

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.

Idaho Initial EMS Provider License Application Guide

Go to www.IdahoEMS.org

The screenshot shows the Idaho Department of Health and Welfare website. The main navigation menu includes Home, Families, Children, Food/Cash/Assistance, Health, Medical, Providers, Contact Us, and About Us. The 'Contact Us' section is highlighted, featuring a large blue banner with the text 'Contact Us' and 'EMS Bureau Contact Information'. Below the banner are several service icons: REPLICA, FAQs, Find us on facebook, NEWSLETTER, TRAIN, IGEMS, Investigations Complaint Form, Idaho Code & Rule, TOWN HALL, Public Records Request, what's new?, and RESOURCES. A red arrow points to the 'IGEMS' button.

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

NOTE: Paper applications for EMS provider licensure are not accepted.



IGEMS

IDAHO'S GATEWAY FOR EMERGENCY MEDICAL SERVICES
BUREAU OF EMERGENCY MEDICAL SERVICES & PREPAREDNESS

- IdahoEMS.org
- NREMT
- TRAIN Idaho
- CHU Background Check
- EMS Licensure
- Education
- EMSPC
- EMSAC
- IGEMS-PCR

- Account Login
- Training
- Lookup

Welcome to the Idaho Gateway for EMS (IGEMS) license management system for EMS Personnel and Agencies in the State of Idaho.

We are very excited about our new licensure system and the efficiencies it has created. As with any significant change, complications are to be expected. We ask that you will help us identify issues by communicating those to us as you experience them. Contact information is at the bottom of each page. With your help, we can streamline processes within IGEMS to make it the most user-friendly license management system.

****If you have been a student or licensed as an EMS provider prior to October 24th, 2016 you can use the Claim Account option to match your imported information to your IGEMS account.****

Check to see if you have information already imported to IGEMS. [Personnel Lookup](#)

If you do, then claim your account. [Claim my Account](#)

[IGEMS User Guide](#)

Login

[Forgot Username or Forgot Password?](#)

[Login](#) [Create Account](#)

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.

If you already have an IGEMS account, log in.

IGEMS

IDAHO'S GATEWAY FOR EMERGENCY MEDICAL SERVICES

BUREAU OF EMERGENCY MEDICAL SERVICES & PREPAREDNESS

IdahoEMS.org NREMT TRAIN Idaho CHU Background Check EMS Licensure Education EMSPC EMSAC IGEMS-PCR

- My Account
 - Profile
- Applications
- Training
- Agency
- Lookup

My Account

Pauline *Para-med | Logout

Select "Applications"

Personnel Tools	Applications	Check App Status	Training Report
	Pay Fees	What's New? <small>New</small>	Submit CE Hours <small>New</small>

Pauline *Para-med
Advanced 85
Number: 180704
Issued: 04/13/2015
Expiration: 09/30/2018

Generate Card

No forms pending

0 New training added
0 Upcoming training this week
0 Upcoming test this week

I am looking for...

Personnel

Last Name Name

First Name

GO

Browser address bar: https://www.idahoemlicense.net/public/idaho/applications/my_list/

Navigation tabs: IdahoEMS.org, NREMT, TRAIN Idaho, CHU Background Check, EMS Licensure, Education, EMSPC, EMSAC, IGEMS-PCR

Header: BUREAU OF EMERGENCY MEDICAL SERVICES & PREPAREDNESS

Right side: Welcome, Pauline *Para-med | Logout

Left sidebar menu:

- My Account
- Applications**
 - Continue
 - Checkout
 - Transaction
- Training
- Agency
- Lookup

Main content area:

Available Applications

Begin a new application, or click one of the links in the left menu to work with an application you have already begun.

My Applications | Service Applications

*Para-med, Pauline (180704)
Advanced 85
Issue Date: 04/13/2015
Expiration Date: 09/30/2018

Applications	Action
Provider BLS License - Initial EMT & EMR - Application for initial 3 year license based on Idaho EMS Course, Reciprocity, or National Registry. **Must have parental consent if 16 or 17 years old**	Apply Now
Provider ALS License - Initial AEMT & Paramedic - Application for initial 2 year license based on Idaho EMS Course, Reciprocity, or National Registry. **Must be 18 years old or older.**	Apply Now
Provider BLS License - Reinstatement EMT & EMR License reinstatement if license expired within the last 24 months.	Apply Now
Ambulance Based Clinician - Initial Ambulance Based Clinicians (ABC) are professionally licensed as an RN, PA, or APN and have completed the ABC Curriculum or EMT Initial Course. To obtain an ABC Certificate provide your qualifying license information and Idaho EMS Agency affiliation. The ABC Certificate will expire if your qualifying license expires or is revoked.	Apply Now
EMT Optional Modules	Apply Now
NREMT Cognitive Exam Voucher The Exam Voucher is intended for students attempting to become licensed volunteers. It requires course completion and doesn't cover re-testing costs.	Apply Now

Make sure you identify the correct application form before selecting it!

After identifying the correct application, click "Apply Now."

Initial Provider ALS

Page 1 Page 2

Section 1

Idaho Bureau of Emergency Medical Services & Preparedness

EMS Personnel Licensing - Initial Application

*First Name
Pauline

*Last Name
*Para-med

Valid Photo Identification Required

Please provide one of the valid forms of photo identification:

*Valid Type of Photo ID Submitted:
State Driver's License

*Expiration Date:
mm/dd/yyyy Today

*Save a copy of your Photo ID to your computer, then Click on the Upload file button to locate the file.

Upload File

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.

Valid Identification

License Level

Please select the level of licensure you are seeking in the state of Idaho.

*Application for License Level:

Advanced 2011

Paramedic 2011

-Eligibility Requirements-

Failure to meet eligibility requirements automatically withdraws applications & voids any licensing process approvals!

By submitting this eligibility verification, I certify that the information I have provided within, including any attached supplemental information, is true, complete, and correct. Failure to meet eligibility requirements will automatically withdraw my application from the licensing process. I understand that all information is subject to audit and that violation of IDAPA 16.01.07 "Emergency Medical Services – (EMS) Personnel Licensing Requirements" or 16.01.12 "Emergency Medical Services (EMS) – Complaints, Investigations, and Disciplinary Actions" may result in denial, refusal to renew, suspension, or revocation of my EMS license.

Qualifiers

Do you meet one of the following eligibility requirements to apply for an Idaho EMS License?

- I passed an **Idaho EMS Initial Course** and the standardized exam at or above the license level of this application.
- I possess a **current EMS License in another state** at or above the license level of this application.
- I possess a **current National Registry of EMTs (NREMT) registration** at or above the license level of this application.

No I have not met any of the 3 requirements

Yes I have met at least one of the 3 requirements.

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.

https://www.idahoemlicense.net/public/idaho/portal#/application/D82EB0D5-9B45-E911-80D4-001DD8B723FB/response/fb2eb0d5-9b45-e911-80d4-001dd8b723fb/true

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to renew, suspension, or revocation of my EMS license.

Qualifiers

Do you meet one of the following eligibility requirements to apply for an Idaho EMS License?

- I passed an [Idaho EMS Initial Course](#) and the standardized exam at or above the license level of this application.
- I possess a [current EMS License in another state](#) at or above the license level of this application.
- I possess a [current National Registry of EMTs \(NREMT\) registration](#) at or above the license level of this application.

No I have not met any of the 3 requirements

Yes I have met at least one of the 3 requirements.

IDHW Criminal History Unit Background Check

Have you successfully completed a criminal history background check by the *Idaho Department of Health & Welfare's Criminal History Unit (CHU)* within the last 36 months?

No I haven't applied for a CHU background check

Yes I have applied for a CHU background check or have cleared a CHU background check within the last 3 years.

If you have any questions or concerns while using IGEMS, you can contact the Idaho Bureau of EMS & Preparedness at EMSPROVLIC@dhw.idaho.gov or 1-877-554-3367 toll free.

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DIVISION OF PUBLIC HEALTH

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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).



Continue to scroll down the page

****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: 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
at EMSPROVLIC@dhw.idaho.gov or 1-877-554-3367 toll free.

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DIVISION OF PUBLIC HEALTH

You must be officially affiliated with an Idaho EMS agency operating at or above the level you are applying for in order to be eligible for licensure as a provider. For example: if you are applying at the Paramedic level, you must be affiliated with a Paramedic agency. You will not be eligible for ALS licensure if you are only affiliated with a BLS agency.

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.

https://www.idahoemlicense.net/public/ida/portal#/application/D82EB0D5-9B45-E911-80D4-001DD8B723FB/response/fb2eb0d5-9b45-e911-80d4-001dd8b723fb/true

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*Required: I acknowledge my CPO 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

Select the qualifying agency you have obtained affiliation for the purpose of licensure.

*Agency Affiliation for the purpose of this application.

Select Agency Affiliation for the purpose of this application.

Submit Eligibility Information

If you have any questions or concerns while using IGEMS, you can contact the Idaho Bureau of EMS & Preparedness at EMSPROVLIC@dhw.idaho.gov or 1-877-554-3367 toll free.

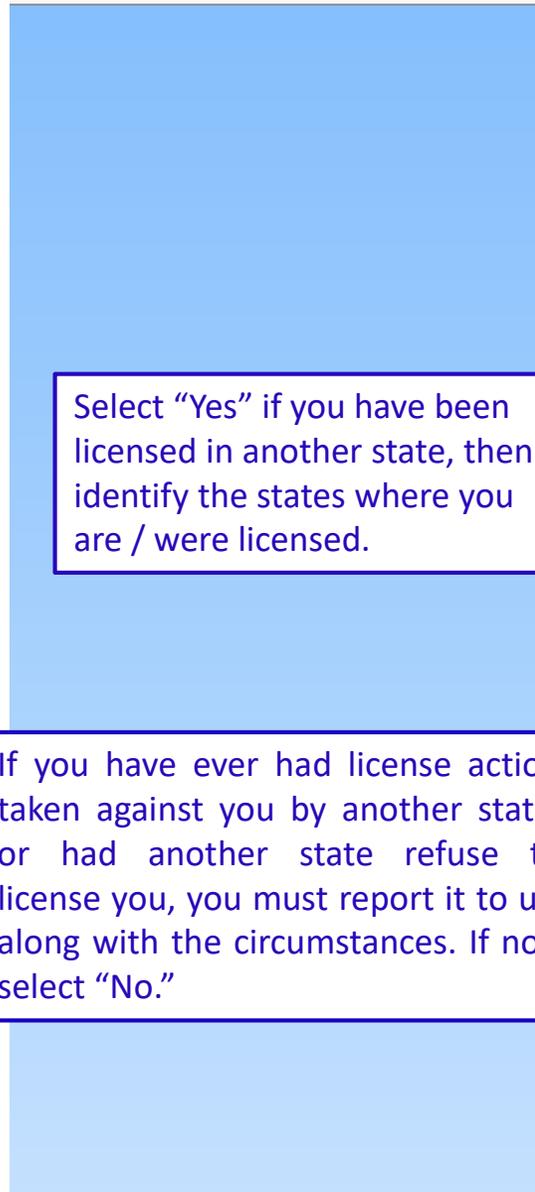
IDAHO DEPARTMENT OF HEALTH & WELFARE
DIVISION OF PUBLIC HEALTH

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1. If you have an official affiliation with an EMS agency in Idaho, click "yes."

3. Click on "Submit Eligibility Information."

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.



Section 1

Agency of Affiliation Clinical Level

Your agency of affiliation must be licensed at or above the clinical level of this license application.

If your agency's clinical level was able to be verified automatically, then the Validated level will be below.

Validated for Level
Paramedic 2011

License Declarations from Other States

Have you ever held or applied for an EMS License or Certificate in any other state?

*Current or inactive:
 Yes
 No

*Select all states you have previously held or currently hold an EMS license or certification

Alabama Alaska Arizona Arkansas California Colorado Connecticut Delaware Florida Georgia Hawaii Illinois Indiana Iowa Kansas Kentucky Louisiana Maine Maryland Massachusetts Michigan Minnesota Mississippi Missouri Montana Nebraska Nevada New Hampshire New Jersey New Mexico New York North Carolina North Dakota Ohio Oklahoma Oregon Pennsylvania Rhode Island South Carolina South Dakota Tennessee Texas Utah Vermont Virginia Washington West Virginia Wisconsin Wyoming District of Columbia

Licensure Adverse Action Disclosure

Have you ever had a medical provider license suspended, revoked, renewal refused or application denied?

Yes
 No

*If yes, then identify which state and what action took place.

License Fee Payment Method

Advanced & Paramedic Applicants for licensure must submit payment of the \$35.00 license fees at the time of their application.

Payment Options
Online: Select "Checkout" from the Applications menu. Select the fee associated with this application and select the "Pay Now" button to access the Idaho.gov "Access Idaho" system to complete payment by credit card, debit card, or electronic check.

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.

https://www.idahoemlicense.net/public/ida/portal#/application/D82EB0D5-9B45-E911-80D4-001DD8B723FB/response/fb2eb0d5-9b45-e911-80d4-001dd8b723fb/true

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License Fee Payment Method

Advanced & Paramedic Applicants for licensure must submit payment of the \$35.00 license fees at the time of their application.

Payment Options

Online: Select "Checkout" from the Applications menu. Select the fee associated with this application and select the "Pay Now" button to access the Idaho.gov "Access Idaho" system to complete payment by credit card, debit card, or electronic check.
Mail a check or money order: You will be emailed a payment voucher to include with your payment to the Bureau of EMS & Preparedness.
Direct Bill my Agency: Your agency will be asked to approve this request during the affiliation sign-off and must have a Direct Bill account established. You should only select this option if your agency has expressly directed, as this may delay your application if your request is declined. *If your agency does not have a Direct Bill account, you will not see this option to select below.*

*Select your method of payment:

On-line (Access Idaho)

Mail Check or Money Order

Agency Requested to be Billed Directly

After Submitting

****After selecting Submit on the bottom of your application, check the "Continue" section under Applications and your Email account for any requests by the Bureau for additional information.****
Your eligibility information will be verified by the Bureau after your submission. New forms will be attached or an Email will be sent if additional information is required by the Bureau.

Applicant Signature

By submitting this application, I certify that the information I have provided within this application, including any attached supplemental information, is true, complete, and correct. I understand that all information is subject to audit and that violation of IDAPA 16.01.07 "Emergency Medical Services - (EHS) Personnel Licensing Requirements" or 16.01.12 "Emergency Medical Services (EMS) - Complaints, Investigations, and Disciplinary Actions" may result in denial, refusal to renew, suspension, or revocation of my EMS license.

*Attesting Signature

Username: paramedicP

Password:

Submit

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.

The screenshot shows the IdahoEMS.org public portal. The browser address bar displays <https://www.idahoemslicense.net/public/idaho/portal#/applications/continue>. The page header includes the logo for the Bureau of Emergency Medical Services & Preparedness and a navigation menu with links: IdahoEMS.org, NREMT, TRAIN Idaho, CHU Background Check, EMS Licensure, Education, EMSPC, EMSAC, and IGEMS-PCR. A user is logged in as 'Pauline *Para-med' with a 'Logout' link. The main heading is 'Continue My Applications'. Below this, there is explanatory text and a search bar. A table titled 'Provider ALS License - Initial' shows application details: Status: Pending Bureau Review, Number: 180704, Level(s): Paramedic 2011, Forms: 1 of 2 completed, Initiated On: Mar 13, 2019, and Issue Date. A 'Forms' table below lists the application with columns for Form, Requested, Completed, and Action. The table shows one record for 'Initial Provider ALS' with a 'View PDF' link. At the bottom, there are pagination controls: 'Records 1-1 of 1 | First | Previous | Next | Last | Page 1 | Per Page 10'.

If you have any questions or concerns while using IGEMS, you can contact the Idaho Bureau of EMS & Preparedness at EMSPROVLIC@dhw.idaho.gov or 1-877-554-3367 toll free.

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- IdahoEMS.org
- NREMT
- TRAIN Idaho
- CHU Background Check
- EMS Licensure
- Education
- EMSPC
- EMSAC
- IGEMS-PCR

- My Account**
- Applications
 - Continue
 - Checkout 1
 - Transaction
- Training
- Agency
- Lookup

Welcome, Pauline *Para-med | Logout

Continue My Applications

This section allows you to work with the forms for applications you have already started. Click *Start* to work with forms you have not yet started filling out, *Continue* for forms that are still in progress or the *PDF* icon to view a form you already completed.

You can click the grey header bar for any license application to expand or collapse the list of forms associated with that license. Additionally, you can use the filters and search box at the top of the page to narrow down which licenses are displayed on this page. After you have entered search criteria, click *Go* to search for licenses matching your criteria. If you want to view all licenses again, click *Clear*.

Provider ALS License - Initial

Status: Pending Bureau Review
Number: 180704
Level(s): Paramedic 2011
Forms: 1 of 2 completed

Initiated On: Mar 13, 2019
Issue Date:
Expiration Date:

Form	Requested	Completed	Action
Initial Provider ALS	Mar 13, 2019	Mar 13, 2019	View PDF

To check the status of your application, return to your account home page by clicking on "My Account."

Browser address bar: <https://www.idahoemlicense.net/public/idaho/account/>

Navigation tabs: Infonet | Home | In-State Training & Travel - My... | Emergency Medical Services | State of Idaho Public Portal

IGEMS
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BUREAU OF EMERGENCY MEDICAL SERVICES & PREPAREDNESS

Navigation menu: IdahoEMS.org | NREMT | TRAIN Idaho | CHU Background Check | EMS Licensure | Education | EMSPC | EMSAC | IGEMS-PCR

Welcome, Pauline *Para-med | Logout

My Account

My Account

- Profile
- Applications
- Training
- Agency
- Lookup

Personnel Tools	Applications	Check App Status	Training Report
	Pay Fees	What's New? <small>New</small>	Submit CE Hours <small>New</small>

Pauline *Para-med [Generate Card](#)

Advanced 85
Number: 180704
Issued: 04/13/2015
Expiration: 09/30/2018

No forms pending
1 Item waiting in checkout

0 New training added
0 Upcoming training this week
0 Upcoming test this week

I am looking for...
Personnel
Last Name: Name:
First Name:

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If you have any questions or concerns while using IGEMS, you can contact the Idaho Bureau of EMS & Preparedness at EMSPROVLIC@dhw.idaho.gov or 1-877-554-3367 toll free.

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To check the status of your application, click on "Check App Status."

The screenshot shows the IGEMS website interface. At the top, there is a navigation bar with links for IdahoEMS.org, NREMT, TRAIN Idaho, CHU Background Check, EMS Licensure, Education, EMSPC, EMSAC, and IGEMS-PCR. A user is logged in as 'Pauline *Para-med'.

The main content area is titled 'Continue My Applications'. It includes a search bar and a list of applications. One application is expanded to show details:

- Provider ALS License - Initial**
- Status: Pending Bureau Review
- Number: 180704
- Level(s): Paramedic 2011
- Forms: 1 of 2 completed
- Initiated On: Mar 13, 2019
- Issue Date:
- Expiration Date:

A table below shows the application forms:

Form	Requested	Completed	Action
Initial Provider ALS	Mar 13, 2019	Mar 13, 2019	View PDF

A blue callout box with a white border and blue text points to the 'Status: Pending Bureau Review' field. The text inside the box reads: 'The status of your application will appear here:'.

At the bottom of the page, there is a footer with contact information: 'If you have any questions or concerns while using IGEMS, you can contact the Idaho Bureau of EMS & Preparedness at EMSBPOU16@idaho.gov or 1-877-554-2867 toll free'.

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.