Oregon Renewal Instructions

Go to the Oregon Health Authority EMS and Trauma Systems page: www.healthoregon.org/ems

Oregon EMS can also be found by typing “Oregon EMS” in the search engine such as Google.

Select the hyperlink to renewal.
Oregon Renewal Instructions

Log into your eLicense provider account

Welcome to OHA-EMS’s new eLicense system. This is a new license management system to OHA-EMS and does not use PIN numbers or passwords from the old license management system.

Please read each of the three options carefully before continuing:

Option 1: If you are a returning user (you have already claimed your account in eLicense) then just enter your username and password below.

Option 2: If you do not have an Oregon EMS license, you can create an account by selecting CREATE ACCOUNT button below.

Option 3: If you currently hold an Oregon EMS license, but you have not yet claimed your account in eLicense, go ahead and claim your account by:

   (You might consider copy and pasting these instructions into another document while you complete this process.)

1. Select Forgot Username under login.
2. Enter your SS#, Last Name and DOB.
3. Enter your Email address.
4. An email will be sent with additional instructions. (username will be included in email).
5. After you have finished claiming your account and logging in, the system will direct you to an update demographics page. Please update all of your contact information before logging out.
6. Once you have created a user profile, you will be able to select and complete an application, print your license, update your address and much more.

If you are having difficulty completing the process, we’re here to help. Please don’t hesitate to contact OHA-EMS by emailing eda.licensing@oregon.oregon by calling 971-673-9120.
Oregon Renewal Instructions

Select “Applications” in left margin
Oregon Renewal Instructions

Select “View My Applications”
Oregon Renewal Instructions

This application will not be visible until April 1st.

Select “Apply Now” for the 2017 Renewal EMT, AEMT, EMTI, Paramedic application.
Complete the renewal application. Not all fields can be edited as it is pulled from the core record.
Oregon Renewal Instructions

All continuing education hours must be completed prior to submitting a renewal application.
Oregon Renewal Instructions

Applicant can indicate if they are interested in receiving further information on SERV-OR volunteer opportunities.
Oregon Renewal Instructions

Complete personal history questions and provide any supplemental information and documentation.
Oregon Renewal Instructions

Read this page carefully as it explains your options for payment.

If you are paying for your own license you can continue with these instructions. If your agency is making payment on your behalf you can stop here.
Oregon Renewal 2017

Select “Pay Now”
Oregon Renewal Instructions

Select “Credit Card” under Payment Method and “Submit Transaction” to enter the payment portal.
Oregon Renewal Instructions

Enter payment information and submit.

The renewal application will then be processed by OHA.
Oregon Renewal Instructions

Incomplete applications will not be processed. Check the application status to ensure that all forms are complete.

Pending forms or payment will display on the left margin.
Important Dates

Renewal application completion deadline- June 1, 2017. All applications completed after June 1- June 30\textsuperscript{th} will be assessed a $40.00 late fee.

Renewal completion deadline- June 30, 2017