



IDAHO DEPARTMENT OF HEALTH & WELFARE

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Instructions for obtaining an Idaho Emergency Medical Services license by Reciprocity

- 1) A transition course may be needed if your initial training was not based on the 2011 Idaho EMS Curriculum which is based on the National Education Standards. 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*. If you believe your education was based on the National Education Standards, we would need verification of this. If you do not need to take the Idaho Transition Course, you will still need to take Idaho Extrication Awareness (EA) which is on line at TRAIN Idaho. See instructions about TRAIN Idaho in #7 below.
- 2) Complete and submit an *Idaho EMS Reciprocity* application for your level of licensure. The application is available at www.idahoems.org in the center of the *Provider Licensure* tile.
 - Include a copy of your photo ID. Acceptable forms of ID are: driver's license, state identification card and military identification card.
- 3) 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 returned to the Idaho Bureau of EMS & Preparedness office by the verifying state. The form is available at www.idahoems.org in the center of the *Provider Licensure* tile under *Reciprocity*. It is also attached to the *Idaho EMS Reciprocity* application.
 - Remember, you must hold a current license to receive Idaho licensure by Reciprocity.
- 4) Pass the National Registry of EMT's (NREMT) computer-based assessment examination for your license level. An examination application will not be approved until the *Idaho EMS Reciprocity* application and *Idaho EMS License Verification Request* forms are received by our office. An affiliation signature will not be necessary for examination approval.
 - Apply for the assessment examination at www.nremt.org
 - Directions for completing this step are below.
- 5) A Department of Health and Welfare Criminal History Unit background check.
 - You can apply for the background check at <https://chu.dhw.idaho.gov>
 - Use Employer Identification Number (EIN) 1350.
 - Frequently asked questions are answered below.
- 6) Secure affiliation with a licensed Idaho EMS agency (not necessary for examination approval).
- 7) Reciprocity candidates must complete an Idaho specific Landing Zone Officer course to qualify for licensure. This online course is found at TRAIN Idaho <https://id.train.org>. Instructions for setting up your account, using the website and successfully printing a completion certificate are located at www.idahoems.org under LZO or EA in either the *Education* or *Provider Licensure* tiles.
- 8) Advanced EMT and Paramedic candidates must include a \$35.00 licensure fee with their reciprocity application.

If you have any further questions, please call the Idaho EMS Bureau toll free at 877-554-3367.

Criminal History Background Check Information

1. Who Must Complete a Criminal History Background Check?
 - A. All applicants for initial Idaho EMS certification must undergo a criminal history background checks (CHC). The Department of Health and Welfare Criminal History Unit (CHU) conducts all CHC's for Idaho EMS certification.
 - B. Applicants can begin their CHC online at <https://chu.dhw.idaho.gov>. Applicants with questions concerning the CHC process may contact the CHU by phone at 1-800-340-1246 or 332-7990 in the local Boise area or by e-mail at crimhist@dhw.idaho.gov.
2. How is Fingerprinting Accomplished? Applicants can submit their fingerprints during the appointment they schedule online at a CHU office or by mail.
 - A. When the fingerprints are captured electronically at a CHU office, a CHC with no findings requiring further investigation is typically completed within four to seven days.
 - B. When the fingerprints are submitted on a paper fingerprint card, a CHC with no findings requiring further investigation is typically completed within three to four weeks.
3. What Employee ID Number should a CHC applicant use?
 - A. EMS applicants should use the four digit number EMS Bureau Employer ID #1350 when registering for their CHC.
 - B. An applicant may use an employer ID number supplied by their local EMS agency or fire department; however, applicants should always include the EMS Bureau ID #1350 number in their CHC on-line application.
4. How is the EMS Bureau Notified of Criminal History Background Check Results?

Upon successful completion, the applicant can log in to their CHU account and print a copy of the Notice of Clearance Letter. A copy of this letter should be included with application materials submitted to the EMS Bureau.
5. What are the Potential Results of a Criminal History Background Check?

The applicant can be permanently denied, denied for a period of up to five years for certain offenses, conditionally denied for a period of three years or cleared.
6. When can the Applicant apply for licensure as EMS Personnel in Idaho?

The applicant is eligible to apply when the "Notice of Clearance Letter" is issued.
7. How long is a CHC Clearance Valid?

Criminal history clearance results may be used for up to three years.
8. When Is a New Criminal History Background Check Required?
 - A. A new background check is required each time an EMS license holder applies for a new licensure level.
 - B. A new background check is required when Idaho EMS license has lapsed and the applicant is applying for reinstatement.
9. When May a New Criminal History Background Check Become Necessary?
 - A. The EMS Bureau may, at its discretion, require a licensed EMS license holder to resubmit for a CHC.
 - B. An EMS license holder required to complete a CHC must complete the self-declaration application and submit fingerprints within 14 days from the date of notification.

Follow These Steps to Apply For Your NREMT Assessment Exam

Follow these easy steps to apply to take the **Assessment** NREMT exam. If you need additional assistance, please contact NREMT at (614) 888-4484.

Create Your Account

- Go to www.nremt.org
- Click on 'Login' (found in the blue bar at the top of the page)
- Click on 'Set Up New Account'
- Complete all information in this section as prompted
- Request user role of 'Registrant or Candidate' (do not complete any information within the gray box)
- Read the submission statement
- Click on 'Submit'

Login

- After you have completed Step 1, you can follow the link and login with the username and password you created

Manage Your Account Information

- Complete all information in the Personal Account Information fields as prompted.
- When you have completed all fields, click 'Save'. You will receive a message indicating 'Account Saved'

Create a New Application

- Click on 'Create a New Application'
- Review the Personal Information Summary – if any items are incorrect, make corrections by clicking on 'Manage Account Information'
- At the **“Application Level”**, click on the drop down box; at the bottom you will see **“Assessment Exams”**. Click on **“Assessment (choose the level at which you wish to test)”**, then click on **“next”**. Select the State (Idaho), then select a reason (Example: Reinstatement, Reciprocity) Review the Entry Requirements; check the acknowledgement to complete the online application
- Complete any statements as prompted
- Click on 'Next'
- Complete all information in this section as prompted.
- Read the acknowledgement prior to clicking 'Submit'. Clicking 'Submit' is your electronic signature and indicates that you have read, reviewed and agree to the acknowledgement.

Pay Application Fee

- It is recommended that you pay your application fee at the time you complete your online application. However, if you choose, you may pay at a later date. **An Authorization to Test (ATT) will not be issued until payment has been received and all other verifications are complete. Your Authorization to Test letter will provide contact information to the Pearson Vue test center to set up your appointment to test.**
- You can pay by credit/debit online or print a money order tracking slip for mailing your money order to the NREMT.