid separately by check or money order (see instructions).

### **TO BEGIN RENEWAL:**

Log in to your account using the same username and password as you used on your last renewal or login. Or;

To create a new account or reset your old 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: <http://healthoregon.org/emtrecert>

### **REVERTING TO A LOWER LEVEL:**

If you are reverting to a lower licensing level you need to submit a request before going online and completing the online application. Submit requests to the following e-mail [EMS.TRAUMA@state.or.us](mailto:EMS.TRAUMA@state.or.us) and then wait for further instructions from OHA-EMS. If you complete the online portion first and then request to revert, you will be charged for renewal at your current license level and it cannot be refunded.

### **CONTINUING EDUCATION:**

Please ensure you have completed your continuing education requirements. License holders who apply after the June 30, 2013 deadline may undergo an audit of continuing education records by OHA-EMS. The breakdown of continuing education requirements are listed in OAR 333-265 in Appendix 1.

### **PERSONAL HISTORY QUESTIONS:**

These questions are answered preceded by, "Since last licensed..." 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.

### **BACKGROUND CHECKS:**

All 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. Please follow the fingerprint instructions received in your Renewal Notice or by going to the following link [1.usa.gov/oregonemsfingerprint](http://1.usa.gov/oregonemsfingerprint) and requesting a packet to be mailed.

The following are examples of applicants 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](mailto: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/oregonemsvverification](http://1.usa.gov/oregonemsvverification)