



Policy Statement

Number: **25-06**

Date: June 16, 2025

Supersedes: NEW

Independent Continuing Medical Education Recertification

PURPOSE

The purpose of this policy is to outline the procedures for submitting applications for recertification through the New York State (NYS) Continuing Medical Education (CME) Program in compliance with 10 NYCRR § 800.9. This policy ensures applicants meet the regulatory and procedural requirements for recertification without the need for a state practical skills and written examination.

AUTHORITY

10 NYCRR § 800.9

SCOPE

This policy applies to all New York State Certified Emergency Medical Services (EMS) Practitioners, including certified first responders, emergency medical technicians, and advanced emergency medical technicians, who are seeking recertification through the CME Program.

DEFINITIONS

For purposes of this policy statement, the following definitions apply:

CME Program means the New York State emergency medical services recertification by continuing education program as described in 10 NYCRR § 800.9.

EMS agency means a New York State certified ambulance service, advanced life support first response service, or registered basic life support first response service enrolled in the CME Program.

CME applicant means an individual currently certified by the Department as a certified first responder, emergency medical technician, or advanced emergency medical technician. Referred to as an EMS Practitioner.

Continuous practice means a CME applicant who meets the requirements as defined in 10 NYCRR § 800.3(w).

POLICY

All CME Program participants are required to adhere to this policy and all other applicable rules and policies governing the CME Program. Failure to comply may result in delays or denial of recertification.

A. Eligibility Requirements

1. To qualify for recertification through the CME Program, a CME applicant must:
 - a. Be currently certified at the level of certification they are seeking;
 - b. Be in Continuous practice as defined above;
 - c. Submit a completed Department-approved application form bearing the CME applicant's signature in ink or an approved electronic signature;
 - d. Submit the application for recertification so that it is received by the Department at least 45 days, but not more than 9 months, prior to the current certification expiration date;
 - e. If applicable, comply with the provisions of § 800.6(e) of Article 30 of Public Health Law, and Article 23-A of Corrections Law concerning criminal offenses; and
 - f. Not have been found guilty of violations relating to patient safety unless deemed by the Department to pose no unreasonable risk.
2. CME applicants who are not affiliated with an EMS agency are not eligible for EMS training fund reimbursement.

B. Education and Skills Requirements

1. CME applicants must meet the education and skills requirements outlined in the current CME Administration Manual.
2. CME Core content must be reviewed and signed off by a NYS Certified Instructor Coordinator (CIC).
3. Skills must be signed off by a NYS Certified Lab Instructor (CLI), CIC, Agency Training Coordinator, agency Medical Director or Regional Emergency Medical Advisory Committee approved Medical Control Physician, based on the participants level of care.

C. Eligible CME Program Content

1. CME hours may include basic life support (BLS) and advanced life support (ALS) refresher program content appropriate to the certification level.
2. Independent participants may audit courses but are not eligible to register for original or refresher courses.
3. EMS-relevant content obtained within the certification period is eligible if not previously used for recertification.
4. CME content may be 100% online; participants must maintain a secure tracking system or LMS, available for review within 48 hours of a request.

D. Application Submission

1. In accordance with Part 800.9 (4), applications must be submitted no more than nine (9) months prior to and no later than forty-five (45) days prior to the certification expiration date. Any application submitted outside this timeline may be subject to delays, up to and including the rejection of the application, at the discretion of the Department.

2. Applications must be submitted to the Department through the online CME Submission Portal using the approved Department CME recertification forms.
3. Applications may be submitted directly by the CME applicant, through their affiliated EMS Agency, or by a Course Sponsor.
4. Attachments include the CME Renewal Application and transcript (if one applies), current CPR card, and advanced certifications (e.g., ACLS, PALS) for advanced providers.
5. CME applicants must attest affirming active participation in patient care activities during the period of certification. Patient care activities may include patient care in an EMS or non-EMS environment.
6. ALS providers must have sign-off from an EMS agency Medical Director or Regional Emergency Medical Advisory Committee approved Medical Control Physician, where appropriate.
7. Upon electronic submission via the CME Submission Portal, CME applicants shall retain the Submission ID (SID) that is displayed on the screen upon submission of the application as proof of submission. The SID must be referenced on any future correspondence with the Department regarding the submission. If no SID is displayed, the application was not received.

E. Application Processing

1. Processing may take up to six (6) weeks. CME applicants should monitor their email, including spam folders, for updates. Rejected submissions will include a cause for return. Corrections must be resubmitted following the original guidelines with a new SID.
2. Should the application be rejected, CME applicants should make the necessary corrections and resubmit the application, along with any required supporting material, to the Department through the CME Submission Portal. Please note, a new SID will be provided for any resubmitted application.

REFERENCES

Current CME Administration Manual

[Continuing Medical Education Program](#)

Online CME Submission Portal & CME Recertification Forms

[EMSForms](#)

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