



Initial License or Reciprocity Checklist

Before beginning the checklist, you must complete a background check with the Background Check Unit (BCU) of Health and Welfare (Use Pay Code: JFPUZW).

- ☐ **1. Create an Account**
 - Go to IGEMS - <https://www.idahoemslicense.net/lms/public/>.
 - Select "Create an Account" and complete the registration process.
- ☐ **2. Complete and Submit the Application**
 - Navigate to the "Applications" section.
 - Select the appropriate license type:
 - "Provider BLS License – Initial" for EMR or EMT.
 - "Provider ALS License – Initial" for Advanced EMT or Paramedic.
 - Submit a copy of one of the following photo IDs:
 - US State issued valid driver's license.
 - US State issued valid identification card.
 - Military identification card.
- ☐ **3. License Verification (For Out of State Applicants)**
 - If you do not have an out of state EMS license, go to number 4.
 - Complete the [License Verification Request Form](#) if licensed in another state.
 - Send the form to each state where you were licensed or applied for a license.
 - Ensure that the licensing state sends the completed form back to the Idaho Bureau of EMS via mail or email.
- ☐ **4. NREMT Exam**
 - *If you currently hold an active NREMT certification that meets the required level, this fulfills the requirement — skip to number 5.*
 - If you have completed the exam within the timeframe, go to number 5.
 - If you haven't completed the NREMT computer-based exam, sign up at <https://www.nremt.org>.
 - Follow instructions emailed to you via IGEMS for the exam application process.
 - Take the NREMT exam if previous exam is outside the following time frames:
 - EMR – within 36 months.
 - EMT – within 36 months.
 - AEMT – within 24 months.
 - Paramedic – within 24 months.
- ☐ **5. Secure Affiliation**
 - Secure affiliation with a licensed Idaho EMS agency.
 - If unable to secure affiliation, apply for a Certificate of Eligibility (COE).
- ☐ **6. Licensure Fee (For AEMT & Paramedic Applicants)**
 - EMR or EMT with No Fee.
 - Pay the \$35 licensure fee if you are an Advanced EMT or Paramedic.
- ☐ **7. Confirmation Email**
 - After submitting your application, check your email for confirmation of receipt.