

**POLICY – OFFICE OF EMERGENCY MEDICAL SERVICES**

<b>Approved by:</b> Brandon Ward	<b>Policy Number:</b> 72-012 (P)
<b>Signature:</b> 	<b>Revision Date:</b> March 8, 2019
<b>Application:</b> EMS Professionals	<b>Supersedes:</b>
<b>Authority:</b> Tenn. Code Ann. 68-140-306	<b>Rule:</b> 1200-12-01.04

**RETIREMENT REQUESTS**

**Purpose:**

To outline the procedure for requesting to retire a license or certification.

**Applicability:**

Individuals who are currently licensed/certified that wish to retire their license/certification.

**Policy:**

When a licensed/certified individual requests to retire their license the following procedure will be followed:

- 1) License/Certification must be in an **Active** status.(An expired license cannot be retired.)
- 2) Complete the retirement affidavit form (PH-3932) and submit with a postmark date prior to expiration date. Form is accessible from the EMS website.
- 3) EMS Title Privilege: Any EMS professional who has filed the required information for retirement of their license/certification shall be permitted to use the appropriate title as follows:

Emergency Medical Technician:	EMT-Retired or EMTR
Advanced EMT:	AEMT-Retired or AEMTR
Paramedic:	Paramedic-Retired or Paramedic-R
Critical Care Paramedic:	Critical Care Paramedic-Retired or Critical Care Paramedic-R
Emergency Medical Responder:	EMR-Retired or EMRR
Emergency Medical Dispatchers:	EMD-Retired or EMDR