Before you start:

- A fingerprint-based criminal background check is required for all applicants applying for initial EMS licensure in Idaho. To initiate the background check process, follow these steps:
  
  • You will need to personally initiate your background check by contacting the **IDHW Criminal History Unit (CHU)** directly at 208-332-7990 or 800-340-1246. Our office will not initiate your background check. Background checks from any other source will not be accepted.
  
  • For EMS personnel licensure applicants, use “Agency Number” **1350** on the CHU criminal background check form when initiating your background check. This number identifies the type of background check used by the EMS Bureau for all EMS providers. Note that this is **not** the license number of the specific EMS agency you will be working for. Due to CHU regulations, background checks completed under any agency number identifier other than **1350** will not be accepted for EMS personnel licensing.
  
  • The CHU will then give you instructions regarding submission of your fingerprints for the background check. You will have to pay a fee for this background check.
  
  • The results of the background check will be automatically sent to our office.
  
  • Convictions of certain crimes may render you ineligible for EMS licensure in Idaho. The CHU can provide a list of crimes / convictions that will result in a denial of EMS licensure in Idaho. Contact CHU directly for this information.

- The CHU background check is the most time-consuming part of the application process for initial EMS provider licensure in Idaho. This delay can be minimized by contacting the CHU as early as possible to start the background check process. You may start the background check process at any time, even if you have not yet started an Idaho EMS license application.

- In addition to the background check, our Bureau will verify your required education records, EMS license status in other states, NREMT records, and conduct a search of the National Provider Data Base (NPDB) for any negative license actions reported against you. Certain negative license actions taken against you may render you ineligible for licensure in Idaho.

- Also, per Idaho regulations, you will be required to take and pass the computerized NREMT Registry Exam for the license level you are applying for, even if you are currently registered with the NREMT, unless you have taken and passed the exam within the past 24 months (AEMT and Paramedic) or 36 months (EMR and EMT). For more information about this process, please contact our office at 208-334-4000.

  Please don’t hesitate to contact our office at 208-334-4000 with any questions you may have.
Go to www.IdahoEMS.org

On the main page, select “IGEMS” to start the application process.

NOTE: Paper applications for EMS provider licensure are not accepted.
If you already have an IGEMS account, log in.

If you do not have a personal IGEMS account, you will need to create one prior to starting an application for licensure. Select “Create Account” to set up your personal profile. After your profile is created, you will have access to the license application.
Select "Applications"
After identifying the correct application, click “Apply Now.”

Make sure you identify the correct application form before selecting it!
1. Fill in your name.

2. You must submit a copy of a current government-issued picture ID. Select the form of ID you will upload and input the expiration date.

3. Upload a copy of your ID, front and back.

After uploading your ID, scroll down the page.
1. Select license level: Advanced EMT or Paramedic (if you are filling out a BLS license application, you will see an EMR or EMT option here).

2. Make sure you meet the requirements. If you do not, you are not eligible for licensure.

3. Select the appropriate box. If “Yes,” a dropdown menu will appear requiring you to select the qualification requirements you have met. **NOTE:** selecting your qualifications in this menu triggers an automated search of NREMT records and/or Idaho course rosters for verification.

When this section is completed, scroll down the page.
You will be required to undergo a background check by the IDHW Criminal History Unit prior to licensure (see the last page of this guide for further details).
If you are currently affiliated with an Idaho EMS agency and appear on that agency’s roster, select “Yes.” If you are not currently affiliated with an agency, select “No.” You are still eligible to continue the application process to obtain a “Certificate of Eligibility (COE)” if you meet all other requirements. If you are issued a COE, you are eligible to be issued an EMS license when you become affiliated with an agency. **NOTE: a COE does not allow you to practice as an EMS provider.** You must obtain agency affiliation and have an actual provider license before practicing as an EMS provider.

**Important**

**If you answer Yes, and a CHU Application has NOT been created before this application is submitted, then the eligibility requirement has not been met and the application will be Denied.**

*Required: I acknowledge my CHU application has been submitted and I understand that this application will be deemed ineligible if it has not.

Idaho EMS Agency Affiliation

Applicants for licensure must affiliate with a licensed Idaho EMS Agency that functions at, or above, the level of licensure being sought.

*Have you obtained affiliation with an Idaho Licensed EMS Agency?*

- Yes
- No

If you have any questions or concerns while using IGEMS, you can contact the provider assistance line at EMSPROVLC@dhhs.idaho.gov or 1-877-854-3367 toll free.

Idaho Department of Health & Welfare
Division of Public Health
1. If you have an official affiliation with an EMS agency in Idaho, click “yes.”

2. If you selected “yes” in step 1, select the agency you are affiliated with in this menu. The level the selected agency practices at will auto-populate. Remember, the agency must be licensed at or above the level you are applying for. A selection from this menu will trigger an automated search of the agency’s roster to verify your affiliation. If you are not yet listed on that agency’s roster in IGEMS, contact that agency’s administrator.

3. Click on “Submit Eligibility Information.”
Select “Yes” if you have been licensed in another state, then identify the states where you are / were licensed. If you have ever had license action taken against you by another state, or had another state refuse to license you, you must report it to us, along with the circumstances. If not, select “No.”

After completing this section, continue to scroll down the page.
Paramedics and AEMT applicants must pay an application fee for licensure. EMR and EMT applicants are not required to pay a fee. Select the appropriate method of payment.

Before signing and submitting your application, review it in detail. Once you sign and submit, the application cannot be changed without calling our office and requesting it to be reopened.

After reviewing your application for accuracy, sign your application with your IGEMS password and click “Submit.”

If you left out any required information when completing this page, the application will not submit, and you will be directed to the items that are missing required information so you can complete them.
After your application has been submitted, you will be directed to this page. If you elected to pay your fee online, you must select “checkout” to pay your application fee. Your application will not proceed in the approval process until this fee has been paid.
To check the status of your application, return to your account home page by clicking on “My Account.”
To check the status of your application, click on “Check App Status.”
The status of your application will appear here:

Our office will be contacting you via email with application status updates, requests for more information, etc. If you have any questions, please give us a call at 208-334-4000.