



License Renewal Checklist

Acknowledgement/Warning

- Confirm that you understand that applications not submitted within **5 days** will be removed from the system and the data created will not be recoverable.
- Confirm that you understand you can start and submit a new application before the license expiration date if the current application is removed.

☐ 1. Applicant Information

- Provide your current license level and expiration.
- Verify affiliations with EMS agencies, as listed in IGEMS.
- Ensure all affiliations and credentials are up to date.
 - Contact your agency administrator if an agency is missing.

☐ 2. Qualifying Affiliations for Renewal

- Verify that the affiliating agency functions at the same or higher clinical level as the license being renewed.
 - Confirm that you are listed as a Credentialed Provider on the agency roster.
 - If no credentialing is reported, continue the application and note that the agency's Medical Director or MD Designee must approve your credentialing.

☐ 3. Verifications

- Adverse Actions/Felony Disclosure
 - Declare whether you have any new charges, convictions, or adverse actions that have not been previously disclosed

☐ 4. Continuing Education Reporting

- Reporting Method
 - Select either “CE hours reported to IGEMS Training” or “NREMT Registry Card renewed within the last 2 years”.
- Venues
 - Indicate the number of venues that apply to your CE hours (minimum 2 hours).
 - Types of Venues
 - Structured classroom sessions
 - Refresher programs with an evaluation component
 - Nationally recognized courses
 - Regional/national conferences
 - Teaching CE topics from any category
 - Agency Medical Director approved self-study/directed study
 - Case reviews and grand rounds
 - Distributed education (online, audiovisual)
 - Journal articles review with an evaluation instrument
 - Authoring an EMS-related article in a nationally recognized EMS publication
 - Simulation training
 - Evaluator at a State or National Psychomotor Exam

CHECKLIST CONTINUED ONTO THE NEXT PAGE



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- ☐ **6. Education Results**
 - Verify CE hours reported in IGEMS by:
 - Setting the "Level" drop-down to "license level + Renewal."
 - Updating the "Course Completed" drop-down to "During a specific date range" and entering the correct date range.
 - Add additional training if requirements haven't been met.
 - Click "Next" to proceed to sign and submit the application.
- ☐ **7. Submit Application**
 - After submitting, check the "Continue" section under Applications and your email for any requests from the Bureau for additional information.
 - Your eligibility will be verified by the Bureau; additional forms or emails may be required if further information is needed.
- ☐ **8. Attestation**
 - By submitting, certify that all provided information is true, complete, and correct.
 - Understand that all information is subject to audit and that violations may result in denial, refusal to renew, suspension, or revocation of the EMS license

Ensure that each step is completed accurately to avoid delays or rejections in your EMS license renewal.