



Oregon

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TO: Emergency Medical Technicians, EMS Agencies, and Training Officers
FROM: Robert Leopold, Director
Emergency Medical Services & Trauma Systems Program
DATE: March 3, 2009
SUBJECT: Frequently Asked Recertification Questions

This information, along with the EMS & Trauma Systems Program (EMS/TS) website, is intended to assist EMS Agencies and Personnel by answering commonly asked questions about the EMT recertification process.

The most helpful tip to ensure that your recertification form gets processed in a timely manner:

Please read and follow the instructions on the form!

You must have all sections of the recertification form completed. There are two parts to the form and both need to be completed and mailed to EMS/TS. The first part (pages 1 & 2) is the application and must be submitted with the fee. The second part (pages 3 & 4) is verification of information and must also be sent to the EMS & Trauma Systems Program with fingerprint card and fee if applicable.

Q 1: I didn't receive my recertification form (changed my address, can't find my form, my wife/husband threw out my form, the kids colored my form, my dog ate my homework...) and I need another one.

To request a new form [click here](#) or mail or email your name, address and EMT certification number to the EMS & Trauma Systems Program. Duplicate packets will be mailed out once a week. Please remember that your fees pay for these materials so please use them judiciously. Send the request to: EMS & Trauma Systems Program, ATTN: Maria Campbell, 800 N.E. Oregon Street, Ste. 465, Portland, Oregon 97232 or email request to maria.campbell@state.or.us.

You may also come to DHS/EMS for another packet. We are located at the Portland State Office Building, 800 N.E. Oregon Street, Suite 465, in Portland (near Lloyd Center). Since each EMT application has information that is specific to him or her, it may take at least 15 minutes to prepare your forms.

Q 2: What is my recertification fee?

The fees adopted in the Regulations are:

- EMT-Basic - \$40;
- EMT-Intermediate - \$65; and
- EMT-Paramedic - \$120

A recertification application postmarked *after* May 31st must include a \$20 late fee in addition to the recertification fee.

Q 3: I filled out my recertification form in ink. I need a new form sent to me.

Please mark your answers in *PENCIL* over the ink and proof read your answers. If you made an error in ink, you can CAREFULLY use white-out to correct the form and then fill in your correct information in pencil.

Q 4: My certification does not expire until June 30, 2009. Why does my money and form need to be postmarked by May 31, 2009?

The EMS/TS certifies thousands of EMT Basics, Intermediates and Paramedics. It takes time to verify that the information on each application is correct and conduct a criminal history background check.

Q 5: I know I gave my form to my employer about a month ago. So where is my certificate?

It takes several days to process your recertification form, along with the thousands of others that are renewing. To ensure that your EMT certificate is issued in a timely manner, you must make certain that everything is complete and that **both parts** of the form have been mailed. Training Officers do a good job assisting EMTs with completing recertification forms. You can assist him or her by completing all sections you are to required to fill out. Then take your form to him or her early, checking to make sure you have all of your continuing education hours completed, along with your current Oregon DHS/EMS approved CPR card.

If an agency is submitting recertification forms as a group, the agency must wait until everyone has completed the forms before they can be submitted. **Meeting the requirements/deadline is your responsibility.**

Q 6: What happens if I have to answer ‘yes’ to any of the personal history questions?

If you are required to answer ‘yes’ to one or more of the personal history questions, processing your application may take longer. Please send in a letter of explanation for your answer(s), giving as much information as possible. If further information is necessary, you will be notified by our Prehospital Standards Unit.

Q 7: 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?

The form states "Since you were last certified, have you . . . ", if something has happened since you were last certified, then you will need to check ‘yes’ and submit a letter explaining the circumstances. If the incident occurred prior to the last recertification period, was reported to EMS/TS, and approved by our Department, then you do not need to report it again. If you still have questions regarding what is reportable or what you should submit, you may contact Liz Morgan at elizabeth.e.morgan@state.or.us or (971) 673-0530.

Q 8: I answered ‘yes’ to question number 9. What do I need to submit?

You are required to submit to a fingerprint card for a nationwide criminal history check. To request a fingerprint card [click here](#) or send the request to: EMS & Trauma Systems Program, ATTN: Veronica Seymour, 800 N.E. Oregon Street, Ste. 465, Portland, Oregon 97232. You may also come to DHS/EMS for a fingerprint card. We are located at the Portland State Office Building, 800 N.E. Oregon Street, Suite 465, in Portland (near Lloyd Center). Fingerprint cards will be sent out once a week.

Background checks are being done on ALL recertifying EMTs however, we use Law Enforcement Data System which only allows us to check Oregon records so if you have been out of the state for 60 or more consecutive days for the last 5 years or reside out of the state then we need your fingerprints to run criminal record in other states.

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

1. If you submitted a fingerprint background check previously and have not been out of the state for 60 or more consecutive days since that time, you do not need to submit another background check. Please mark yes if you have been outside of the state within the last 5 years for 60 or more consecutive days, and on a separate piece of paper explain that you submitted fingerprints earlier and have not been outside of the state since that time.
2. If you go to work or school out-of-state and return home each night, you do not need to submit to a fingerprint background check. This is considered a reasonable commute and you do not have to submit to fingerprints.

Q 9. What happens if a criminal record is found on me?

If a criminal record is found it will be reviewed by the Prehospital Standards Unit and determined if it will need to be investigated. If an investigation is needed the applicant will then receive notification by phone or by letter. If the investigation proceeds past the expiration date of your current certificate you will be issued an extension pending the outcome of the investigation. Upon completion of the investigation, the department will notify you of our findings and case disposition with a statement of your hearing rights. If you know that you have a criminal record it would be best to turn application for recertification in early so it can be processed in a timely manner. Employers are not notified about investigations unless it is necessary in gathering information for an investigation and the applicant will have been notified.

Q 10: I work out-of-state and do not see my agency listed on the agency list.

The EMS office tracks information concerning Oregon EMS agencies ONLY. If you only work for an agency outside of Oregon you should mark the spot "I am not currently working or volunteering as an EMT in Oregon." You must then sign section (D) on page two. If you are an Intermediate or Paramedic you need to have section (C) signed by a medical director.

Q 11: It used to be that Paramedics had to test every 4 years for recertification, is this still in effect?

No, the test every 4 years has been removed.

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

When a Paramedic certificate holder obtains an initial certificate and there is:

- (a) Less than six months until recertification, no continuing education credits are required to obtain recertification;
- (b) More than six months but less than one year until recertification, the certificate holder must complete 50 percent of the continuing education credits in each category; or
- (c) More than one year until recertification, the certificate holder must complete all continuing education credits.

If an EMT-Basic's initial certification period is:

- (a) 6 to 12 months, 25% of the hours listed are required
- (b) 13 to 23 months, 50% of the hours listed are required; or
- (c) 24 to 30 months, 100% of the hours listed are required.

To recertify **before July 1, 2009** you must have the following continuing education hours:

Basic – 25 hours of continuing education as specified:

- a. Trauma assessment and management – 4 hours
- b. Formal trauma case reviews – 1 hour
- c. Medical emergencies assessment and management – 4 hours
- d. Formal medical case reviews – 1 hour
- e. Special considerations and support services – 5 hours
- f. Pediatric patient assessment and management – 2 hours
- g. Medications, indications, contraindications and complications of medication in the scope of practice – 1 hour
- h. Use of an automatic or semiautomatic defibrillator – 2 hours
- i. Additional training in any of these areas – 5 hours

Intermediate – 14 hours of continuing education as specified:

- a. formal trauma case review – 3 hours
- b. formal medical case review – 3 hours
- c. Indications, contraindications and complications of medication in scope of practice – 4 hours
- d. Review of current medical issues – 4 hours
- e. skills performance checks by medical director

Paramedic – 24 hours of continuing education in EMS clinical, EMS related or professional development topics and document skills performance checks by medical director.

In order to recertify on or after July 1, 2009 (**Including late recertifications**):

1. An EMT-Basic is required to:
 - (a) Complete 24 hours of continuing education as specified in OAR; or
 - (b) Complete all requirements of the National Registry of EMT-Basic re-registration; and
 - (c) Demonstrate skills proficiency through a hands-on competency examination supervised by the EMS Medical Director or his or her designee. An EMS Medical Director may require successful performance in a minimum number of clinical skills in these areas on either human subjects or mannequins (e.g. venipunctures, endotracheal intubations, etc.). An EMS Medical Director may require additional continuing education requirements and skill competency as needed because of changes in the scope of practice or local protocols.

2. An EMT-Intermediate is required to:
 - (a) Complete a course with published standards and guidelines for cardiopulmonary resuscitation and emergency cardiac care where the EMT has demonstrated knowledge and skills in the performance of subcutaneous (SQ) injections, automated external defibrillator (AED) operation, one and two person rescuer cardiopulmonary resuscitation (adult, child, and infant) and relief of foreign body airway obstruction;
 - (b) Obtain at least 36 hours of continuing education as specified in the regulations; and
 - (c) Demonstrate skills proficiency through a hands-on competency examination supervised by the EMS Medical Director or his or her designee. An EMS Medical Director may require successful performance in a minimum number of clinical skills in these areas on either human subjects or mannequins (e.g. venipunctures, endotracheal intubations, etc.). An EMS Medical Director may require additional continuing education requirements and skill competency as needed because of changes in the scope of practice or local protocols.

3. An EMT-Paramedic is required to:
 - (a) Complete all requirements of the National Registry of EMT-Paramedic re-registration; or

- (b) Obtain at least 48 hours of continuing education as specified in OAR; and
- (c) Demonstrate skills proficiency through a hands-on competency examination supervised by the EMS Medical Director or his or her designee. An EMS Medical Director may require successful performance in a minimum number of clinical skills in these areas on either human subjects or mannequins (e.g. venipunctures, endotracheal intubations, etc.). An EMS Medical Director may require additional continuing education requirements and skill competency as needed because of changes in the scope of practice or local protocols.

Continuing education credit shall be granted for:

- (a) Attending training seminars, educational conferences, and continuing education classes within the certificate holder's scope of practice; and
- (b) Attending approved courses for the same or higher level of certification.

Up to 50 percent of the hours of continuing education credits for each subject listed in the rules may be obtained by:

- (a) Watching a video, CD-ROM, or other visual media;
- (b) Being an EMT practical certification exam evaluator, if the certificate holder is qualified as such;
- (c) Reading EMT journals or articles; and
- (d) Teaching any of the listed topics, if the certificate holder is qualified to teach the subject.

You should review the continuing education requirements to verify that you have met the continuing education hour requirements.

Q 13: I am an EMT-P (or) EMT-I and am unaffiliated (not affiliated with an Oregon EMS agencies). Who would I contact to demonstrate skill proficiency and sign Section (C) on my recertification form?

Unaffiliated EMTs need to contact the local agencies in their communities to request to have their skills verified. EMTs may be able to contact a former employer who may provide this service. Non-affiliated EMTs can obtain continuing education hours through local community colleges, by contacting the training officers at local fire departments or ambulance services, and by attending EMS related conferences. Please let such agencies know that you are non-affiliated and request to attend the continuing education courses being

offered to their EMTs. EMS/TS have requested EMS agencies to assist non-affiliated EMTs.

A list of web sites for continuing education classes available can be found:
<http://www.oregon.gov/DHS/ph/ems/certific/continue-ed.pdf>

If you have exhausted every possible agency in your surrounding area and still cannot find someone to assist you, for further suggestions, you can contact Leslie Huntington at mtu2@teleport.com or (503) 931-0659 or Donna Wilson at ohdmtu@teleport.com or (503) 807-5850.

Q 14: I will not be able to complete the continuing education requirements prior to the May 31st deadline. Would it be ok to go ahead and recertify prior to completing the requirements?

No. When you sign the application, you are stating that you have completed the requirements for recertification, including the continuing education hours. If you are audited by DHS/EMS and do not have the continuing education requirements, you will be disciplined for falsification of your application. Please wait until you have the hours and then submit your application and fee, along with the additional \$20 late filing fee.

Please note that if you have not applied for recertification by June 30, 2009, the new continuing education requirements will be in effect.

Q 15: I am taking/took an EMT class (at a higher level). Can those hours count towards my EMT recertification?

If you are currently attending EMT classes for a higher level, the hours you have attended will count towards your continuing education requirement. If you are attending a program for a different medical profession, please contact the EMS/TS or you may e-mail Leslie Huntington at mtu2@teleport.com or Donna Wilson ohdmtu@teleport.com.

Q 16: I work in another medical job and volunteer as an EMT. Can the continuing education classes I take for my job count towards my EMT recertification continuing education hours?

This depends on the classes you are taking. Contact Leslie Huntington at mtu2@teleport.com or (503) 931-0659, or Donna Wilson at ohdmtu@teleport.com or (503) 807-5850 to discuss your situation.

Q 17: Do I need to submit my CPR/ACLS/skill proficiency documentation of recertification/continuing education hours?

No. When the EMT signs his or her recertification form, the certificate holder is stating that he or she has met all continuing education requirements for recertification. You may be audited at a later date, so keep a record of your continuing education for a minimum of four years.

Q 18: I don't have a current CPR card and I am unable to enroll in a class until July (or later).

EMT Basics and Intermediates are required to maintain current CPR certification while practicing. EMT-Paramedics do not need a CPR card or ACLS card to recertify. Paramedics are required to demonstrate skill proficiency to their supervising physician.

Q 19: Do I need to recertify my NREMT certificate?

No. In order to practice in Oregon you only need an Oregon certificate.

Q 20: If I am not required to have a current NREMT certificate, why are you asking for my NREMT certificate number and expiration date?

All newly certified Basics and Paramedics testing in Oregon receive a NREMT certificate. Tracking these numbers assists the EMS/TS in the certification process.

Q 21: I want to drop my certification to a lower level. What do I do?

To revert to a lower level of certification an EMT must:

- (a) Submit a written request specifying the reason for the change in the certification level;
- (b) Submit an application for recertification for the lower certification level with the appropriate fee;
- (c) Surrender his or her current EMT certificate; and
- (d) Adequately document appropriate continuing education hours and courses for the certification level the individual would revert to.

This web page has the applicable rules (OAR 333-265. SECTION 0090) pertaining to this question:

http://arcweb.sos.state.or.us/rules/OARs_300/OAR_333/333_265.html

Q 22: I am currently on medical disability leave. Can I recertify? [Or] we have an employee that is on medical disability leave. Can we send in his or her recertification form and fee along with the group agency's EMT forms?

The EMT who has a temporary physical disability/condition or injury may recertify by meeting the educational and proficiency demonstrations, providing the EMS office with an explanation of the disability/condition or injury and by meeting the OAR and ORS reporting requirements.

The web page has the applicable rules in OAR 333-265- 0080:

http://arcweb.sos.state.or.us/rules/OARs_300/OAR_333/333_265.html

If the certificate holder has met the requirements for recertification prescribed by the Oregon EMS Office then page #2 of the recertification paperwork should be filled out and signed by the appropriate parties granted that authority and the certificate holder.

Page #3 - the certificate holder should fill in personal history question #1 with a 'yes' response and provide a brief explanation regarding the physical impairment.

Q 23: I sent in my recertification material but I still haven't received the certificate and now it has expired. Am I allowed to work without the certificate?

No. You are required to have a current Oregon EMT certificate to work in Oregon. If you sent in a complete packet prior to May 31, and if there were no problems with the packet, you should have received your certificate prior to June 30, 2009. If you did not receive your certificate by June 30, 2009, then you need to contact the EMS office at (971) 673-0520. If you sent it in after May 31, it may take longer to process, as all applications submitted on time will be completed before late applications are processed.

Q 24: I am thinking of not recertifying this year. [Or] I will not be able to recertify on time this year. What would I need to do if I let my certificate lapse and later decide to recertify?

The reinstatement requirements can be found in Section 0100 of the OAR 333-265. This web page has the applicable rules

http://arcweb.sos.state.or.us/rules/OARs_300/OAR_333/333_265.html

To reinstate an expired Oregon EMT-Basic, EMT-Intermediate, or EMT-Paramedic certificate that has been **expired for less than one year**, a certificate holder must:

- (a) Submit a completed application for recertification;
- (b) Submit the appropriate recertification fee; and
- (c) Provide evidence of completion of continuing education requirements as specified in the regulations.

To reinstate an Oregon EMT-Basic, EMT-Intermediate, or EMT Paramedic certificate that has been **expired for more than one year, but less than two years**, a certificate holder must submit a completed application for certification with the appropriate fee(s) and successfully complete the training programs described.

(1) Reinstatement program for an EMT-Basic:

- (A) Obtain an American Heart Association "Health Care Provider," or American Red Cross "Basic Life Support for the Professional Rescuer," or other Division-approved equivalent CPR course completion document;
- (B) Complete the EMT-Basic Refresher Training Program, U.S. Department of Transportation, National Highway Traffic Safety Administration, 1995, incorporated by reference;
- (C) Pass the EMT-Basic cognitive and practical examinations within three attempts, including a same-day re-examination; and
- (D) Complete the above listed program requirements within six months of applying for reinstatement.

(2) Reinstatement program for an EMT-Intermediate:

- (A) Obtain an American Heart Association "Health Care Provider," or American Red Cross "Basic Life Support for the Professional Rescuer," or other Division approved equivalent CPR course completion document;
- (B) Complete an approved EMT-Intermediate refresher course consisting of at least:
 - (i) 14 hours of didactic instruction;
 - (ii) Eight hours of clinical experience in a hospital emergency department in which patient assessment, eliciting a concise and focused medical

history, oxygenation and ventilatory management, intravenous therapy, and medication preparation and administration are evaluated; and

(iii) Demonstration of five supervised and documented successful pharyngeal esophageal airway device placements (mannequin permitted) and five supervised and documented successful intravenous line placements (mannequin permitted).

(C) Pass the EMT-Intermediate cognitive and practical examination within three attempts, including the same day re-examination; and

(D) Complete the above listed program requirements within one year of applying for reinstatement.

(3) Reinstatement program for an EMT-Paramedic:

(A) Complete an Advanced Cardiac Life Support (ACLS) course, provider or instructor course;

(B) Complete a Basic Trauma Life Support (BTLS) course, or Pre-Hospital Trauma Life Support (PHTLS) course, provider or instructor course;

(C) Complete an Advanced Pediatric Life Support (APLS), Pediatric Advanced Life Support (PALS), Pediatric Education for Pre-hospital Professionals (PEPP), or Neonatal Advance Life Support (NALS) course, provider or instructor course;

(D) Complete the U.S. Department of Transportation, National Highway Traffic Safety Administration 2001 EMT-Paramedic: National Standard Curriculum Refresher Training Program;

(E) Pass the EMT-Paramedic cognitive and practical examinations within three attempts, including the same-day re-examination;

(F) Complete the above listed program requirements within two years of applying for reinstatement; and

(G) Document completion of a DOT EMT-Paramedic Training Program taken after January 1, 1977.

Q 25: How do I find out about the Provider Tax Credit for Rural Volunteers EMTs?

You can find out information through the Office of Rural Health. Their web site is: <http://www.ohsu.edu/oregonruralhealth/emtax.html>. There is a look up to see if your station/agency qualifies for rural and then an application which you can download and fill out. For more information, contact Eric Jordan, (866) 674-4376, or by email at jordane@ohsu.edu.



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2009 Oregon Certified First Responder and EMT Minimum Continuing Education Requirements

Section 1 – Continuing Education Topics	Two-Year Certification Period				Notes/Comments
	FR	EMT-B	EMT-I	EMT-P	
Trauma Emergencies	2	3	5	6	
Medical Emergencies	2	3	6	8	
Pediatric and Obstetric Emergencies	1	3	6	8	
Airway, Breathing, and Cardiology	2	4	6	9	
Miscellaneous EMS Topics (Related topics)	1	3	1	1	
Educational Topics Approved by the Medical Director	4	8	12	16	EMS or Public Health topics which are approved by the Medical Director
Total Hours for the Certification Period	12	24	36	48	
Section 2 – Clinical Skills Competency	At Least Once During Certification				Notes/Comments
Current CPR Certification	Yes	Yes	Yes	Yes	AHA Healthcare Provider or equivalent
Airway Management & Adjuncts	Yes	Yes	Yes	Yes	Proficiency within Scope of Practice
Cardiac Arrest Management	Yes	Yes	Yes	Yes	Proficiency within Scope of Practice
Splinting & Immobilization	Yes	Yes	Yes	Yes	
Vascular Access	No	No	Yes	Yes	
Chest Decompression & Cricothyroidotomy	No	No	No	Yes	