

Idaho Bureau of Emergency Medical Services & Preparedness Instructions for Obtaining a Certificate of Eligibility (CoE)

Thank you for your interest in Emergency Medical Services (EMS). Licensure by the Bureau is required to provide EMS in Idaho.

A Certificate of Eligibility is documentation that you have met all State of Idaho requirements for EMS personnel licensure **except** affiliation with an Idaho licensed EMS agency. Once the Bureau receives proof of affiliation, a State of Idaho EMS personnel license can be issued. (A \$35 license fee will be required for the AEMT and Paramedic levels *only*, when converting your CoE to an actual license.) The following steps will help you with the process.

Step 1: Successfully complete your state approved EMS training program. A transition course may also be needed if your initial training was not based on the 2011 Idaho Education Curriculum. For transition training opportunities, contact your training coordinator or view a list of approved courses located on the www.IdahoEMS.org website. On the *Education* page, click the *Transition Courses* link located on the right-hand side of the page under the heading *Training Opportunities*.

Step 2: Pass the National Registry of EMT's (NREMT) computer-based written exam and practical psychomotor exam. The expiration date for the Certificate of Eligibility and subsequent licensure is established by the exam date.

Step 3: Complete a Criminal History Check through the Idaho Department of Health and Welfare. Access their website at <https://chu.dhw.idaho.gov> to submit an application and schedule a fingerprinting appointment. Use Idaho EMS Bureau Employer ID# 1350.

Step 4: Candidates who have received out of state training must complete Idaho specific Landing Zone Officer and Extrication Awareness courses to qualify for a CoE. These free and quick online courses are found at TRAIN Idaho <https://id.train.org>. The link to the website, instructions for setting up your account and how to successfully print a completion certificate are all located at www.IdahoEMS.org on the *Education* page, under the heading *Initial Education*.

Step 5: Complete and submit an Idaho EMS Certificate of Eligibility Application.

Step 6: Candidates who have applied for licensure in any other state(s) must also submit an Idaho EMS License Verification Request form for any/all states where you have held or applied for an EMS license. The form is available at www.IdahoEMS.org on the *Provider Licensure* page under the *Reciprocity* heading. Fill out only the top portion between the two bold red lines and indicate which state(s) you are authorizing to furnish information.