

POLICY – OFFICE OF EMERGENCY MEDICAL SERVICES

Approved by: Brandon Ward	Policy Number: 72-009 (P)
Signature: 	Revision Date: August 21, 2024
Application: EMS Professionals	Supersedes: March 8, 2019
Authority: Tenn. Code Ann. 68-140-306	Rule: 1200-12-01.04

REINSTATEMENT OF LAPSED LICENSE/CERTIFICATION

Purpose:

To outline the procedure for reinstatement of a license/certification.

Applicability:

Individuals who did not complete the renewal process timely.

Policy:

When a renewal is submitted past the expiration date and/or the continuing education requirement was not met the “Lapsed License/Certification Requirements” (below) must be adhered to by the applicant.

REINSTATEMENT REQUIREMENTS LISTED BY RANK

Emergency Medical Responder (EMR)

1. THOSE THAT HAVE AN **EXPIRED** CERTIFICATION AND ARE **WITHIN 60 DAYS** OF THEIR EXPIRATION DATE MUST:

- Submit proof of successfully completing **one** of the following that was **taken/obtained within renewal cycle:**
 - 10 continuing education hours **AND** proof of skills competency (Skills Check-off)
 - OR**
 - 16 hour refresher course
 - OR**
 - National Registry EMR assessment examination
- Submit a completed **renewal invoice or application/fee form**
- Submit the renewal fee of **\$24.00**
- Submit the late fee of **\$25.00**
- Submit verification of your **current** CPR Training/Card

NOTE: If CE hours and skills were not taken/obtained within cycle then you must meet requirements listed in #2

2. THOSE THAT HAVE A CERTIFICATION THAT IS EXPIRED **GREATER THAN 60 DAYS** AND **LESS THAN 2 YEAR** MUST:

- Successfully complete the National Registry **EMR assessment examination**
- Submit verification of completion of the **16 hour refresher course**
- Submit a completed **renewal invoice or application/fee form**
- Submit the renewal fee of **\$24.00**
- Submit the reinstatement fee of **\$50.00**

- Submit verification of your current CPR Training/Card

3. THOSE THAT HAVE A LICENSE THAT IS EXPIRED **GREATER THAN 2 YEARS** MUST **COMPLETE THE INITIAL COURSE IN ITS ENTIRETY AND APPLY FOR A NEW CERTIFICATION.**

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1. THOSE THAT HAVE AN **EXPIRED** LICENSE AND ARE **WITHIN 60 DAYS** OF THEIR EXPIRATION DATE MUST:
 - Submit proof of continuing education hours *or* passed assessment exam for your rank **taken/obtained within renewal cycle. If not met within cycle then you must complete all items in #2 below.**
 - Submit a completed **Renewal Invoice or Professional Fee Form**
 - Submit renewal fee of **\$65.00**
 - Submit late fee of **\$25.00**
 - Submit verification of your current CPR Training/Card
2. THOSE THAT HAVE A LICENSE THAT IS EXPIRED **GREATER THAN 60 DAYS** AND **LESS THAN 1 YEAR** MUST:
 - Successfully complete the National Registry **assessment examination** for your rank
 - Submit completed **renewal invoice or professional fee form**
 - Submit renewal fee of **\$65.00**
 - Submit reinstatement fee of **\$100.00**
 - Submit verification of your current CPR Training/Card
3. THOSE THAT HAVE A LICENSE THAT IS EXPIRED **GREATER THAN 1 YEAR** AND **LESS THAN 2 YEARS** MUST:
 - Successfully complete a state approved **refresher course** for your license level
 - Successfully complete the National Registry **assessment exam** for your rank
 - Successfully complete a **practical examination** for your license level
 - Submit completed **renewal invoice or professional fee form**
 - Submit a **criminal background check**.
 - Submit renewal fee of **\$65.00**
 - Submit reinstatement fee of **\$100.00**
 - Submit verification of your current CPR Training/Card
4. THOSE THAT HAVE A LICENSE THAT IS EXPIRED **GREATER THAN 2 YEAR** MUST **COMPLETE THE INITIAL COURSE IN ITS ENTIRETY AND APPLY FOR A NEW LICENSE.**

PARAMEDIC

1. THOSE THAT HAVE AN **EXPIRED** LICENSE AND ARE **WITHIN 60 DAYS** OF THEIR EXPIRATION DATE MUST:
 - Submit proof of **continuing education hours** *or* passed Paramedic **assessment exam** taken/obtained **within renewal cycle**. **If not met within cycle then you must complete all items in #2 below.**
 - Submit completed **renewal invoice or professional fee form**
 - Submit **renewal fee** of **\$75.00**
 - Submit **late fee** of **\$25.00**
 - Submit verification of your current CPR Training/Card
2. THOSE THAT HAVE A LICENSE THAT IS EXPIRED **GREATER THAN 60 DAYS** AND **LESS THAN 1 YEAR** MUST:
 - Successfully complete the National Registry Paramedic **written assessment exam**
 - Submit completed **renewal invoice or professional fee form**
 - Submit **renewal fee** of **\$75.00**
 - Submit **reinstatement fee** of **\$100.00**
 - Submit verification of your current CPR Training/Card

3. THOSE THAT HAVE A LICENSE THAT IS EXPIRED **GREATER THAN 1 YEAR** AND **LESS THAN 2 YEARS** MUST:
 - Successfully complete a state approved **refresher course** for your license level
 - Successfully complete the National Registry Paramedic **written assessment exam** and **practical exam**
 - Submit a **criminal background check**
 - Submit completed **renewal invoice** or professional **fee form**
 - Submit **renewal fee** of **\$75.00**
 - Submit **reinstatement fee** of **\$100.00**
 - Submit verification of your current **CPR Training/Card**
4. THOSE THAT HAVE A LICENSE THAT IS EXPIRED **GREATER THAN 2 YEARS** MUST:
 - Successfully complete a state approved **refresher course**
 - Successfully complete the National Registry Paramedic **written assessment exam** and **practical exam**
 - Submit proof of current **ACLS, PHTLS or ITLS, PALS, and CPR Cards**
 - Submit completed **medical statement form**
 - Submit **2 moral character letters**
 - Submit a **criminal background check**
 - Submit completed **professional fee form**
 - Submit **renewal fee** of **\$75.00**
 - Submit **reinstatement fee** of **\$100.00**

PARAMEDIC-CRITICAL CARE

1. THOSE THAT HAVE AN **EXPIRED** LICENSE AND ARE **WITHIN 60 DAYS** OF THEIR EXPIRATION DATE MUST:
 - Submit **proof of continuing education hours** or **critical care refresher** taken/obtained **within renewal cycle**. **If not met within cycle then you must complete all items in #2 below.**
 - Submit completed **renewal invoice** or professional **fee form**
 - Submit **renewal fee** of **\$90.00**
 - Submit **late fee** of **\$25.00**
 - Submit verification of your current **CPR Training/Card**
2. THOSE THAT HAVE A LICENSE THAT IS EXPIRED **GREATER THAN 60 DAYS** AND **LESS THAN 1 YEAR** MUST:
 - Successfully complete the National Registry *Paramedic* **written assessment exam**
 - Submit **proof of 10 critical care continuing education hours** or **critical care refresher**
 - Submit completed **renewal invoice** or professional **fee form**
 - Submit **renewal fee** of **\$90.00**
 - Submit **reinstatement fee** of **\$100.00**
 - Submit verification of your current **CPR Training/Card**
3. THOSE THAT HAVE A LICENSE THAT IS EXPIRED **GREATER THAN 1 YEAR** AND **LESS THAN 2 YEARS** MUST:
 - Successfully complete a state approved *Paramedic* **refresher course**
 - Successfully complete the National Registry *Paramedic* **written assessment exam** and **practical exam**
 - Submit **proof of 10 critical care continuing education hours** or **critical care refresher**
 - Submit completed **renewal invoice** or professional **fee form**
 - Submit a **criminal background check**
 - Submit **renewal fee** of **\$90.00**
 - Submit **reinstatement fee** of **\$100.00**
 - Submit verification of your current **CPR Training/Card**
4. THOSE THAT HAVE A LICENSE THAT IS EXPIRED **GREATER THAN 2 YEARS** MUST:
 - Successfully complete a state approved *Paramedic* **refresher course**

- Successfully complete the National Registry *Paramedic* **written assessment exam** and **practical exam**
- Submit **proof of 10 *critical care* continuing education hours** or ***critical care* refresher**
- Submit proof of current **ACLS, PHTLS or ITLS, PALS, and CPR Cards**
- Submit completed **medical statement form**
- Submit **2 moral character letters**
- Submit a **criminal background check**
- Submit completed professional **fee form**
- Submit **renewal fee of \$90.00**
- Submit **reinstatement fee of \$100.00**