WHEN DO I RENEW???

The Tennessee Department of Health, Division of Emergency Medical Services renews EMT licenses on the EMT's birth month. The system was implemented to disseminate the mass number of renewals in June and December of each year. This system will allow the workload to be distributed over twelve months instead of two months. The system is very simple; your license will expire on the **LAST DAY** of your **birth month**. If you were born in an even year, your license will expire in an even year. If you were born in an odd year, your license will expire in an odd year. Example, if you were born October 15, 1947 you will always expire on October 31 of an odd year. On initial licensure, you may not get the full two years and others may receive more than two years in order to get them on the correct expiration cycle. Please make sure that you check your new EMT License and make note of **THE EXPIRATION DATE**. If you should have questions regarding the process please contact your Regional Consultant.
HOW DO I RENEW . . .

The most frequently asked question at the Department of Health, Division of Emergency Medical Service is how to renew an EMT license. There are two options available to accomplish EMT Renewal. These options are the renewal examination and Continuing Education Units (CEUs). Hopefully, the following information will answer some of the questions.

I. RENEWAL EXAMINATION

The first option is the renewal examination. The exam must be taken prior to your expiration date and you must pass with a score of 80% or greater.

a. The examination can be taken at anytime during your renewal cycle. Do not wait until the last month prior to your expiration to take the examination. Renewal examinations should be taken 60 – 90 days prior to expiration to insure adequate time to receive grade and submit renewal requirements.

b. The renewal examinations are given the first Thursday of each month. The examinations are usually given at the Regional Health Offices and begin at 9:00 a.m. Contact your Regional Consultant for the exact examination locations and times.

c. All scores will be issued by mail approximately three to five weeks after the examination. NO SCORES WILL BE GIVEN OVER THE TELEPHONE.

d. If you fail the examination, you may retest again if you complete and submit the examination fee form and appropriate test fee.
II. CONTINUING EDUCATION UNITS (CEU's)
The second option is Continuing Education Units. Continuing Education is a structured educational and training experience for personal or professional development in which participants are assumed to have previously attained a basic level of education, training, or experience. A Continuing Education Unit (CEU) is a standard unit of measurement that quantifies continuing education and training activities while serving the diversity of providers, activities, and purposes in adult education. Therefore, the Division has developed the following guidelines as criteria to meet the requirement for license renewal.

a. One CEU is equal to ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction.

b. The Division of Emergency Medical Services does not issue CEUs; we approve CEUs for licensure renewal. Agencies that can award CEUs are colleges and universities, proprietary schools, teaching hospitals, vocational-technical schools and other agencies that have meet the International Association for Continuing Education and Training (IACET) guidelines and criteria.

c. CEUs must be recorded on official and original transcripts, certificates, or letters issued by a continuing education agency. The following information must be included with each record: the individual's name, the course title, the date(s) attended and the amount of CEUs awarded.

d. CEUs must be attained during the individual's renewal cycle. For example, if your license expires on March 31, 2001, courses obtained from April 1, 1999 through March 31, 2001 may be used.

e. CEUs must be submitted by the individual no later than 30 days prior to expiration and at the time of renewal along with the appropriate form. The renewal form is mailed to the individual by the Division sixty days prior to their renewal date. It is the individual's responsibility to request and maintain all documentation from the continuing education issuing agency.

f. The CEUs obtained must be EMS related courses. They must be courses or classes that offer information that will increase your abilities, skills and/or knowledge in pre-hospital care and in areas that are within the scope of practice for your type of licensure. For example, EMTs cannot use an EKG interpretation class for renewal.

g. College credit courses may be used if they are EMS related and enhances pre-hospital performance. One semester hour of college credit is equal to 1.0 CEU. As an example, anatomy and physiology is awarded four semester hours, this is equivalent to 4.0 CEUs or 40 contact hours. IV Therapy Courses and Paramedic Courses may be used for CEUs.
h. Selective courses have been prior approved by the Division and a maximum of 1.5 CEUs have been awarded. Those courses are BTLS, PHTLS, ACLS and PALS. Pediatric BTLS has been pre-approved for 0.8 CEUs. The individual must submit a letter of successful completion with the renewal packet to the Division prior to expiration of EMT license. Original certificates or letters of completion from the issuing agency with the individual’s name, the course title, the date(s) attended and the amount of CEUs awarded must be issued and submitted with the renewal packet. No photocopies of cards, letters, or certificates will be accepted.

i. Rescue courses may be used, but the maximum number of CEUs allowed for renewal is 1.0 CEU. For example, a vehicle extrication course is awarded 1.6 CEUs from the educational institution, but only 1.0 CEU may be used.

j. Courses following the TEMA, FEMA or the National Fire Academy curriculum may be used toward renewal. The courses must be relevant to pre-hospital medical care. To receive full CEU credit for renewal the course must be at least 50% medical, otherwise only 1.0 CEU credits may be used toward renewal. Certificates or letters of completion from the issuing agency with the individual’s name, the course title, the date(s) attended and the amount of CEUs awarded must be issued.

k. Defensive driving/EVOC and other approved driving courses may be used for renewal. The maximum CEUs awarded for the initial courses is 1.0 CEU. A defensive driving refresher course may be awarded 0.4 CEUs.

l. The APCO and Medical Priority Dispatch courses may be used for renewal. A certificate or a letter of completion must be submitted with the renewal packet to the Division prior to expiration of EMT license. They will be accepted for full CEU credits awarded.

m. An instructor may receive renewal credit for classes taught in EMS or CPR courses, if the sponsoring agency verifies the number of instructional hours. 0.1 CEUs is awarded for each 10 hours of verified instruction. Credit is not awarded for attending an instructor's course.

n. National conferences and other state-sponsored conferences generally can be used for renewal. If contact hours are used they can be converted to CEUs (0.1 CEU = 1 contact hour). Continuing Medical Education (CMEs) and Continuing Nursing Education (CNE) programs may be used for renewal if the information will add to the EMS providers pre-hospital knowledge.

o. The 1994 EMT-B Transitional Program will be recognized for 2.0 CEUs. This may be used only one time toward license renewal.

p. Commercially prepared videotapes may be used for renewal only if CEUs are issued by an educational entity, the tapes are current, and they cover EMS related material.

q. Magazine/Journal articles may not be used to meet renewal requirements.
r. Inservice training may be used only if CEUs are awarded.

s. Completing renewal requirements for the National Registry and providing proof of renewal by NREMT may satisfy renewal requirements for TN EMT Licensure at the level of your certification.

Any additional questions or concerns should be submitted in writing to the Division of Emergency Medical Services for a written reply. Courses requested to be used for CEUs but are not listed must be pre-approved. The request is to be made in writing to the following:

Blaine Hill, Director of EMS Personnel Licensure
Division of Emergency Medical Services
Cordell Hull Building, 1st Floor
425 Fifth Avenue North
Nashville, TN 37247-0701