

## EMS Provider Renewal Information Sheet

(Application Period is from April 1 – June 30)

### Renewal Resources

[OHA-EMS website](#) (OHA-EMS)

[OHA-EMS Continuing Education webpage](#)

[OHA-EMS eLicense login page](#)

[OHA-EMS Licensing webpage](#)

### Accessing Your Account

#### Q: Where do I access the application?

A: Log into your [Oregon eLicense](#) account and click **Applications** from your profile page. The renewal applications are separated out by EMS provider level.



Graphic: key and padlock

#### Q: What if I forgot my user name and/or password to log in?

A: The user name is typically formatted as: Lastname.Firstname. Click **Forgot password** on the eLicense login page (see link above). Instructions will be sent to the email you established previously in your eLicense account. If you didn't receive the instructions, check your junk mail or spam folders first before contacting OHA-EMS.

#### Q: Why did I get a message saying that my account is suspended?

A: The wrong password was entered too many times. Email [ems.trauma@odhsoha.oregon.gov](mailto:ems.trauma@odhsoha.oregon.gov) to request your account be unlocked/unsuspended.

### Application Navigation

#### Q: Am I able to renew my Oregon license if I am not affiliated?

A: Yes. You may retain your Oregon license, irrespective of your affiliation status.

#### Q: Am I able to submit my application if I'm not finished getting all of my continuing education done?

A: No. You must complete all applicable continuing education requirements before you submit your license renewal application.

#### Q: What should I do if the demographic information on my application is inaccurate or outdated (name or address, for example)?

A: Names and date of birth cannot be updated in your application, but all other demographic information may be edited. If you need to update your name, please fill out a Reportable Actions form (located in the **Applications** tab). **Do not pay for incorrectly completed or inaccurate applications.**

#### Q: What should I do if my application is stuck or doesn't take me to the payment screen?

A: This typically occurs when a browser or application page is closed before the page was saved. In this case, log back into your account and click **Continue** — this should take you back to the last saved step of the application. If a completed application doesn't automatically direct you to the payment screen, you can do this manually by clicking the *Checkout* button on the left side of the application page.

#### Q: Will I get confirmation that my renewal application was submitted?

A: You will not receive an automated email confirmation upon submission. However, you may check the status of in your account. A status of "On Hold/Pending Review" indicates that the application is awaiting review by OHA-EMS licensing staff.

### Application Tips: Timing is Everything

#### License renewal season ends on June 30



Graphic: watch

- A \$40.00 late fee will added to renewal applications submitted on or after June 1.
- All applications submitted by June 30 will be processed, but there is no guarantee a license will be renewed by July 1 if the application is received at the last minute.

Do not wait until the last minute to complete your application, especially if you depend on your EMS license for employment. EMS providers are not permitted to work or volunteer in Oregon after July 1 until their renewal application is processed.

#### Fingerprint-based background check



Graphic: fingerprint

- Fingerprints will be required for licensees who live out of state, those who do not have an Oregon Driver's License, or for those who have traveled outside of Oregon for >60 consecutive days. Instructions for completing fingerprints will be emailed when the application is submitted.

- Results from the fingerprint-based background check are only valid for 60 days.

**Do not complete fingerprinting before you have submitted a renewal application. Fingerprint results can only be applied to applications that have been submitted and are awaiting processing by OHA-EMS staff.**

### Continuing Education (CE) Facts and FAQs

#### Oregon License Renewal with an NREMT Certification

Although the NREMT certification is required for initial licensure for the EMT, AEMT and paramedic levels, it is **not** required for Oregon license renewal.

However, OHA-EMS honors current NREMT certification holders by waiving the Section 1 requirements of [Appendix 1](#) for Oregon license renewal.

NREMT CE requirements and renewal dates are different from Oregon. NREMT certifications typically expire on March 31 of a given year; Oregon licenses for EMTs and above expire on June 30 of every odd year, irrespective of the issue date of the initial license.

Oregon has not identified topics for the state component of the NREMT NCCP. When completing these hours, treat them like individual component hours.

#### Oregon CE Requirements: Online Education

##### Q: Do I need to count online education differently than in-person classes in meeting the CE requirements for license renewal?

A: CAPCE-accredited online courses, live webinars, and in-person courses may count towards for all hours within each Oregon CE category ([Appendix 1](#)). Webinars are considered live instructor-facilitated when the presenter is able to answer participant questions in real time during the course.

Online education that is **not** CAPCE-accredited or live-facilitated is considered 'self-study' and cannot exceed 50% of the total hours in each category of Appendix 1. Refer to the next section for more information on the requirements regarding self-study for continuing education.

Refer to [OAR 333-265-0110](#) and [OAR 333-265-0140](#) for the rules regarding Oregon continuing education requirements.

#### Continuing Education Rules: Self-Study

[OAR 333-265-0110\(2\)\(b\)](#) allows EMS providers to apply non-live courses that are not accredited by CAPCE towards their continuing education requirements, for up to half of the total hours required in each category of [Appendix 1](#).

Examples of self-study may include:

- Free online medical education

- Videos

- Podcasts

- Journal articles



Graphic: Person at a computer

The documentation requirements for self-study are outlined in [OAR 333-265-0140\(3\) and \(4\)](#).