

## Table of Contents

GENERAL .....	3
Where are you located?.....	3
What are your telephone and fax numbers? .....	3
How much are additional EMS patches? .....	3
How can I get a DNR form? How many can I get? .....	3
How do DNR forms work?.....	3
How long is the EMT basic course? Where can I find one? .....	3
Who do I make the check/money order out to? .....	3
How can I change my address?.....	3
How can I change my name on my license? .....	3
How can I get a replacement license? .....	3
What is the process for creating a CE program for my service?.....	4
I have a complaint about an EMT and or an EMS service. Who should I contact? .....	4
EMD, EMS FIRST RESPONDER, EMT-BASIC AND EMT-INTERMEDIATE LICENSING .....	5
Who do I make the check/money order out to? .....	5
What is the initial licensing fee for applicants who graduated from a NM approved EMD or EMT course?.....	5
When does my course completion certificate expire? .....	5
Is there a test for First Responders? .....	5
How long do I have to complete all my testing?.....	5
How many times can I attempt the National Registry Exam? .....	5
Do I have to complete National Registry testing before I can license in New Mexico? .....	5
Which CPR cards do you accept?.....	5
What do I have to do to get a NM EMT license if I have an out-of-state and/or National Registry certification (EMS FR, EMT-Basic or EMT-Intermediate)? .....	6
If I let my license expire, how long do I have to get it reinstated via re-entry? .....	6
Can I pay with a credit card?.....	6
Can I register on line? .....	6
How do I apply for a seasonal/temporary license? .....	6
Do I qualify for a graduate license and when does it expire?.....	6
If my course completion certificate is expired, can I just take a refresher to make it current again? ..	6

How much time to I have to complete the NM EMS written exam? (Required for all re-entry and out-of-state candidates) ..... 6

**EMT-PARAMEDIC LICENSING** ..... 7

    What do I need to do to get my New Mexico Paramedic license? ..... 7

    What do I have to do to get a NM Paramedic License if I have an out-of-state and/or National Registry Certification (EMT-Paramedic only)? ..... 7

    How long will it take to process my New Mexico Paramedic license? ..... 7

    How do I get an application form? ..... 7

    Where can I get a refresher course? ..... 7

    How do I register for a National Registry Exam? ..... 7

    Can I get CE credit for college courses? ..... 8

    Can I get CE credit for carded courses? ..... 8

    My EMT license expired. How can I regain it? ..... 8

**OUT OF STATE** ..... 9

    What does the transition course consist of? ..... 9

**RENEWAL** ..... 10

    Where can I send in my renewal documents? ..... 10

    I heard that the State of New Mexico has started utilizing the National Registry of EMT's exam process in order to license in New Mexico. I am already a licensed EMT in NM. What do I have to do? ..... 10

    Do I need to send in originals documents with my renewal packet or do I send copies? ..... 10

    How many hours of CE can I do over the internet for my renewal? ..... 10

    Where can I find a refresher course? ..... 10

    What do I do if I am not working for a service and do not have a medical director to sign my renewal? ..... 10

    When must my renewal requirements be completed? ..... 10

    I do not have enough CE's for renewal is there anything I can do? ..... 10

    Where can find out what CE's can be used for re-licensure? ..... 11

**SPECIAL CIRCUMSTANCES** ..... 12

    Can I take the EMT state exam with a DUI, misdemeanor, or felony history? ..... 12

    What documentation do I need from the courts for a felony or misdemeanor? ..... 12

## GENERAL

Where are you located?

1301 Siler Rd, Building F, Santa Fe, NM 87507

What are your telephone and fax numbers?

Main telephone number is (505) 476-8200. Fax number is (505) 471-2122.

How much are additional EMS patches?

\$3.00 each

How can I get a DNR form? How many can I get?

DNR forms can be found on-line under the left tab "Forms and Information". Download the form and follow the directions.

How do DNR forms work?

A DNR form should be signed by the caregiver, doctor or nurse. The original order (top page) should be placed in the EMS DNR envelope and put in a spot where it could be found easily by responding EMS caregivers. The EMT's are trained to look on the fridge, night stand, above the bed. Also, a copy can be placed with the patient's doctor. This order applies only to resuscitation attempts by health care providers in the pre-hospital setting i.e. in patients' homes, in a long-term care facility, during transport to or from a health care facility, or in other locations outside acute care hospitals.

How long is the EMT basic course? Where can I find one?

The EMT-Basic course is at least 160 hours long and available at 6 New Mexico EMS training institutions (UNM EMS Academy and CNM in Albuquerque, Santa Fe Community College in Santa Fe, ENMU in Roswell, Dona Ana Community College in Las Cruces and San Juan College in Farmington).

Who do I make the check/money order out to?

NM EMS Bureau

How can I change my address?

Submit a "Change of Address" form to the EMS Bureau. The form can be found under the left tab "Forms and Information."

How can I change my name on my license?

Submit a written request to the EMS Bureau. Please include a copy of the legal document that changed your name, i.e. marriage certificate, court order etc. If you would like a new license with your changed name, please include a \$10.00 check or money order, otherwise your new name will be reflected on your license when we process your next renewal.

How can I get a replacement license?

Send in a written request to the EMS Bureau with \$10 check or money order.

What is the process for creating a CE program for my service?

You will need to submit a “Notification of Intent to Conduct a Continuing Education Program”. You can find this document on our website under Continuing Education. It is important that a CE Coordinator be designated and that this person read the CE Manual. It will give all the information you need to set up a CE Program including what documents need to be submitted, conducting a CE course or conference, required, record keeping and documentation, and information on CE audits.

I have a complaint about an EMT and or an EMS service. Who should I contact?

Complaints should be submitted to the EMS Program Manager using the New Mexico EMS Complaint Form (found under the left tab "Programs & Services" and "Enforcement").

## EMD, EMS FIRST RESPONDER, EMT-BASIC AND EMT-INTERMEDIATE LICENSING

Who do I make the check/money order out to?

NM EMS Bureau

What is the initial licensing fee for applicants who graduated from a NM approved EMD or EMT course?

- EMD \$25.00
- EMD-I \$35.00
- FR \$25.00
- EMT-B \$65.00
- EMT-I \$75.00
- EMT-P \$85.00

When does my course completion certificate expire?

Your initial EMS licensing exam (National Registry Exam) has to be completed within 9 months of course completion, the NR testing process has to be completed within 2 years of course completion.

Is there a test for First Responders?

All FR candidates who graduated after Dec 1, 2012 will be required to complete the NR EMR exam before being eligible for NM EMS FR licensure.

How long do I have to complete all my testing?

If you did not pass your initial licensing exam (National Registry Exam) you have two years to complete your testing process.

How many times can I attempt the National Registry Exam?

National Registry will allow you to successfully complete their cognitive exam within 6 attempts, however the NM EMS Licensing Rule limits the number of attempts to three (3). This means that if you complete the National Registry cognitive exam between 4 - 6 attempts you will be required to complete the NM EMS Reciprocity process to be eligible for NM EMS licensing.

Do I have to complete National Registry testing before I can license in New Mexico?

All EMT-Intermediate candidates who graduated after Apr 1, 2012 are required to successfully complete the National Registry of EMT's AEMT exam before being eligible for NM EMT-I licensing. All FR / EMT-B candidates who graduated after Dec 1, 2012 are required to successfully complete NR EMR/EMT testing before being eligible for NM EMSFR / EMT-Basic licensing.

Which CPR cards do you accept?

Please see the list of approved CPR courses under the Licensure tab to the left.

What do I have to do to get a NM EMT license if I have an out-of-state and/or National Registry certification (EMS FR, EMT-Basic or EMT-Intermediate)?

Go back to the home page of this website. Choose "Licensing", then "Out-of-State Reciprocity" from the menu on your left. There you will find the application and info sheet for your EMS level. Complete the application and return it along with a copy of your CURRENT out-of-state and/or National Registry certification, a current healthcare provider level CPR card and the appropriate fee. After a background check with National Registry or the state in which your certification / license was issued we will issue you a temporary license good for 6 months. If you are seeking FR /EMT-B /EMT-I licensure you will need to locate a transition course taught by one of the 6 approved EMS training institutions. Once completed send in a copy of your transition course completion certificate and we will schedule you for state testing. Once successfully completed, you will be issued NM EMT license.

If I let my license expire, how long do I have to get it reinstated via re-entry?

Two (2) years from the date of expiration.

Can I pay with a credit card?

No, not at this time.

Can I register on line?

No, not at this time.

How do I apply for a seasonal/temporary license?

Complete the "out-of-state reciprocity" application found the "Licensing" tab on the home page and submit it along with a copy of your out-of-state/National Registry certification a copy of your current healthcare provider CPR card and the appropriate out-of-state licensing fee. A seasonal/temporary license will only be issued once in a 12 month time period.

Do I qualify for a graduate license and when does it expire?

If you apply for NM EMS licensure, but have not completed your National Registry exam, I will issue a graduate license at your request. A graduate license is valid for six months from the day on your course completion certificate. It will expire exactly six months after that date no matter when you apply for it. If six months already have passed before you attempt your National Registry exam, you are no longer eligible for a graduate license.

If my course completion certificate is expired, can I just take a refresher to make it current again?

No, once your course completion certificate has expired, you will have to repeat your entire EMT course.

How much time to I have to complete the NM EMS written exam? (Required for all re-entry and out-of-state candidates)

You have 1 hour (EMS FR), 2 ½ hours (EMT-B/EMT-I) and 2 hours (EMT-Paramedic) to complete your written exam.

## EMT-PARAMEDIC LICENSING

[What do I need to do to get my New Mexico Paramedic license?](#)

If you are a recent graduate of a New Mexico EMS training institution, you will need the following documents:

- A copy of your course completion certificate
- A copy of your current ACLS card
- A copy of your current CPR card
- Copy of your current National Registry of EMT's Paramedic card
- Copy of your current New Mexico EMT-B/EMT-I license
- \$85.00 payable to the EMS Bureau (check, PO, or money order)
- Completed application

[What do I have to do to get a NM Paramedic License if I have an out-of-state and/or National Registry Certification \(EMT-Paramedic only\)?](#)

Go back to the home page of this website. Choose "Licensing", then "Out-of-State Reciprocity" from the menu on your left. There you will find the application and info sheet for your EMS level. Complete the application and return it along with a copy of your CURRENT out-of-state and/or National Registry certification, copy of a NM approved current healthcare provider level CPR card, copy of a current ACLS card and the appropriate fee. After a background check with National Registry or the state in which your certification / license was issued we will issue you a temporary license good for 6 months. You are required to successfully complete the NM EMS Paramedic Transition written exam. The exam consists of 100 multiple choice questions. Passing score is 80%. Once successfully completed, you will be issued a NM Paramedic license.

[How long will it take to process my New Mexico Paramedic license?](#)

Please allow 10 business days once your application is received for us to process your application packet. Please do not call before this time and allow time for postal delivery.

[How do I get an application form?](#)

On the home page of this website choose "Licensing" on the left menu, then print the appropriate application for your level.

[Where can I get a refresher course?](#)

The EMS Bureau does not keep a list of classes or refreshers. We recommend that you contact one of the Bureau approved training institutions or local fire/EMS agency for this information. There is a list of EMS services who allow EMT's from outside their service to participate in their classes. You can find this list on our website under the CE tab, "Statewide CE Offerings."

[How do I register for a National Registry Exam?](#)

For the practical portion, please call a New Mexico approved training institute for their schedule. For the written (cognitive) portion, please contact the National Registry of EMT's directly to schedule your exam. Their website is [www.nremt.org](http://www.nremt.org). Their phone number is 614-888-4484.

### Can I get CE credit for college courses?

Some college level courses are eligible for CE credit. These include, but are not limited to, Anatomy & Physiology, Biology, Psychology, Nursing, Physician's Assistant, Sport's Medicine, Pharmacology.

Keep in mind that not all courses in these disciplines are eligible. The classes must have been taken within your renewal period and you must have received a grade of C or above. If you would like your college courses to be evaluated, please mail or email an unofficial transcript along with a description (course catalog description, class syllabus or outline, etc.) to the EMS CE Coordinator at 505-476-8247.

### Can I get CE credit for carded courses?

- If you received it as part of a Bureau approved, formal refresher OR as part of your CE equivalent/blueprint in lieu of a formal refresher, you may NOT use it for any of your additional CE hour requirement.
- If a carded course was NOT part of a refresher and is not required for your renewal, you may use the class hours for CE.
- If you took a carded course for the second time during your renewal period, the following policy applies:
- CPR: A second CPR course/refresher taken during the renewal period will count for a maximum of 4 hours of additional CE credit.
- CPR Instructors may receive 8 hours.
- ACLS: A second ACLS course/refresher taken during the renewal period will count for a maximum of 8 hours of additional CE credit.
- ACLS Instructors may receive 12 hours.
- EMT-Basics and EMT-Intermediates may receive CE credit for taking ACLS and PALS courses. One each per renewal period.
- Other carded courses may be taken more than once during a renewal period but the second time will only count for half of the hours.
- Example, if you took a WFR (Wilderness First Responder) course, you would receive 12.0 hours Medical Emergencies, 12.0 Trauma Emergencies, and 6.0 hours Operations.
- If you took this course a second time, you would then receive 6.0 hours Medical Emergencies, 6.0 hours Trauma Emergencies, and 3.0 Operations.

### My EMT license expired. How can I regain it?

- If you completed all the renewal requirements by the December 31 cutoff date but simply failed to submit your paperwork by the March 31 deadline, you may submit your paperwork up to May 31 of the expiration year and pay a late fee.
- If you do not meet the circumstances listed above and are within 2 years from your expiration date, you must complete a Bureau approved refresher course, provide evidence of a current CPR card ( and ACLS card, if EMT-Paramedic), and submit the required application and fees. Once approved you will be scheduled to take the NM EMS written exam at your licensure level.
- If your license has been expired for more than 2 years, you will be considered an initial applicant and have to repeat the entire EMT course.



## OUT OF STATE

What does the transition course consist of?

The transition course is a standardized 16 hour course covering the scope of practice for EMS FR, EMT-B or EMT-I in New Mexico and the NM EMS testing process.

## RENEWAL

Where can I send in my renewal documents?

1301 Siler Rd, Building F, Santa Fe, NM 87507

I heard that the State of New Mexico has started utilizing the National Registry of EMT's exam process in order to license in New Mexico. I am already a licensed EMT in NM. What do I have to do?

Nothing. You will renew your license as you always have. The transition to the NR exam only affects initial EMT candidates.

Do I need to send in originals documents with my renewal packet or do I send copies?

The application should be the original signed document. Copies of all other documentation are acceptable. Original CE's and course completion certificates should be retained for your records should be.

How many hours of CE can I do over the internet for my renewal?

If you decide to complete the refresher blueprint instead of a formal EMS Bureau approved refresher course, you may complete up to 12 hours of those hours online. All online CE have to be CECBEMS approved. You can also complete a total of 12 hours of your required additional CE online from an approved program.

Where can I find a refresher course?

Individuals need to check with the EMS training institutions for upcoming courses. Also, all three regional EMS Conferences throughout the state offer refresher courses.

What do I do if I am not working for a service and do not have a medical director to sign my renewal?

FR & EMT-B's not currently with a service need to initial the statement on the renewal application stating they are not currently practicing any advanced skills needs MD signature. EMT-I / EMT-P's not currently with a service need to submit, in writing, a request for waiver to the regulation requiring MD signature.

When must my renewal requirements be completed?

Renewal requirements must be completed no later than December 31 prior to expiration. Individuals have until the last day of February to submit requirements under the normal fee. Renewals submitted in March will be assessed a higher fee with an additional fee increase for those submitted in April or May.

I do not have enough CE's for renewal is there anything I can do?

If an individual fails to complete the renewal requirements within the time allowed, they must take a refresher, be current in CPR, and successfully complete the state written and practical exam. If you have a special circumstance you may petition the EMS Licensing Commission for a waiver. Please contact the EMS Program Manager.

Where can find out what CE's can be used for re-licensure?

On the website under CE is a description of CE categories and CE with standing approval. Individuals can also contact the Bureau at 505-476-8200.

## SPECIAL CIRCUMSTANCES

Can I take the EMT state exam with a DUI, misdemeanor, or felony history?

The EMS Licensing Commission will determine the ability to license an individual based on the severity of the offense and proven rehabilitation please contact the EMS Program Manager on how to proceed.

What documentation do I need from the courts for a felony or misdemeanor?

- Documentation needed include a personal statement regarding the details of the offense, Judgment and Sentence
- Probation/parole information
- Court summaries showing requirements of the court have been met

The offense review timeline will vary per individual.