

Your certification/license renewal requires completion of the following prior to your expiration date:

1. Renew your certification/license online at <https://lars.tn.gov/> and pay with a credit or debit card or E-check

OR

Submit the completed renewal invoice and renewal fee by mail with a check or money order (do not send cash)

2. Successful completion of a CPR course (AHA basic professional rescuer or Red Cross equivalent).
3. Successful completion of ONE of the following:
 - Continuing Education Hours (CEH's)
 - Acceptable College Credit Hours
 - Successful completion of the National Registry *Assessment* Examination

IMPORTANT NOTE: If you wait until the last week of your renewal cycle to renew on-line your fee may not post until after your expiration date, therefore causing a late fee due in our system. This will delay the process and you will need to contact this office to receive your certification/license. *You can renew on-line up to 60 days prior to your expiration.*

RENEWING BY EXAMINATION: If you are renewing by examination you can access the testing information by going to www.nremt.org to schedule the assessment exam for your level of licensure. The exam can be taken anytime during your renewal cycle.

RENEWING BY CONTINUING EDUCATION: It is mandatory that you have either the Exam or the number of CEH's listed below, however, you do not have to submit copies of your CEHs unless requested by the State EMS office. You may be asked, *in an email and/or letter*, to submit these documents. EMS Board rules require that you maintain a copy of your CEHs for at least four (4) years. If you are selected in our random audit to submit continuing education documents the requirements are as follows:

The standard renewal cycle is 24 months however, your first renewal cycle could vary from 12-36 months. If it is your first renewal the Continuing Education (CE) requirements are prorated as specified below (the required fee does not change). For a specific breakdown of CE requirements you should access the document titled "*Board Approved CE Requirements*" on the website.

- Certifications/Licenses issued for 12 months or less do not require continuing education hours or the exam.
 - Certifications/Licenses issued for 13 to 23 months will require:
 - 10 hours for EMT level (of the 10 hours a minimum of 2.5 hours must be in pediatric-related topics);
 - 12.5 hours for AEMT level; (of the 12.5 hours a minimum of 4 hours must be in pediatric-related topics);
 - 16 hours for Paramedic level; (of the 16 hours a minimum of 4 hours must be in pediatric-related topics);
 - 21 hours for Paramedic-Critical Care level (of the 21 hours a minimum of 4 hours must be in pediatric-related topics and a minimum of 5 hours in critical care-related topics)
 - 5 hours for EMR level; (of those 5 hours a minimum of 1 hour must be in pediatric related topics)
 - Certifications/Licenses issued for 24 to 36 months will require:
 - 20 hours for EMT level (of the 20 hours a minimum of 5 hours must be in pediatric-related topics);
 - 25 hours for AEMT level (of the 25 hours a minimum of 8 hours must be in pediatric-related topics);
 - 32 hours for Paramedic level (of the 32 hours a minimum of 8 hours must be in pediatric-related topics);
 - 42 hours for Paramedic Critical Care level (of the 42 hours a minimum of 8 hours must be in pediatric-related topics and a minimum of 10 hours in critical care-related topics)
 - 10 hours for EMR level; (of those 5 hours a minimum of 2 hours must be in pediatric related topics)
- OR**
- In lieu of the CEH's listed above you may take the National Registry Assessment Exam.

➤ **At least 50% of required CEH's must be obtained in a classroom setting. CAPCE F5 courses are approved as a classroom setting.**

Those that have renewed in the past will continue to adhere to the 24 month requirements above. Continuing education submitted must be a certificate or an original letter on official stationary from the CE program sponsor with the date, hours awarded, program title and name of individual. The CEH's must be in EMS related topics for your level of licensure or below; you cannot use hours that are higher than the scope of your training. Copies of course cards are not accepted unless it lists the number of CE hours on the card.

If all requirements are not taken/completed prior to your expiration date and all documents submitted are not postmarked on or prior to your expiration date you will be notified by mail or email of the reinstatement process.

ADDITIONAL INSTRUCTIONS:

Renewing by mail:

- Should you choose to renew by mail you must sign and date the renewal invoice, answer the questions in on the back of form and return **to the address listed on the front of the page**. Failure to submit a completed renewal invoice could result in reinstatement of your certification/license.
- Make your check or money order payable to TDH/EMS. **Do not send cash.**

It is recommended that you maintain a copy of all documents mailed to this office including your check or money order.