

RECIPROCITY REQUIREMENTS FOR EMS PROFESSIONAL LICENSE

INDIVIDUALS APPLYING FOR AN EMS LICENSE IN TENNESSEE MUST:

- Obtain a Criminal Background Check
A criminal background check (CBC) is required before a license can be issued. If you are in Tennessee or plan on visiting prior to your move you can obtain the information on how to get a state of Tennessee criminal background check from our web site at: <https://www.tn.gov/health/health-professionals/criminal-background-check.html>
On the website there is also an option if you are out of state and you should select the “Living Outside the State of Tennessee” and follow the instructions. Under enrollment services if your state does not offer digital fingerprinting you can contact the TN EMS office for further information. The CBC must be submitted to our office **directly from the vendor** identified in the licensure application materials.
- Hold a current license in another state and hold or have held a current national registry certification for the level in which you are applying **or**;
Have received your training while employed at a federal agency and hold a current national registry certification for the level in which you are applying.
- Submit all of the required documentation on the enclosed checklist.
- Pay **all** required fees.
- Complete any additional training which may be required.
- Successfully pass any examinations that may be required.

Your application package will be reviewed upon receipt of written verification from the issuing EMS licensing agency of your current EMS license or upon receipt of written verification from a federal training agency. The Office of EMS does not issue temporary licenses for employment.

All the required documentation and fees must be submitted as one package. The only exceptions are the ***state or federal verification forms and CBC***.

There are two options for submitting your packet.

Online registration at: lars.tn.gov where you can open an application and download all the required documents (excluding the verification form(s) and CBC mentioned above).

OR

Mail your packet to: Tennessee Department of Health, Division of Health Licensure and Regulation, Office of Emergency Medical Services, 665 Mainstream Drive, Nashville, TN 37243

APPLICATION PROCESS:

NOTE: The reciprocity packet is valid for two years from the date on the application. If all requirements are not met within this timeframe you must re-apply for licensure.

With your cooperation, we will make every effort to expedite your application.

1. Allow 14 business days for information mailed to our office to be received and placed in your file. The Federal Special courier services will not appreciably reduce the process time. If you would like confirmation that the Office has received your application packet, it is recommended that you mail the packet certified mail with return receipt requested. For online submission allow 5-7 business days for processing.
2. Absent of any complicating factors, the average application processing time is **7-14 business days** from receipt of all the documentation. ***This includes state or federal verification forms and CBC.***
3. **We will discuss the application status with the APPLICANT only.** Please inform potential employers and any others that application status updates must be obtained from you.
4. Examination information for National Registry testing can be acquired from the NREMT web site (www.nremt.org) or by calling the Registry at 614-888-4484.
5. If an address change occurs at any time during the application process you must notify this office in writing or go online at lars.tn.gov.
6. **Anyone practicing as an EMT, AEMT or Paramedic must first obtain a valid license in Tennessee.** Therefore, it is recommended that you do not make arrangements to accept employment in Tennessee until you are granted a license by this office.