



## **EMS Information Bulletin 2016-11**

**DATE:** Oct. 31, 2016

**SUBJECT:** Certification by Endorsement Application

**TO:** Pennsylvania EMS Agencies

**FROM:** John Englert, EMS Program Manager

A handwritten signature in black ink, appearing to be 'John Englert', written over the 'FROM:' line.

The following process has been created for applicants for endorsement as per the Rules and Regulations, Title 28-Health And Safety, Department of Health, [28 PA. Code], Subchapter B. EMS PROVIDERS AND VEHICLE OPERATORS, §1023.33. Endorsement, of course, or examination.

1. Applicant contacts the Pennsylvania Department of Health or a Regional EMS Council to secure the application for Certification by Endorsement. NOTE: Any fees incurred throughout this entire process are the responsibility of the applicant.
2. Applicant completes the application in its entirety as follows:
  - a. Section A – Personal Information (Self-explanatory)
  - b. Section B – Certification
    - i. Acceptable one-for-one VALID certifications at the same EMS provider certification level (applicant to include legible copies):
      - National Registry of Emergency Medical Technicians, and/or Another/other state certification.
      - Military applicants with National Registry of Emergency Medical Technicians (NREMT) certification must provide:
        - a. DD-214 (verification)
        - b. DD 2-1 or equivalent (active duty military transcript)

c. Proof of military identification

- ii. All applicants must meet all other criteria identified on the application prior to issuance of Pennsylvania certification.

**NOTE:** Individuals certified or licensed out-of-state at an advanced level above paramedic, i.e., registered nurse, physician assistant, or physician (MD or DO), must first secure an appropriate certification or license thru the Pennsylvania Department of State prior to applying for an EMS Provider Certification at the equivalent EMS level.

c. Section C – Criminal History/Convictions

- i. Must include certified copies of all court documents with the County or Clerk of Court's office (or equivalent office), seal or stamp verifying exact copies, from all states where convicted

**NOTE:** Applications and documents of applicants reporting positive criminal histories/convictions must be forwarded to the Pa. Department of Health, Bureau of EMS, for review and decision.

d. Section D – Disciplinary Action Disclosure. (Self-explanatory)

e. Section E – Social Security Number Disclosure (Skip if already provided)

f. Out-of-state driver's license numbers or identification cards are not acceptable

g. Section F – Waiver and Signature (Self-explanatory)

h. Pennsylvania EMS Affiliation Verification

- i. Applicant completes first line of application.
- ii. Pa. Employer Identification section
  - Completed by non-EMS agency employers
- iii. Pa. EMS Agency/Educational Institute Verification section
  - Completed by principal official of EMS agency

3. Emergency Medical Services Out-of-State EMS Provider Verification

a. Section 1 – To Be Completed by Applicant

- i. Delivered or mailed by the applicant to the state where current certification is held

b. Section 2 – To Be Completed by State Agency Verifying License or Certification

i. Out-of-state agency returns the completed form to:

Pennsylvania Department of Health  
Bureau of Emergency Medical Services  
Room 606, Health and Welfare Building  
625 Forster St.  
Harrisburg, PA 17120-0701

4. Upon acceptance of a completed application and required documents, the Pa. Department of Health will contact the appropriate Regional EMS Council, which will:

a. Contact the applicant and schedule an office appointment for a photograph and signature for a Pennsylvania EMS Provider Certification card. Applicant will need to bring the following to the regional EMS council office:

i. A current government issued photo identification;

ii. A current PA recognized CPR card; and

iii. A current state and/or NREMT certification card(s).

5. Pa. Regional EMS Council will enter all appropriate information into the EMS Registry and process a Pa. EMS Provider Certification card at the appropriate level.