



IDAHO DEPARTMENT OF
HEALTH & WELFARE

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Instructions for Reinstating an expired Emergency Medical Services (EMS) license.

If your EMS license has expired, you cannot represent yourself or provide patient care as an EMS provider in Idaho. If you do, you are breaking the law.

To represent yourself or provide patient care as an EMS provider in Idaho, you must reinstate your license within twenty-four (24) months of your license expiration date. The requirements listed below must be completed before reinstatement will occur. If your license is not reinstated within twenty-four (24) months of your license expiration date, you will need to retake your initial course and meet all other requirements to gain initial personnel licensure.

1. Complete an *Idaho EMS License Reinstatement Application* for your level of licensure and acquire all of the appropriate signatures. The reinstatement application can be found at www.idahoems.org in the Personnel Licensure tile. Choose the application that corresponds with the effective date of the license being reinstated.
2. Successful completion of transition requirements for the license level being reinstated is required in most cases. (These hours may be counted towards your continuing education requirements.) Include proof of completion of transition requirements with the reinstatement application. Submit the *EMS Personnel License Transition Application* along with the reinstatement application.

NOTE: The AEMT-85s license level may not be reinstated. AEMT-85s may complete EMT-2011 transition requirements and reinstate at that level or complete all AEMT-2011 transition requirements and reinstate at that level.

3. Provide documentation of *continuing education* (CE) hours consistent with renewal requirements of the lapsed license plus additional CE hours for each month lapsed. (See grid below for required hours.) Record all required CE on the Education Record of the reinstatement application.
4. Apply for the *Assessment* exam for the lapsed level of licensure at www.nremt.org. Directions for completing this step are attached.

5. Complete a Department of Health and Welfare Criminal History *background check* for EMS. Apply for the background check and schedule a fingerprinting appointment at <https://chu.dhw.idaho.gov>. Use Employer Identification Number (EIN) **1350**.
6. If the effective date of your lapsed license was after July 2011, send an *Idaho EMS License Verification Request* form to any/all states where you have held or applied for an EMS license. The form will be submitted to the Idaho EMS Bureau office for review by the verifying state. (The form is attached to the reinstatement application.)
7. Include a copy of your *photo ID*.
8. Advanced EMT and Paramedic candidates must include \$35.00 licensure fee.
9. When you are finished with all of the above and have all the required signatures, *submit all of the documents* to the EMS Bureau, P.O. Box 38720, Boise, ID 83720; or FAX 208-334-4015; or e-mail EMSProvLic@dhw.idaho.gov.

Our staff is available at 1-877-554-3367 or 334-4000 to answer any questions that you might have concerning your license reinstatement.

Level of Lapsed License	Effective Date of Lapsed License	Continuing Education Hours Required for Reinstatement
Emergency Medical Responder	prior to July 2011	6 CE hours plus 10 minutes for each month lapsed
Emergency Medical Responder	after July 2011	24 CE hours plus 45 minutes for each month lapsed
Emergency Medical Technician	2007 thru March 2009	48 CE hours plus 60 minutes for each month lapsed
Emergency Medical Technician	April 2009 thru June 2011	24 CE hours plus 40 minutes for each month lapsed
Emergency Medical Technician	after July 2011	48 CE hours plus 90 minutes (1.5 hours) for each month lapsed
Advanced Emergency Medical Technician	2008 thru March 2009	54 CE hours plus 60 minutes for each month lapsed
Advanced Emergency Medical Technician	April 2009 thru June 2011	24 CE hours plus 60 minutes for each month lapsed
Advanced Emergency Medical Technician	after July 2011	54 CE hours plus 135 minutes (2.25 hours) for each month lapsed
Paramedic	All	72 CE hours plus 180 minutes (3 hours) for each month lapsed