



Reinstatement Checklist

- ☐ 1. **Complete the License Reinstatement Application**
 - Access and complete the Idaho EMS License Reinstatement Application on the [IGEMS website](#).
- ☐ 2. **Continuing Education Documentation** *(See next page for detailed requirements)*
 - A candidate for reinstatement of a lapsed license must provide documentation of continuing education consistent with the license holder's lapsed license. Continuing education requirements are provided in Sections 375 through 399 of these rules. The time frame for meeting the continuing education requirements for reinstatement are as follows:
 - The candidate must meet continuing education requirements under Sections 390 through 395 of these rules for the last valid licensure cycle; and
 - Additional continuing education hours in any combination of categories and venues, proportionate to the amount of time since the expiration date of the lapsed license, as follows:
 - EMR – Three-quarters (0.75) of one (1) hour of continuing education per month of lapsed time.
 - EMT – One and one-half (1.5) hours of continuing education per month of lapsed time.
 - AEMT – Two and one-quarter (2.25) hours of continuing education per month of lapsed time.
 - Paramedic – Three (3) hours of continuing education per month of lapsed time.
 - Provide documentation of continuing education (CE) hours consistent with the renewal requirements of the lapsed license.
 - Include additional CE hours for each month the license has lapsed (refer to the provided grid for required hours).
 - Record all CE hours on the education record of the reinstatement application.
- ☐ 3. **Criminal History Background Check**
 - Complete a [Department of Health and Welfare criminal history background check](#).
 - Apply for the background check and schedule a fingerprinting appointment.
 - Use Payment Code: JFPUZW
 - Be advised, background check process can take up to eight weeks. You will be notified when the check is completed.
 - Disqualifying crimes can be found in IDAPA 16.05.06 Section 210.
- ☐ 4. **EMS License Verification Request**
 - Send an Idaho EMS License Verification Request form to all states where you have held or applied for an EMS license.
 - The form will be submitted to the Idaho Bureau of EMS for review by the verifying state (attached to the reinstatement application).
- ☐ 5. **Submit Photo ID**
 - Include a copy of your photo ID with the reinstatement application.
- ☐ 6. **Payment of Licensure Fee (Advanced EMT and Paramedic only)**
 - If you are applying for an Advanced EMT or Paramedic license, you must pay a \$35 licensure fee

Ensure that all documentation, fees, and applications are completed and submitted accurately to avoid any delays in reinstating your expired EMS license.



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390. LICENSE RENEWAL CONTINUING EDUCATION REQUIREMENTS.

A license renewal candidate must provide documentation of the following continuing education hours provided in the table below during each licensure period.

LICENSE RENEWAL CONTINUING EDUCATION (CE) REQUIREMENTS				
CE CATEGORIES	EMR 15 TOTAL CE Hours	EMT 36 TOTAL CE Hours	AEMT 40 TOTAL CE Hours	PARAMEDIC 60 TOTAL CE Hours
An individual must complete at least 1 hour of continuing education in each category.				
Airway, Respiration, and Ventilation	No more than 5 CE hours in any single category may be counted toward the total number of CE Hours needed for renewal.	No more than 12 CE hours in any single category may be counted toward the total number of CE Hours needed for renewal.	No more than 13 CE hours in any single category may be counted toward the total number of CE Hours needed for renewal.	No more than 20 CE hours in any single category may be counted toward the total number of CE Hours needed for renewal.
Cardiovascular				
Trauma				
Medical				
Operations: Landing Zone & Extrication Awareness				
Pediatrics	2 hours	4 hours	6 hours	8 hours