



### EMS Provider Renewal Information Sheet (Application Period is from April 1 – June 30)

#### **OHA-EMS website** (OHA-EMS) **OHA-EMS Continuing Education webpage**

**Renewal Resources** 

OHA-EMS eLicense login page

**OHA-EMS Licensing webpage** 

#### Q: Where do I access the application? A: Log into your Oregon eLicense

**Accessing Your Account** 

#### account and click Applications from

your profile page. The renewal applications are separated out by EMS provider level. Q: What if I forgot my user name and/ or password to log in?

as: Lastname. Firstname. Click Forgot password on the eLicense login page

A: The user name is typically formatted

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.



#### ems.trauma@odhsoha.oregon.gov to request your account be

unlocked/unsuspended.

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

#### continuing education done?

before you submit your license renewal application. Q: What should I do if the demographic information on my application is

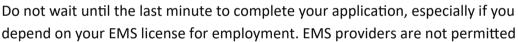
name, please fill out a Reportable Actions form (located in the **Applica**tions tab). Do not pay for incorrectly completed or inaccurate applications.

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 Contin**ue** — this should take you back to the last saved step of the application.

side of the application page. Q: Will I get confirmation that my renewal application was submitted?

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

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



to work or volunteer in Oregon after July 1 until their renewal application is pro-

the application is received at the last minute.



Graphic: watch

cessed.

Fingerprint-based background check

for those who have traveled outside of Oregon for >60 consecutive days. Instructions for completing fingerprints will be emailed when the application is submitted. **Graphic:** Results from the fingerprint-based background check are

Do not complete fingerprinting before you have submitted a renewal application. Fingerprint results can only be applied to applications that have been

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.

only valid for 60 days.

submitted and are awaiting processing by OHA-EMS staff.

Fingerprints will be required for licensees who live out of

state, those who do not have an Oregon Driver's License, or

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, irrespec-

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

tive of the issue date of the initial license.

Oregon CE Requirements: Online Education

#### meeting the CE requirements for license renewal? A: CAPCE-accredited online courses, live webinars, and in-person courses

able to answer participant questions in real time during the course.

may count towards for all hours within each Oregon CE category (Appendix 1). Webinars are considered live instructor-facilitated when the presenter is

ered '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.

Videos



Continuing Education Rules: Self-Study

ments, for up to half of the total hours required in each category of Appen-<u>dix 1</u>. Examples of self-study may include:

**Podcasts** 

Image credits: Creative Commons

The documentation requirements for self-study are outlined in OAR 333-265-

### (see link above). Instructions will be

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

status.



tered too many times. Email

## **Application Navigation** A: Yes. You may retain your Oregon license, irrespective of your affiliation

# A: No. You must complete all applicable continuing education requirements

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

# A: You will not receive an automated email confirmation upon submission.

- License renewal season ends on June 30 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
  - fingerprint

Q: Do I need to count online education differently than in-person classes in

hours.

- Online education that is **not** CAPCE-accredited or live-facilitated is consid-
- OAR 333-265-0110(2)(b) allows EMS providers to apply non-live courses that are not accredited by CAPCE towards their continuing education require-

Oregon continuing education requirements.

Free online medical education

0140(3) and (4).

Graphic: Person at a computer Journal articles