

**Your license renewal requires completion of the following prior to your expiration date:**

1. Submit the completed renewal form and renewal fee in the enclosed envelope **OR** renew your license online at <https://lars.tn.gov/> and pay with a credit or debit card or E-check. **Do not send cash.**
2. Successful completion of a CPR course (AHA basic professional rescuer or Red Cross equivalent).
3. Successful completion of **ONE** of the following: 1) Continuing Education Hours (CEH's) 2) Acceptable College Credit Hours 3) Successful completion of the National Registry Assessment Examination.

**If you fail to submit your renewal and fees on time and are within 60 days past your expiration date you must submit a \$25.00 late fee and submit 1-3 above.**

**\*IMPORTANT NOTE\***: If you choose to renew online, you should do so **at least five (5) days** prior to your expiration date. It can take up to 4 days for your payment to upload to our licensing system. If you wait until the last week of your renewal cycle to renew on-line your fee may not post until after your expiration date, therefore causing a late fee due in our system. This will delay the process and you will need to contact this office to receive your license. *You can renew on-line up to 60 days prior to your expiration regardless of whether you have received your renewal form yet. You cannot renew online after your license is expired.*

If you are renewing by examination you can access the testing information by going to [www.nremt.org](http://www.nremt.org) to schedule the assessment exam for your level of licensure. The exam can be taken anytime during your renewal cycle.

**You do not have to submit copies of your CEHs if you renew prior to your expiration date.** However, it is mandatory that you have either the Exam or the number of CEH's listed below and they are subject to random audit. You may be asked, *in a separate letter*, to submit these documents. EMS Board rules require that you keep your CEHs for at least four (4) years. **If you fail to submit your renewal and fee prior to your expiration date you will be asked to show proof of your continuing education and current CPR training.**

If you are selected to submit continuing education documents the requirements are as follows:

Note: The standard renewal cycle is 24 months however, your first renewal cycle could vary from 12-36 months. If it is your first renewal the CE requirements are prorated as specified below (the required fee does not change).

- Licenses issued for 12 months or less **do not** require continuing education hours **or** the exam.
- Licenses issued for 13 to 23 months will require:
  - 10 hours for EMT level (of the 10 hours a minimum of 2.5 hours must be in pediatric-related topics);
  - 12.5 hours for AEMT level; (of the 12.5 hours a minimum of 4 hours must be in pediatric-related topics);
  - 16 hours for Paramedic level; (of the 16 hours a minimum of 4 hours must be in pediatric-related topics);
  - 21 hours for Paramedic-Critical Care level (of the 21 hours a minimum of 4 hours must be in pediatric-related topics and a minimum of 5 hours in critical care-related topics)
- Licenses issued for 24 to 36 months will require:
  - 20 hours for EMT level (of the 20 hours a minimum of 5 hours must be in pediatric-related topics);
  - 25 hours for AEMT level (of the 25 hours a minimum of 8 hours must be in pediatric-related topics);
  - 32 hours for Paramedic level (of the 32 hours a minimum of 8 hours must be in pediatric-related topics);
  - 42 hours for Paramedic Critical Care level (of the 42 hours a minimum of 8 hours must be in pediatric-related topics and a minimum of 10 hours in critical care-related topics)
- **OR** in lieu of the CEH's listed above you may take the National Registry Assessment Exam.

All others that have renewed in the past must adhere to the 24 month requirements above.

Continuing education submitted must be a certificate or an original letter on official stationery from the CE program sponsor with the date, hours awarded, program title and name of individual. The CEH's must be in EMS related topics for your level of licensure or below, you cannot use hours that are higher than the scope of your training. **Copies of course cards are not accepted as proof of CE hours.**

**If all requirements are not taken/completed prior to your expiration date and all documents submitted are not postmarked prior to your expiration date you may not function as an EMS provider until your license is renewed or reinstated.** The reinstatement and other licensure information can be found online at the web address listed below (#4).

**ADDITIONAL INSTRUCTIONS:**

1. Should you choose to renew by mail you must **sign and date** the renewal application and return it in the **enclosed fee envelope**. Failure to sign and date the application may cause a delay in issuing your renewal certificate. Do not separate any part of this form.
2. Make your check or money order payable to **TDH/EMS**. **Do not send cash.**
3. You should maintain a copy of all documents mailed to this office including your check or money order.
4. **Additional information on renewing, reinstating and required CEHs can be accessed at [www.tn.gov/health/health-program-areas/health-professional-boards/ems-board/ems-board/licensure.html](http://www.tn.gov/health/health-program-areas/health-professional-boards/ems-board/ems-board/licensure.html).**