

## **Frequently Asked Questions about EMT 2011 Recertification**

This information, along with the mailed instructions, screen shots instructions, and the EMS & Trauma Systems Section (OHA-EMS) website, is intended to assist EMS agencies and personnel by answering commonly asked questions about the EMT recertification process.

<http://healthoregon.org/emtrecert>

- Q 1:** My Oregon EMT certificate expires June 30, 2011. How/when can I recertify?
- Q 2:** What is the recertification fee?
- Q 3:** My employer is paying a group recertification for our agency. Do I need to do anything?
- Q 4:** My certification does not expire until June 30, 2011. Why does my money and application need to be received/postmarked by May 1, 2011?
- Q 5:** Other people have received their PIN #'s and recertification instructions. Why haven't I?
- Q 6:** What if I lost my Personal Identification Number (PIN)?
- Q 7:** I can't find/don't know my Oregon EMT certificate number. Where can I find my certificate number?
- Q 8:** What happens if I answer 'yes' to any of the personal history questions?
- Q 9:** If I answered 'yes' to one of the personal history questions on a previous Oregon EMS certification or recertification form, do I need to answer 'yes' again?
- Q 10:** What if I have a criminal record?
- Q 11:** I currently live outside Oregon and paid for a fingerprint background check the last time I certified. Why do I need to submit another fingerprint card?
- Q 12:** What are the continuing education requirements for recertification?
- Q 13:** If I want to complete my continuing education online, how many hours can I count?
- Q 14:** Can I obtain continuing education hours in any other way other than attending a class in person or taking a CECBEMS approved course online?
- Q 15:** What are "Educational Topics Approved by the Medical Director"?
- Q 16:** What if I am not affiliated with an agency and do not have a Medical Director?
- Q 17:** I took/am taking an EMT class since last certified. Can those hours count

**towards my EMT continuing education?**

- Q 18:** I work in another medical field. Can the continuing education classes I take for my other job count towards my EMT continuing education hours?
- Q 19:** I will not be able to complete the continuing education requirements prior to the May 1<sup>st</sup> deadline. Will I be able to recertify prior to completing the requirements?
- Q 20:** Do I need to have a Supervising Physician Signature for online recertification?
- Q 21:** I don't have a current CPR card and I am unable to enroll in a class until after June 30, 2011. Am I still eligible to recertify?
- Q 22:** I work outside Oregon and do not see my agency listed on the agency list. [Or] I am not affiliated with an Oregon EMS Agency at this time.
- Q 23:** I am currently on medical disability leave. Can I recertify?
- Q 24:** I applied for recertification, but I haven't received my new certificate. Now it's past June 30, 2011 and my old certificate has expired. Am I allowed to work without my new certificate?
- Q 25:** I am thinking of not recertifying this year. [Or] I will not be able to recertify on time this year. What should I do if I let my certificate lapse and later decide to recertify?
- Q 26:** What if I don't have a credit card to pay for my recertification with?

**Q 1:** My Oregon EMT certificate expires June 30, 2011. How/when can I recertify?

OHA-EMS is conducting EMT recertification online. Each state-certified EMT will be receiving instructions and a Personal Identification Number (PIN) in the mail by March 24, 2011.

**Q 2:** What is the recertification fee?

The EMT recertification fees are:

EMT-Basic	\$40
EMT-Intermediate	\$65
EMT-Paramedic	\$120
Fingerprint Processing fee	\$47.25

Fees must be paid by Visa or MasterCard when you apply for recertification online. If you apply for recertification after May 1<sup>st</sup>, include a \$40 late fee in addition to the recertification fee.

**Q3: My employer is paying by group recertification for our agency. Do I need to do anything?**

Yes, you still need to use your P.I.N. number and complete an online EMT recertification application. The payment page will show a zero balance owed if your employer has paid for your recertification and you have completed the online application by May 1<sup>st</sup>. Remember, if you make application after May 1<sup>st</sup>, you will be required to pay the additional \$40 late fee at the time you submit your online application.

**Q 4: My certification does not expire until June 30, 2011. Why does my money and application need to be received by May 1, 2011?**

OHA-EMS will recertify approximately 10,000 EMTs. This is a timely process and in order to ensure that your certificate will be processed by June 30, 2011, OHA-EMS needs your application by May 1, 2011.

**Q 5: Other people have received their PIN number and recertification instructions. Why haven't I?**

EMT PIN number letters were mailed to EMTs on March 17, 2011. Please allow a week from that date to receive the letter. If you have moved within the last six months and not notified the OHA-EMS office, the post office will forward your letter. Please allow until the end of the month to receive your letter. If you still have not received your PIN number letter, please send a request for another letter to be mailed to you:

[http://public.health.oregon.gov/ProviderPartnerResources/EMSTraumaSystems/EMSTrainingCertification/Pages/Forget\\_Lost\\_Pin.aspx](http://public.health.oregon.gov/ProviderPartnerResources/EMSTraumaSystems/EMSTrainingCertification/Pages/Forget_Lost_Pin.aspx)

**Q 6: What if I lost my Personal Identification Number (PIN)?**

PINs are confidential and will not be given out via email or telephone. They will be mailed to the certificate holder to the address OHA-EMS has on file. You may request OHA-EMS to re-send your PIN by emailing a request to:

[http://public.health.oregon.gov/ProviderPartnerResources/EMSTraumaSystems/EMSTrainingCertification/Pages/Forget\\_Lost\\_Pin.aspx](http://public.health.oregon.gov/ProviderPartnerResources/EMSTraumaSystems/EMSTrainingCertification/Pages/Forget_Lost_Pin.aspx).

**Q 7: I can't find/don't know my Oregon EMT certificate number. Where can I find my certificate number?**

You may find your certificate number by accessing the following link. Enter your name and you will be able to find your certificate number and status:  
<https://orphcert.dhs.state.or.us/MyLicense%20Verification/Search.aspx>

**Q 8: What happens if I answer 'yes' to any of the personal history questions?**

If you answer 'yes' to one or more personal history question, or don't answer the questions honestly, processing your application may take longer. In the remarks section of the online application, please provide a detailed explanation for each 'yes' response. Answering "yes" does not necessarily result in denial of your application for recertification. If necessary, a Prehospital Standards Representative will contact you for more information.

**Q 9: If I answered 'yes' to one of the personal history questions on a previous Oregon EMS certification or recertification form, do I need to answer 'yes' again?**

If something has happened since you were last certified, then you will need to check 'yes' and submit a written explanation. If the incident occurred prior to the last recertification period, was already reported to OHA-EMS and approved by the Department, then you do not need to report it again. For information regarding reportable events, reference Oregon Administrative Rule (OAR) 333-265-0080 from this link:  
[http://arcweb.sos.state.or.us/rules/OARs\\_300/OAR\\_333/333\\_265.html](http://arcweb.sos.state.or.us/rules/OARs_300/OAR_333/333_265.html) or contact Elizabeth Morgan at [elizabeth.e.morgan@state.or.us](mailto:elizabeth.e.morgan@state.or.us) or (971) 673-0530.

**Q 10: What if I have a criminal record?**

Criminal records are reviewed by the Prehospital Standards Unit. If an investigation is opened, the applicant will be notified by a Prehospital Standards Representative. If the investigation proceeds past the expiration

date of your current certificate, you will be issued an extension on your current certification pending the outcome of the investigation. If you know that you have a criminal record it would be best to apply for recertification early so it can be processed in a timely manner.

**Q 11: I currently live outside Oregon and paid for a fingerprint background check the last time I certified. Why do I need to submit another fingerprint card?**

Background checks are being conducted on all recertifying EMTs. OHA-EMS utilizes the Law Enforcement Data System (LEDS) for Oregon records. If you have been out of the state for 60 or more consecutive days since you last certified, recertified, or you currently reside outside Oregon, OHA-EMS needs your fingerprints to conduct background checks/criminal history from other states. Fingerprint cards are destroyed by Oregon State Police after the background check has been completed. It is unlawful to reuse the fingerprint card.

*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.
- 3) If you were out of state on active military deployment and can provide a DD-214.

**Q 12: What are the continuing education requirements for recertification?**

A detailed breakdown of the continuing education requirements is located at the end of this FAQ sheet and must be completed by the date your application is submitted.

**Q 13: If I want to complete my continuing education online, how many hours can I count?**

If the online course is approved by the Continuing Education Coordinating Board of Emergency Medical Services (CECBEMS) you can count 100% of the hours towards the hours required in a related category.

**Q14: Can I obtain continuing education hours in any other way other than attending a class in person or taking a CECBEMS approved course online?**

Yes, you may count up to 50% of your continuing education hours in a required category by watching a video, DVD, or other visual media, reading EMS journals or articles, or by teaching or evaluating.

You may count up to 50% of the hours required in a category by watching visual media.

**Q15: What are “Educational Topics Approved by the Medical Director”?**

These are hours approved by an EMS Medical Director or a Training Director. These hours are in addition to hours required in other categories. For example; if you have already counted a 2 hour pediatric class approved by a Training Director or EMS Medical Director you cannot count those 2 hours again for “Educational Topics Approved by the EMS Medical Director”.

Unaffiliated certificate holders please see question number 18.

**Q16: What if I am not affiliated with an agency and do not have a Medical Director?**

Because non-affiliated certificate holders do not have Training Directors or EMS Medical Director they will need to fulfill the hour requirements in the “Educational Topics Approved by Medical Director” category by getting the required number of hours specific for their certification level in category “Miscellaneous EMS Related Topics. For example; Paramedics who are non-affiliated would be required to have 17 hours of miscellaneous EMS related topics.

Non-affiliated EMTs will need to find an approved training director or EMS Medical Director through an agency or educational institution who can verify their skills as part of their documentation of continuing education.

**Q 17: I took/am taking an EMT class since I was last certified. Can those hours count towards my EMT continuing education?**

Yes. You may use your EMT class hours as long as you meet the appropriate amount of continuing education hours and subject matter required. (See continuing education requirements at the end of this FAQ sheet.)

**Q 18: I work in another medical field. Can the continuing education classes I take for my other job count towards my EMT continuing education hours?**

Some of these courses may qualify as long as they meet the subject-specific requirements. You may call Kimberly Torris at 971 673-0523 to discuss your situation. Or you can email her at: [kimberly.l.torris@state.or.us](mailto:kimberly.l.torris@state.or.us).

**Q 19: I will not be able to complete the continuing education requirements prior to the May 1<sup>st</sup> deadline. Will I be able to recertify prior to completing the requirements?**

No. You must have all of your continuing education completed prior to recertifying.

**Q20: Do I need to have a Supervising Physician Signature for online recertification?**

Because non-affiliated certificate holders do not have Training Directors or EMS Medical Director they will need to fulfill the hour requirements in the “Educational Topics Approved by Medical Director” category by getting the required number of hours specific for their certification level in category “Miscellaneous EMS Related Topics. For example; Paramedics who are non-affiliated would be required to have 17 hours of miscellaneous EMS related topics.

Non-affiliated EMTs will need to find an approved training director or EMS Medical Director through an agency or educational institution who can verify their skills as part of their documentation of continuing education.

**Q 21: I don't have a current CPR card and I am unable to enroll in a class until**

**after June 30, 2011. Am I still eligible to recertify?**

No. You will need a current CPR card in order to recertify. Acceptable CPR cards include the American Heart Association "Health Care Provider", American Red Cross "Basic Life Support for the Professional Rescuer", or other Division-approved CPR certificate.

**Q 22: I work outside Oregon and do not see my agency listed on the agency list. [Or] I am not affiliated with an Oregon EMS Agency at this time.**

OHA-EMS maintains information on Oregon EMS agencies. If you work for an agency outside of Oregon, or are not currently affiliated with an EMS agency at this time, leave the affiliation section blank.

**Q 23: I am currently on medical disability leave. Can I recertify?**

Yes. An EMT who has a temporary physical disability, condition or injury may recertify by meeting the educational and proficiency demonstrations. The certificate holder may need to answer 'yes' online to personal history question #1 and provide a written explanation regarding the physical impairment.

**Q 24: I applied for recertification, but I haven't received my new certificate. Now it's past June 30, 2011 and my old certificate has expired. Am I allowed to work without my new certificate?**

No. You are required to have a current Oregon EMT certificate to work as an EMT in Oregon. If you have not received your certificate and you applied prior to May 1, 2011, please contact the EMS office at (971) 673-0520. If you applied after May 1, you will not be guaranteed a new certificate by June 30, 2011. Applications submitted prior to May 1, 2011, will be processed first.

You can check to see when your certificate has been issued by going to our electronic certification verification web page at:

<http://public.health.oregon.gov/ProviderPartnerResources/EMSTraumaSystems/Pre-hospitalStandards/Pages/verification.aspx>. Once it has been issued you may start working again prior to receiving it in the mail.

**Q 25: I am thinking of not recertifying this year. [Or] I will not be able to recertify on time this year. What should I do if I let my certificate lapse and later decide to recertify?**

Maintain your continuing education hours and current CPR certification. If you later decide to apply before July 1, 2012, you will be assessed a late fee in addition to the application fee. Additionally, an audit of your continuing education will be conducted prior to the approval of your recertification application.

**Q 26: What if I don't have a credit card to pay for my recertification with?**

Please call (971) 673-0520 for further instructions.

### **EMT Minimum Continuing Education Requirements**

Continuing education requirements for all EMT levels can be viewed at:

[http://public.health.oregon.gov/ProviderPartnerResources/EMSTraumaSystems/EMSTrainingCertification/Documents/TempRuleOAR265Effective6-20-08a\\_appendix\\_1.pdf](http://public.health.oregon.gov/ProviderPartnerResources/EMSTraumaSystems/EMSTrainingCertification/Documents/TempRuleOAR265Effective6-20-08a_appendix_1.pdf)

**Upon Recertification, each EMT must maintain current CPR certification.**

An initial certification period is from the time the Division certifies an individual until June 30<sup>th</sup> of the next even-numbered year.

\*If an EMT's initial certification period is greater than 12 months, the EMT must obtain all required hours of continuing education, in each category, in addition to an approved CPR renewal course.

\*\*If an EMT's initial certification period is twelve months, or less the EMT must obtain at least 50 percent of the credits/hours of continuing education in each category, in addition to an approved CPR renewal course.

*These requirements are excerpted from OAR 333-265-0110.*