

Oregon EMS and Trauma Systems FREQUENTLY ASKED QUESTIONS

The Licensing Process

How do I check the status of my license application?

- You may check the status of your license by logging onto your [eLicense](#) account and verify that your application is complete.

Can the state EMS program send me a copy of my license?

- No, the state EMS program no longer mails paper licenses. You can print a copy of your license from your [eLicense](#) account. Log onto your account and click “*View License*”. This will pull up a copy of your license, and you can then right click and print it.

How do I know if the state EMS program has received my fingerprint results?

- It takes approximately 14-21 business days to process fingerprint background checks. As soon as the state EMS program receives fingerprint results, they are applied to your application. License applications can be delayed depending on results and on how applicants responded to the personal history questions.

I have a job offer waiting. How long will it take to become licensed in Oregon?

- The processing time for an application is dependent upon factors including the completeness and accuracy of the application and the documents uploaded into the application. To ensure timely processing, please read the license application instructions carefully and complete all forms, uploads, payment, and background check requirements.

I need my application processed quickly. Is there any way to expedite it?

- No, the state EMS program is not able to expedite applications for licensure. License applications are processed in the order in which they are received.

I am currently licensed in Oregon and am now applying for a higher level of licensure. I have never lived outside of Oregon. Do I still need to submit electronic fingerprints?

- Yes. As of January 1, 2018, all applications for initial licensure are required to submit an electronic fingerprint background check (this includes providers applying for a higher level of licensure.) See OAR [333-265-0025](#).

I have already had my fingerprints taken for a job/license/school/etc. Can the state EMS program use that background check?

- No. You are required to have fingerprints taken again. Federal law prohibits one agency/institution from sharing the results of a background check with another agency/institution. See OAR [333-265-0025](#).

I only have my NREMT license. Am I allowed to work as an EMS provider in Oregon?

- No. Oregon Administrative Rule states in part that all EMS providers must apply for licensure and be issued an Oregon EMS License to work as an EMS provider in the state, regardless of NREMT status. See OAR [333-265-0050](#).

I am licensed in [Insert State]. How do I apply for reciprocity in Oregon?

- Go to the state EMS program [eLicense](#) portal and “Create an Account”. Then you may apply for a *New License (EMT, AEMT, Oregon Intermediate or Paramedic)*. You will be required to have your NREMT license at the time of application. Paramedics are also required to have an associate degree (or higher) at the time of application or submit proof of having worked at least three out of the last five years as a paramedic. See OAR [333-265-0050](#).

I am Oregon licensed and I am trying to gain reciprocity in another state. [Insert State] is requiring me to send a “license/credential verification form” to the Oregon Health Authority. Where do I send it?

- Send it to ems.trauma@state.or.us with Attn: License/Credential Verification

If I renew my National Registry certification, then is it still necessary to renew my Oregon license?

- Yes, if you choose to work or volunteer as an EMS provider in Oregon. The expiration date for National Registry occurs on March 31 of a given year. The Oregon EMR license expires on June 30 of even-numbered years; all other Oregon EMS licenses expire on June 30 of odd-numbered years.

My Oregon license expired. Can I get it back?

- It is possible, but the eligibility for and requirements of reinstatement are dependent on [several factors](#). An Oregon license that has been expired for less than one year will require an application for reinstatement, the addition of a \$40 late fee, and an audit of your continuing education records.
- A license expired between one and two years will require additional requirements.
- Licenses expired for longer than two years will not be reinstated. In this case, the person must gain their National Registry certification and apply for an initial Oregon license. See OAR [333-265-0105](#) for details.

I was able to reinstate my license. How does that impact my license renewal for the current licensure period?

- Meeting the reinstatement requirements, including the continuing education mandates, will not apply to the current licensure period. For instance, if your EMT license expired in June 2019 and you applied for reinstatement in December of 2020, the continuing education you gained until the date of your reinstatement application is only applied to the 2017-2019 licensure period. It will not transfer to the 2019-2021 period. You must obtain another 24 hours of continuing education for the 2019-2021 licensure period. You will also be required to renew the license again in 2021.

Criminal History

Do I need to disclose an arrest if 1) the charges were dismissed; 2) I was a juvenile, or 3) no charges were filed?

- It is best to disclose every arrest. Many applicants believe their case was expunged, sealed or didn't show up on a previous background check, so they fail to answer honestly on their

application, and this causes a delay in processing the application. A complete and honest explanation of an arrest on your application is the best practice.

Why am I required to get my fingerprints taken each time I renew my license?

- The state EMS program only has access to criminal arrests which occur in Oregon. If you live out-of-state, the program cannot check to see if there has been an arrest since the last renewal. The only way the program can know if an out-of-state provider has been arrested is to require fingerprint-based, national background checks.

Education

Where can I attend an EMT program in Oregon?

- Visit the [Oregon EMS Provider Schools](#) webpage for a list of program approved educational institutions.

How do I sign up for an EMS EMT Psychomotor practical exam?

- The psychomotor exam is included in the initial EMT course and is administered by the school. Please visit the website for a list of [Oregon EMS Provider Schools](#) and approved education institutions and reach out to the Course Directors to see about attending an exam. If you recently completed an EMS program and need to retest one or more skill stations, please contact your schools course director for instructions.

What can I use for continuing education units (CEU's) to maintain my EMS provider license in Oregon?

- 100% of needed CEUs may be obtained by:
 - a. Attending training seminars, educational conferences, and continuing education classes.
 - b. Attending a live, webinar, or interactive online course that includes the opportunity to interact with the instructor in real time.
 - c. Online continuing education that provides a certificate of completion and is approved by the CAPCE.
 - d. Attending an accredited college course relating to medical and EMS-related topics (for purposes of this rule, hour-for-hour credit shall only be granted if a course syllabus is provided to OHA/EMS that specifies the number of hours on a specific topic).
 - e. Teaching any of the topics listed in Appendix 1: Oregon Licensed EMS Providers Minimum Continuing Education Requirements, if the license holder is qualified to teach the subject Link to Appendix 1 (on our webpage).
- No more than 50% in each topic area can be obtained by:
 - a. Self-study of medical journals, video or other media that is not CAPCE approved and is not facilitated by a live instructor. For purposes of this rule, each session of self-study must be approved by the agency training officer, EMS medical director or the OHA/EMS office.
 - b. Being a psychomotor skills examiner if the license holder is qualified as such.

See Rule: [333-265-0110](#)

If I obtained my EMS license less than a year from the next renewal date, do I need to complete all CEUs required in Appendix 1?

- Oregon EMS providers who possess a current NREMT certification that will remain current during the Oregon license renewal period do not need to complete the continuing education requirements in Appendix 1 as the NREMT certification will serve as proof of completion of the continuing education requirements.
- Oregon EMS providers without an NREMT certification are only mandated to complete 50% of the didactic hours in Appendix 1. See OAR [333-265-0110 \(9\)\(a\)](#).

What is required for CEU documentation?

- All EMS providers are responsible for retaining verifiable and accurate records that show successful completion of all required continuing education for the two previous license periods.
 - a. Acceptable records include:
 - i. A course roster
 - ii. A certificate of course completion for one or more topics
 - iii. A computer-generated printout history of the license holder’s continuing education record. The agency responsible for the printout must verify the accuracy of the record by memo or signature
 - iv. Self-study documentation
 - b. Documents from (a)-(c) must contain the following:
 - i. Your full name
 - ii. The name of the institution hosting or conducting the course
 - iii. The physical location where the course was held
 - iv. The course topic
 - v. The date(s) of the course
 - vi. The length of each course
 - vii. The full name of each instructor teaching the course
 - c. Self-documentation must include the following:
 - i. Source (journal name and location, web link, or video title)
 - ii. Topic
 - iii. Date completed
 - d. See OAR [333-265-0140 see \(1\) through \(5\)](#)

My department keeps track of all my CEU documents. How do I get copies of those to submit for an audit?

- While it may be convenient for a training officer or EMS chief to keep track of your training documents, it is ultimately your responsibility to show proof of the correct documentation and accurate documentation. Discipline and penalties for incomplete documentation are levied against you as the individual license holder and not the agency.” See OAR [333-265-0140\(1\)](#).

Does the state EMS program require that Oregon Paramedics maintain an ACLS, PHTLS, TCCC, PEPP or PALS certificates?

- No. The state EMS program only requires a current AHA Healthcare Provider or equivalent CPR card. Although these national certification courses are not mandated, they may count as hours toward the appropriate categories of Appendix 1.