

STATE OF NEVADA

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**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC AND BEHAVIORAL HEALTH
PREPAREDNESS, ASSURANCE, INSPECTIONS AND STATISTICS**

Emergency Medical Systems
4150 Technology Way, Suite 101
Carson City, NV 89706
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October 19, 2016

Dear Nevada EMS Certified / Licensed Personnel:

PLEASE READ CAREFULLY!

If your current certification/license are due to expire **March 31, 2017**, all renewals are due to the Nevada State Emergency Medical Systems (EMS) Program **90 days prior** to the expiration date. Therefore, renewals must be in our state office by **December 31, 2016** to avoid a late renewal.

In order to maintain your certification you will need to provide evidence that you have completed the requirements for renewal. If you are licensed as an Ambulance Attendant it will also be necessary for you to renew your license when you renew your certification. Below you will find the renewal requirements for your certification level. To renew your certification / license, complete and submit the "Emergency Medical Services Renewal Application" with required documentation to the Nevada State EMS Program in Carson City. The application is available on our website at:

[http://dphh.nv.gov/Reg/EMS/dta/Forms/Emergency_Medical_System_\(EMS\)_-Forms/](http://dphh.nv.gov/Reg/EMS/dta/Forms/Emergency_Medical_System_(EMS)_-Forms/). If you are renewing your certification only, please enclose a check or money order in the amount of **\$10.00*** made payable to the **Division of Public and Behavioral Health**. If you are renewing both your certification and license please enclose a check or money order in the amount of **\$15.00***, made payable to the **Division of Public and Behavioral Health**.

LATE FEES

The required documentation **MUST** be submitted to the Nevada State EMS Program in Carson City before December 31, 2016. If documentation of re-certification is not received in the state office prior to this date, you will be required to pay a late fee of \$10.00*. If documentation of re-certification is not received in the state office prior to March 31, 2017 you will be required to apply for late renewal and you will be required to pay a late fee of \$10.00* and take a National Registry of EMT's (NREMT) assessment exam equivalent to your level of certification. There will be *\$25.00 fee on all returned checks.

Please Note: There is no provision for late renewal of an ambulance attendant's license. If your license renewal is not received prior to December 31, 2016, you will be required to submit an initial application for Ambulance Attendant's License.

Information on renewal requirements can found on the Renewal Form located on our website
[http://dphh.nv.gov/Reg/EMS/dta/Training/Emergency_Medical_System_\(EMS\)_-Training_Education/](http://dphh.nv.gov/Reg/EMS/dta/Training/Emergency_Medical_System_(EMS)_-Training_Education/).

All continuing education must have been completed during the current registration cycle (January 2015 - December 31, 2016.). If, upon evaluation, the Nevada State EMS Program determines that more CEU hours are required you may complete these additional hours during the late period of January 1, 2017 to March 31, 2017.

The documentation required for your renewal may come from different sources. You can obtain your course completion paperwork from the coordinator of your refresher or transition course. You can obtain your skills verification form from your Ambulance Service Coordinator and Fire Department Training Officer. It is your responsibility to work with your Course Coordinator, Service Coordinator, Training Officer, Chief Officer and State Regional EMS Representative to ensure all necessary documentation is submitted at the same time.

Please remember that the Nevada State EMS Program considers renewal of certification and licensure to be an individual responsibility. Should you expect your Service Coordinator or employer to submit your renewal applications and they fail to do so you may be required to fulfill the late renewal requirements for certification and make initial application for licensure as noted above. Please **do not** fail to fulfill your responsibility.

Your cooperation in this matter is very much appreciated.

Nevada State EMS Program
4150 Technology Way, Suite 101
Carson City, NV 89706
(775) 687-7590

Sincerely,



Tina Smith
EMS Program Manager