



# Policy Statement

Number: 24-06  
Date: September 17, 2024  
Supersedes/Updates: 12-05

## Background

This policy statement is intended to provide clear direction to EMS providers, EMS agencies and the emergency service community regarding the requirements for the possession and production of NYS Department of Health issued EMS certification.

## Authority

10 NYCRR Part 800.6, 800.8, 800.9, Part 800.17

## Purpose

This policy statement addresses the certification period, security, and alteration of DOH issued certificates.

## Policy

### **Certification**

Pursuant to provisions of 10 NYCRR Part 800, the Bureau issues an original certification to persons whom:

- Successfully complete the requirements set forth for obtaining an original certification at one of the provider levels authorized; or
- Successfully completes the requirements set forth for obtaining re-certification; or
- Obtains certification through the reciprocity process; and
- Have no legal barrier to the issuance of such certificates.

### **Certification Period**

Certifications issued by the Bureau after July 1<sup>st</sup>, 2024, are valid for forty-eight (48) months from the last day of the month in which the certificate was issued. They expire at 11:59 PM on the date indicated on the document. The change in certification period is not retroactive and is only applied to certifications issued after July 1<sup>st</sup>, 2024.

An exception to this certification period is if the provider has been approved for extended certification as allowed for by Public Health Law.

Certifications issued by reciprocity will expire on the same expiration date as the certification used by the Bureau to grant that reciprocity.

### **Approved Certifying Cognitive Examinations**

Once a candidate has completed their NYS certification course and has evidence of a skills evaluation accepted by the Bureau, that individual is qualified for an approved cognitive examination.

There are currently two exams approved by the Bureau for candidates to take to achieve New York State EMS Provider certification. The first is the exam issued by the State and administered by a contracted vendor of the State. The second exam is the cognitive exam issued by National Registry of Emergency Medical Technicians.

All candidates, who satisfy the requirements to sit for the exam will have their eligibility automatically uploaded to the State vendor once the End of Course paperwork has been submitted by their course sponsor and processed by the Bureau.

Candidates, who qualify, may choose to take the National Registry Cognitive Exam. It is the candidate's responsibility to work with their course sponsor to make the necessary arrangements to take the NREMT exam.

**NOTE:** Candidates that successfully pass an NREMT exam must submit their results to New York State through the Bureau website under EMS Forms page. If NREMT results are not submitted as instructed on the EMS Forms page, certification will not be processed. It can take the Bureau two to three weeks to process a certification of a student who opts to take the National Registry in lieu of the state exam.

[EMS Forms | Survey Builder \(ny.gov\)](#)

Candidates are responsible for the costs relating to either exam.

Candidates have three attempts for each eligibility granted and two years from the End of Course date for their course to successfully complete the cognitive exam.

### **Alteration or Forgery of Issued Certifications**

Temporary certification letters that are printed at a testing center at the time the candidate successfully completes their computer-based exam are printed on special security paper that will show the word "VOID" when the paper is photocopied. If a candidate has this report and it is not on security paper it is not valid to be used as a temporary certification.

Certification cards are processed biweekly and sent by mail. It would be up to 4-6 weeks before a candidate receives a physical card in the mail. Students should keep a copy of their certification on them when practicing as an EMS provider. EMS Agencies can verify any EMS providers certification card via the Health Commerce system under "EMT Search" section.

Any adulteration of a certification issued by the Department or any production of a document that is offered to be a certification issued by the Department shall be fully prosecuted as the law allows and may bar the individual from any future certification by the Department.

### **Service Requirements**

EMS services are required by 10 NYCRR Part 800.21(k)(1) to maintain personnel files for all members/employees. The file must include a copy of the member's/employee's state issued EMS certificate. The certified provider should be required to provide the original certification to the agency for the agency to inspect and copy. Agencies also may verify provider certification using the Health Commerce System (HCS). See the most relevant policy statement to learn how to obtain a HCS account.

If there are any questions regarding the validity of the certification, notify the Bureau of EMS immediately.

An agency shall be held responsible for the outcomes and actions of any provider whom they allow to practice without positive proof on file that the certification offered by that individual is valid.

### **Provider Identification**

Agencies are encouraged to have a policy that governs the proper identification of members/employees while providing care or while responding. Such identification is particularly useful when members of an agency respond beyond their local area when participating in mutual aid responses.

All EMS agencies should consider the issuance of identification to members/employees. Such identification may include, but not be limited to:

- Agency name
- Provider name
- Provider photograph
- Provider level of certification
- DOH certification number
- Level of care authorized by agency
- Agency identification number
- Date of Birth
- Blood Type
- Expiration date of identification card.

Certified providers are discouraged from using their issued certification card as a displayed form of identification. It is recommended that physical or digital Department of Health certification be carried by individuals while providing care.

### **Lost or Destroyed Certifications & Provider Change of Address**

Should the certificate issued by the Department be lost, destroyed or if it becomes unreadable you may request a replacement certificate. Requests must be submitted on the EMS Forms page of the Bureau of EMS webpage. This same form can be used to update an EMS Provider webpage.

[EMS Forms | Survey Builder \(ny.gov\)](#)

### **Verification of Certification**

Any individual or entity, who is seeking to verify current or past State EMS certification for an individual, may do so by completing the official request form found on our website on the EMS Forms page. Verifications are made for employment, education, reciprocity, or other situations where verification is required by a third party.

[EMS Forms | Survey Builder \(ny.gov\)](#)

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