

POLICY – OFFICE OF EMERGENCY MEDICAL SERVICES

Approved by: <i>EMS Board</i>	Policy Number: 72.004
Signature: <i>Steven A. Hamby</i>	Effective Date: September 18, 2024
Application: EMS Professionals	Supersedes:
Authority: <i>Jonathan Ward</i>	Rule:

PROCESSING UPGRADE LICENSES WITH AN EXPIRATION DATE OF LESS THAN 8 MONTHS

APPROVED BY THE EMS BOARD ON SEPTEMBER 18, 2024

Purpose:

To outline the procedure for an applicant applying for a license upgrade that coincides with a license renewal.

Applicability:

Individuals who have 8 months or less remaining on their renewal cycle at the time of license upgrade approval in the system.

Policy:

When a licensee applies for an upgrade to their current license and has only 8 months or less remaining on their current renewal cycle the renewal fee will be waived; and the expiration date will be updated to the next cycle. The criteria for this is as follows:

1. The license must be in a current status at the time the EMS staff approve the electronic file in the licensing system;
2. The upgrade application and license fees must be paid;
3. All other upgrade license requirements must be met.

Example #1:

- Paramedic upgrade application approved in the system September 2023;
- AEMT license expires January 2024; (Sept – Jan = 5 months)
- Expiration date changes to January 2026 upon approval of Upgrade application and renewal fee is not required.

Example #2:

- Paramedic upgrade application approved in the system September 2023;
- AEMT license expires June 2024; (Sept – June =10 months)
- Expiration date will remain June 2024 upon approval of Upgrade application.