

EMS Relicensing Checklist

PLEASE ALLOW 30 BUSINESS DAYS FOR APPLICATION PROCESSING

Application Submission

It is preferred that you submit your application by email.

➤ *Emailing your application assists in providing the shortest possible turnaround time for your license.*

When submitting your application by email you will receive an email reply (to the email address you used to send your application) verifying the Bureau's receipt of your application. If additional information is required, we will contact you at the telephone number provided on your application.

➤ *Simple instructions are provided below for email submission of your application.*

In order to provide accurate and timely processing of your application please assure the following:

[] Application is complete and legible.

[] **Provide a current email address on your application form. YOUR LICENSE WILL BE SENT AS AN ATTACHMENT TO AN EMAIL TO THIS EMAIL ADDRESS. (Check your junk email & spam).**

- We will also provide an expiration reminder, 120 days prior to expiration of your license, to this email address. Please notify us if you change email addresses.

[] CEU Declaration form (if applicable) is complete and bears your signature (type your name and date in the boxes specified). **DO NOT SEND INDIVIDUAL CERTIFICATES.**

➤ Explanations of credits required to relicense may be found here for **PARAMEDICS**:
<http://health.mo.gov/safety/ems/pdf/2003COREREQUIREMENTSFOREMT-P.pdf>

And here for **EMT-BASICS**:

<http://health.mo.gov/safety/ems/pdf/2003COREREQUIREMENTSFOREMT.pdf>

- You may attach a summary of your required CEU's instead of completing the CEU Declaration pages but you must sign one of the CEU Declaration pages and submit it with your application.
- Please submit your CEU summary as an attachment to your email.

[] Verification of Required Certifications form is complete and signed (type your name and date in the boxes specified). **Do not send copies of certification cards.**

CRIMINAL BACKGROUND INVESTIGATIONS

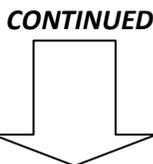
The Bureau is required to complete a criminal background investigation on every applicant. Applicants residing in the State of Missouri for the past five (5) consecutive years will be checked through the Missouri Highway Patrol.

- If you have resided outside the state of Missouri at any time during the last five years you must provide two "applicant" FBI Fingerprint cards with your application. Applicant fingerprint cards should be available at your local or state law enforcement agency. Instructions on how to complete the cards can be found here: <http://health.mo.gov/safety/ems/pdf/fingerprintcard.pdf>

Mail your completed application, copies of certifications and finger print cards to:

Bureau of EMS, 3418 Knipp, Suite F, Jefferson City, MO 65109-0571

Processing of fingerprint cards may take up to 30 days and will extend the processing time of your application.



INSTRUCTIONS FOR APPLICATION SUBMISSION BY EMAIL

- ✓ Save the application (the document you now have opened) to your computer.
- ✓ Open the saved document and type in all of the requested information.
- ✓ Sign the Application, CEU Declaration pages (if applicable) and Required Certification Verification page by typing your name and the date in the boxes specific.
- ✓ Close and save the completed document.

Open: emslicensing@health.mo.gov

- ✓ Attach your completed application document.
- ✓ In the Subject box enter "Application" and your name.
- ✓ Provide any information you would like us to know in the text box.
- ✓ CLICK SEND.

You will receive a confirmation of receipt response at the email address you sent your application from.