

September 18, 2009

Dear Colleagues,

I hope this finds you all doing well.

As the summer draws quickly to an end, it is hard to believe that it is time for yet another licensure renewal period to begin. **This year, the EMS Bureau is making a change in what you are required to submit with your renewal packet,** with the hopes of reducing your mailing costs and the amount of waste generated.

As you know, the Licensure Rule (7.27.2.10 NMAC) requires that all licensure levels must complete a set number of Continuing Education (CE) hours in order to renew a license. In the past, we have required the originals and/or copies of all of your CE certificates to document your completion of this requirement. **Beginning with this renewal cycle, for the CE requirement only, we are asking that you simply list your EMS Bureau approved CE classes and associated information on the Continuing Education Documentation Form.** This form is available on our website, along with the renewal application.

The following specific documentation must continue to be submitted:

- Application for renewal
- Approved and valid CPR certification
- An EMS Bureau approved refresher course certificate, or the blueprinted CE equivalents appropriate for your level. If submitting CE equivalents, you must submit the original CE certificates in lieu of the refresher certificate. Listing CE equivalents for a refresher on the documentation form discussed above will not suffice.
- For Paramedics, an approved and valid advanced cardiac life support certification.
- All of the standard fees and required signatures

The EMS Bureau will be auditing 10 – 20% of the applications we receive. If an individual is selected for an audit, the individual must provide the original and/or copies of the CE certificates listed on the submitted documentation form. Anyone who has provided fraudulent information is subject to discipline per Licensing Rule (7.27.2.13 G(2) NMAC). If an individual from an EMS service has provided fraudulent information, all of the individuals at that service will be subject to an audit of their renewal application documentation as well.

We believe that this change will allow for a more efficient licensure renewal period.

Thank you for your dedication to our profession. Be safe!

Sincerely,



Kyle L. Thornton  
EMS Bureau Chief

# **RENEWAL REQUIREMENTS**

## **EMS Dispatch Instructor**

- ◀ **Submit application with original signature(s)**
- ◀ **Appropriate fees** (fee schedule below)

### **EMS Dispatcher RENEWAL FEE SCHEDULE**

(Check, Money Order or Purchase Order Made Payable To The EMS Bureau)

	<b>NORMAL RENEWAL FEE</b>	<b>*MARCH RENEWAL FEE</b>	<b>**REINSTATEMENT FEE</b>
<b>Emergency Medical Dispatch Instructor</b>	<b>\$25</b>	<b>\$75</b>	<b>\$150</b>

\*Note March renewal fee: A higher fee that will be assessed in the last month of license renewal (March) due to the requirement for speedier processing

\*\*Note Reinstatement Fee: Allows for reinstatement during April or May if the person has completed all renewal requirements before the December that occurs prior to expiration, but failed to renew. A penalty fee will be assessed for submitting late.

- ◀ **Verification from a bureau approved EMD training program showing that the EMD-Instructor is in good Standing**
- ◀ **Documentation showing completion of all EMD continuing education renewal requirements**
- ◀ **Copy of current EMT license of EMT-B or higher**
- ◀ **Documentation of current CPR**

**Acceptable CPR:** American Red Cross "CPR for the Professional Rescuer" or "BLS Instructor Card"

American Heart Association Health Care Provider "BLS Provider" or "BLS Instructor Card"

National Safety Council "Level III CPR Course", "Professional Rescuer CPR Course" or "BLS Instructor Card"

Medic First Aid "Healthcare Provider" CPR Course or "BLS Instructor Card"

American Safety & Health Institute "CPR Pro"

# Emergency Medical Dispatcher

◀ Submit application with original signature(s)

◀ Appropriate fees (fee schedule below)

## EMS Dispatcher RENEWAL FEE Schedule

(Check, Money Order or Purchase Order Made Payable to the EMS Bureau)

	NORMAL RENEWAL FEE	*MARCH RENEWAL FEE	**REINSTATEMENT FEE
Emergency Medical Dispatcher	\$20	\$60	\$120

\*Note March renewal fee: A higher fee that will be assessed in the last month of license renewal (March) due to the requirement for speedier processing

\*\*Note Reinstatement Fee: Allows for reinstatement during April or May if the person has completed all renewal requirements before the December that occurs prior to expiration, but failed to renew. A penalty fee will be assessed for submitting late.

◀ 24 contact hours of bureau approved CE activity of which

12 hours shall be medical subjects/skills, and 12 hours of dispatch related subjects/skills,

Unless the EMD is also a licensed EMT; the EMD may then use these contact hours of continuing education

Activity obtained during the renewal period for the EMT licensure toward the medical renewal requirements

◀ Provide evidence of current bureau approved CPR certification; or, if physically unable to be certified for CPR, provide Written documentation of current knowledge and practical applications of CPR

## First Responders

- ◀ Application with original signatures
- ◀ Appropriate fees (fee schedule listed below)

<b>EMS First Responder RENEWAL FEE SCHEDULE</b>			
(Check, Money Order or Purchase Order Made Payable To The EMS Bureau)			
	NORMAL RENEWAL FEE	*MARCH RENEWAL FEE	**REINSTATEMENT FEE
<b>Emergency Medical First Responder</b>	<b>\$20</b>	<b>\$60</b>	<b>\$120</b>

\*Note March renewal fee: A higher fee that will be assessed in the last month of license renewal (March) due to the requirement for speedier processing

\*\*Note Reinstatement Fee: Allows for reinstatement during April or May if the person has completed all renewal requirements before the December that occurs prior to expiration, but failed to renew. A penalty fee will be assessed for submitting late.

- ◀ Copy of Bureau approved Refresher Course Completion Certificate OR Refresher CE blueprint equivalent

An alternative to a formal refresher course will consist of CE contact hours as outlined below:

Continuing Education Category for refresher blueprint equivalent	Number of CE
Preparatory	1
Airway and Ventilation	2
Patient Assessment	2
Medical Emergencies	4
Trauma Emergencies	4
Special Considerations	2
Operations	1

- ◀ Continuing Education (Bureau approved) in addition to refresher or CE equivalent

<b>Total Additional CE</b>	<b>8</b>
Of these hours - from any category	6
And these of pediatric content	2

- ◀ Copy of Current Bureau approved CPR (acceptable cards listed below)

**BLS CPR Training:** Basic Life Support CPR means training required for licensure that meets the intent of current Emergency Cardiac Care (ECC) Guidelines as approved by the Bureau, to include training in one-person CPR for adult and infant/child, and two-person CPR for adult.

**Bureau Approved CPR Courses are as follows:**

1. American Red Cross "CPR for the Professional Rescuer" or BLS Instructor Card
2. American Heart Association "BLS Healthcare Provider" or BLS Instructor Card
3. National Safety Council "Level III CPR Course", Professional Rescuer CPR Course" or BLS Instructor Card
4. "Medic First Aid CPR Course" or BLS Instructor Card
5. "American Safety & Health Institute "CPR Pro"

## EMT-BASIC

◀ Application with original signatures

◀ Appropriate fees (fee schedule listed below)

<b>RENEWAL FEE SCHEDULE</b>			
(Check, Money Order or Purchase Order Made Payable To The EMS Bureau)			
	NORMAL RENEWAL FEE	*MARCH RENEWAL FEE	**REINSTATEMENT FEE
<b>EMT – Basic</b>	<b>\$30</b>	<b>\$90</b>	<b>\$180</b>

\*Note March renewal fee: A higher fee that will be assessed in the last month of license renewal (March) due to the requirement for speedier processing

\*\*Note Reinstatement Fee: Allows for reinstatement during April or May if the person has completed all renewal requirements before the December that occurs prior to expiration, but failed to renew. A penalty fee will be assessed for submitting late.

◀ Copy of Bureau approved Refresher Course Completion Certificate OR Refresher CE blueprint equivalent

An alternative to a formal refresher course will consist of CE contact hours as outlined below:

<b>Continuing Education Category for refresher blueprint equivalent</b>	<b>Number of CE</b>
Preparatory	1
Airway and Ventilation	2
Patient Assessment	3
Medical Emergencies	6
Trauma Emergencies	6
Special Considerations	4
Operations	2

◀ Continuing Education (Bureau approved) in addition to refresher or CE equivalent

<b>Total Additional CE</b>	<b>24</b>
Of these hours - from any category	20
And these of pediatric content	4

◀ Copy of Current Bureau approved CPR (acceptable cards listed below)

**BLS CPR Training:** Basic Life Support CPR means training required for licensure that meets the intent of current Emergency Cardiac Care (ECC) Guidelines as approved by the Bureau, to include training in one-person CPR for adult and infant/child, and two-person CPR for adult.

**Bureau Approved CPR Courses are as follows:**

1. American Red Cross "CPR for the Professional Rescuer" or BLS Instructor Card
2. American Heart Association "BLS Healthcare Provider" or BLS Instructor Card
3. National Safety Council "Level III CPR Course", Professional Rescuer CPR Course" or BLS Instructor Card
4. "Medic First Aid CPR Course" or BLS Instructor Card
5. "American Safety & Health Institute "CPR Pro"

# EMT-INTERMEDIATE

◀ Application with original signatures

◀ Appropriate fees (fee schedule listed below)

<b>RENEWAL FEE SCHEDULE</b>			
(Check, Money Order or Purchase Order Made Payable To The EMS Bureau)			
	NORMAL RENEWAL FEE	*MARCH RENEWAL FEE	**REINSTATEMENT FEE
<b>EMT – Intermediate</b>	<b>\$40</b>	<b>\$120</b>	<b>\$240</b>

\*Note March renewal fee: A higher fee that will be assessed in the last month of license renewal (March) due to the requirement for speedier processing

\*\*Note Reinstatement Fee: Allows for reinstatement during April or May if the person has completed all renewal requirements before the December that occurs prior to expiration, but failed to renew. A penalty fee will be assessed for submitting late.

◀ **Copy of Bureau approved Refresher Course Completion Certificate OR Refresher CE blueprint equivalent**

An alternative to a formal refresher course will consist of CE contact hours as outlined below:

<b>Continuing Education Category for refresher blueprint equivalent</b>	<b>Number of CE</b>
Preparatory	1
Airway and Ventilation	2
Patient Assessment	3
Medical Emergencies	6
Trauma Emergencies	6
Special Considerations	4
Operations	2

◀ **Continuing Education (Bureau approved) in addition to refresher or CE equivalent**

<b>Total Additional CE</b>	<b>30</b>
Of these hours - from any category	25
And these of pediatric content	5

◀ **Copy of Current Bureau approved CPR (acceptable cards listed below)**

**BLS CPR Training:** Basic Life Support CPR means training required for licensure that meets the intent of current Emergency Cardiac Care (ECC) Guidelines as approved by the Bureau, to include training in one-person CPR for adult and infant/child, and two-person CPR for adult.

**Bureau Approved CPR Courses are as follows:**

1. American Red Cross “CPR for the Professional Rescuer” or BLS Instructor Card
2. American Heart Association “BLS Healthcare Provider” or BLS Instructor Card
3. National Safety Council “Level III CPR Course”, Professional Rescuer CPR Course” or BLS Instructor Card
4. “Medic First Aid CPR Course” or BLS Instructor Card
5. “American Safety & Health Institute “CPR Pro”

# EMT-PARAMEDIC

◀ Application with original signatures

◀ Appropriate fees (fee schedule listed below)

<b>RENEWAL FEE SCHEDULE</b>			
(Check, Money Order or Purchase Order Made Payable To The EMS Bureau)			
	NORMAL RENEWAL FEE	*MARCH RENEWAL FEE	**REINSTATEMENT FEE
EMT – Paramedic	\$50	\$150	\$300

◀ Copy of Bureau approved Refresher Course Completion Certificate OR  
 Refresher CE blueprint equivalent

An alternative to a formal refresher course will consist of CE contact hours as outlined below:

Continuing Education Category for Blueprint Equivalent	Number of CE
Preparatory	3
Airway and Ventilation	4
Patient Assessment	4
Medical Emergencies	18
Trauma Emergencies	10
Special Considerations	6
Operations	3

◀ Continuing Education (Bureau approved) in addition to refresher or CE equivalent:

<b>Total Additional CE</b>	<b>24</b>
Of these hours - from any category	18
And these of pediatric content	6

◀ Copy of Current Bureau approved CPR (acceptable cards listed below)

**BLS CPR Training:** Basic Life Support CPR means training required for licensure that meets the intent of current Emergency Cardiac Care (ECC) Guidelines as approved by the Bureau, to include training in one-person CPR for adult and infant/child, and two-person CPR for adult.

**Bureau Approved CPR Courses are as follows:**

1. American Red Cross “CPR for the Professional Rescuer” or BLS Instructor Card
2. American Heart Association “BLS Healthcare Provider” or BLS Instructor Card
3. National Safety Council “Level III CPR Course”, Professional Rescuer CPR Course” or BLS Instructor Card
4. “Medic First Aid CPR Course” or BLS Instructor Card
5. “American Safety & Health Institute “CPR Pro”

◀ **Submit proof of current ACLS** bureau approved training which meets or exceeds the current national standards for advanced training which is equivalent to or exceeds the advanced cardiac life support (ACLS) certification on emergency cardiac care

## **ACCEPTABLE CONTINUING EDUCATION:**

- All continuing education **MUST** be approved by the EMS Bureau.
- CECBEMS approved courses are pre-approved for credit in New Mexico.
- College courses – EMS Related: Individuals who are interested in receiving credit should submit a copy of their unofficial student transcript and course syllabus to the EMS Bureau to the attention of Lauren Pena.
- EMS Video Presentations: No more than one-half of the CE requirement for any level may be accomplished by EMS video presentations
- State skill evaluator participation: a maximum of twenty (20) hours of credit may be used for skill evaluation at state licensing examination sites; these credits cannot be applied toward refresher course blueprint requirements.
- Teaching bureau approved courses: licensed individuals who teach bureau approved courses may receive the same number of CE hours as students taking the course.
- Field or clinical preceptorship: a maximum of twenty (20) hours of additional CE may be allowed for EMS preceptor activities; documentation of preceptor activities must be on letterhead from an approved NM EMS training institution or EMS service director; this credit cannot be applied toward refresher course blueprint requirements.
- Distributive learning programs: a maximum of twelve (12) hours of credit may be acquired for the additional CE component for web-based and EMS professional journal CE programs.
- NM Statewide EMS Conference Original CE certificate from the NM Statewide EMS Conference must be submitted for proper credit; send copies of all other CE documentation.

## **REMINDERS:**

- **Renewal requirements must be completed no later than December 31, 2009.**
- CPR and ACLS certification are exempt from the December 31 deadline and shall be current at the time of renewal
- To assure you receive your renewed license prior to the expiration of your current license **SUBMIT YOUR RENEWAL PACKET EARLY**
- Individuals pursuing advanced levels of licensure must maintain lower level of licensure until they have received their higher licensure level
- An individual wishing to “drop down” a level must complete the renewal requirements for the license level they are downgrading to
- It is **YOUR** responsibility for meeting and submitting all renewal requirements to keep your license current.
- It is advised you keep, for your records, a copy of the renewal packet you submit
- If you do not complete all your renewal requirements prior to December 31, 2009, you will need to “Re-enter”, per DOH Regulation 7.27.2.10(L) (2), NMSA1978 or if you feel you have extenuating circumstance and may qualify for a waiver, you may request a waiver from the EMS Licensing Commission. If you need more information on the Waiver or Re-entry process, contact Charles Schroeder at the EMS Bureau, 505-476-8246
- You must contact the EMS Bureau have had, or anticipate having, an address change.