



Colorado Emergency Medical Services Provider Application Instruction Guide for Military Personnel and Spouses of Military Personnel

Your application is a matter of public record

There is no fee associated with initial or renewal certification

Current Colorado certification is required to practice as an EMS provider in Colorado

- **NREMT certification does not constitute Colorado certification**
- **Colorado does not recognize EMS Provider certification from other states unless you meet the conditions outlined below**

USE THIS INSTRUCTION SHEET ONLY FOR THE FOLLOWING:

- **INITIAL CERTIFICATION FOR MILITARY PERSONNEL STATIONED IN COLORADO**
- **INITIAL CERTIFICATION FOR THE SPOUSES OF MILITARY PERSONNEL STATIONED IN COLORADO**
- **RENEWAL CERTIFICATION FOR MILITARY PERSONNEL DEPLOYED ON ACTIVE DUTY OVER 120 DAYS**

General Information

Applications are processed in the order received. We ask that you allow 3-4 weeks for the processing of your application. You may check your certification status at any time through the online verification link on the home page of our website (www.coems.info.) Certificates are valid for three (3) years following the date of issuance. **You may not practice as an EMS Provider in the State of Colorado once your certification has expired.**

Incomplete applications are held for a period of one year from the date received, after which they will be destroyed. Failure to submit a properly-coded fingerprint card to the Colorado Bureau of Investigation (CBI) constitutes an incomplete application.

Active military personnel who are stationed in Colorado and the spouses of personnel stationed in Colorado may apply for certification to practice in Colorado and are exempt from providing specific information otherwise required for initial application. Please reference section 25-3.5-203(e) of the Colorado Revised Statutes and 6 CCR 1015-3, Chapter One, Section 5.2 and 5.3.

Initial applicants requesting military exemption will be certified in Colorado at the best equivalent level based on the certification or license documents provided from another state, district, or territory of the United States.

Spouses of active military personnel who wish to renew their Colorado certification must adhere to the requirements set forth for all renewing providers – Please refer to the EMS Provider Certification Instructions Guide for more information.

For military personnel renewing their certification, continuing education, training, or service completed through the military may be accepted for the purpose of renewing Colorado certification upon review and at the discretion of the department.

Any person whose Colorado EMS provider certificate is more than six (6) months expired is not eligible to renew through the continuing education/skills competency option and must hold a current NREMT card.

You may submit your renewal application up to six months prior to your certification expiration date and still keep your original expiration date. Application packets may be mailed or delivered to:

CDPHE - EMT Certification
HFEMSD-A2
4300 Cherry Creek Drive South
Denver, CO 80246-1530

General Requirements for Colorado EMS Provider Certification

ALL APPLICANTS must:	<ol style="list-style-type: none"> 1) be 18 years of age 2) submit evidence of lawful presence in the U.S. (page 3 and 4 of the application) 3) submit a complete application with required supplemental documents
First-Time (Initial) Applicants must also:	<ol style="list-style-type: none"> 1) submit proof of a valid EMS provider certificate or license from another state, district, or territory of the U.S. (write "Military Exempt" in item #4 on page 1 of the application) 2) submit documentation from the issuing authority that demonstrates your EMS provider certificate or license is in good standing 3) submit a copy of military orders that establishes Colorado as your duty station 4) submit to a fingerprint-based criminal history record check 5) provide the name and contact information of employer(s) if in the previous year you have been practicing as an EMS provider in Colorado
Renewing Applicants deployed on active duty must also:	<ol style="list-style-type: none"> 1) provide proof of current NREMT certification <i>or</i> verification that continuing education and skills competency requirements have been met <i>or</i> 2) establish exemption from NREMT/continuing education/skills competency requirements by providing documentation of military orders requiring active duty service of more than 120 days to serve in a war, emergency, or contingency if your certificate expired during service or up to 6 months after the completion of service (write "Military Exempt" in item #4 on page 1 of the application) 3) re-submit to a fingerprint-based criminal history record check if you have lived out of state any time during the past 3 years

Proof of CPR/ALS Course Completion

Initial applicants are exempt from providing proof of CPR/ACLS course completion. Mark "Military Exempt" on page 6 of the application.

Renewing applicants must provide proof of course completion of CPR (and ACLS, if required), with the exception of military personnel who have been called to federally funded active duty for more than 120 days and whose certificate has expire during service or within 6 months after service ended.

Proof of Identification/Lawful Presence

Identification is used to establish lawful presence in the United States. Although you are required to sign a statement attesting to your lawful presence (page 3 of the application), we also require verification through an acceptable form of identification.

A PHOTOCOPY OF YOUR IDENTIFICATION is required for ALL APPLICANTS

FOR MAIL-IN APPLICATIONS: Notarization of the photocopy is required – use page 4 of the application

FOR WALK-IN APPLICATIONS: Bring photocopy and original identification document with you

Acceptable forms of identification:	<ul style="list-style-type: none"> • United States Military or Military Dependent Identification Card • Un-expired Colorado Driver's License or Official Colorado Identification Card • Un-expired Driver's License from any state or territory <i>not</i> listed below • Certified Copy of a Birth Certificate from any state • U.S. Passport (except limited passports, which are issued for periods of less than five years) • United States Coast Guard Merchant Mariner Card • Native American Tribal Document 			
The following Driver's Licenses are not acceptable as Proof of Lawful Presence:	<table style="width: 100%; border: none;"> <tr> <td style="vertical-align: top;"> <ul style="list-style-type: none"> • Illinois • New Mexico • Utah </td> <td style="vertical-align: top;"> <ul style="list-style-type: none"> • Washington • American Samoa • Guam </td> <td style="vertical-align: top;"> <ul style="list-style-type: none"> • Northern Marianas • Puerto Rico • Virgin Islands </td> </tr> </table>	<ul style="list-style-type: none"> • Illinois • New Mexico • Utah 	<ul style="list-style-type: none"> • Washington • American Samoa • Guam 	<ul style="list-style-type: none"> • Northern Marianas • Puerto Rico • Virgin Islands
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Additional Information on Proof of Lawful Presence:	<p>Colorado Department of Revenue http://www.colorado.gov/cs/Satellite/Revenue-Main/XRM/1216289012440</p>			

Criminal History Record Checks

A fingerprint-based criminal history record check is **required for all first time applicants** for EMS provider certification in the State of Colorado. **Renewing applicants** are **only required** to be re-fingerprinted if they have lived out of state any time during the last 3 years.

Directions:	<ol style="list-style-type: none"> 1) Fingerprints must be taken by a law enforcement agency on an official blue-lined fingerprint card (For information on live scans, contact the CBI directly at 303-239-4208) 2) Circle "FBI" in box 24 of the fingerprint card if you have lived out of state any time during the past 3 years 3) Mail or deliver your completed fingerprint card with payment to: <div style="text-align: center;">Colorado Bureau of Investigation 690 Kipling Street, Suite 3000 Denver, CO 80215</div>
Tips:	<ol style="list-style-type: none"> 1) Take these instructions with you when you get fingerprinted, as proper coding of the fingerprint card (specifically boxes 5 and 11, as shown on the following page) is vital for successful processing 2) Early submission of fingerprint cards to CBI is strongly encouraged, as processing may take 2 to 4 weeks 3) DO NOT send your fingerprint cards and payment to the Department, as this will delay the processing of your application 4) CBI accepts certified checks, cashier's checks, money orders or preprinted business checks. Visa/MasterCard or cash are accepted for hand delivered requests only. 5) RESULTS of your fingerprinting will come directly to the Department – please wait at least four weeks before calling to see if we have received the results 6) CBI processes fingerprint cards; they DO NOT take fingerprints 7) Do not fold or staple cards and please type or print legibly

Fees:	CBI Only: \$17.50	CBI with FBI (if you've lived out of state any time during the past 3 years): \$39.50
Additional Information:	CBI website and phone http://www.cbi.state.co.us/id/index.html or 303-239-4208	

The following tips may expedite the processing of your application:	
①	The Colorado EMS Provider certification application must be complete, legible, signed and dated before it can be processed
②	Submit your original application – photocopies will not be accepted
③	Include copies of your proof of identification and CPR card (and ACLS card if applicable) with your application packet
④	Do not include payment (unless you qualify for and are applying for provisional certification)
⑤	If using the continuing education/skills competency option to renew your certification, you do not need to include transcripts or records with your application
⑥	If renewing, include your expiration date in box 3b on page 1

FINGERPRINT CARD FIELD EXPLANATIONS

APPLICANT		LEAVE BLANK		TYPE OR PRINT ALL INFORMATION IN BLACK							FBI		LEAVE BLANK		
				LAST NAME <u>NAM</u>	FIRST NAME		MIDDLE NAME				24				
SIGNATURE OF PERSON FINGERPRINTED		ALIASES <u>AKA</u>		O R I		9						DATE OF BIRTH <u>DOB</u>			
1		8										Month Day Year 23			
RESIDENCE OF PERSON FINGERPRINTED		CITIZENSHIP <u>CTZ</u>		SEX	RACE	HGT.	WGT.	EYES	HAIR	PLACE OF BIRTH <u>POB</u>					
2		10		16	17	18	19	20	21	22					
DATE	SIGNATURE OF OFFICIAL TAKING FINGERPRINTS		YOUR NO. <u>OCA</u>												
3 A	3 B		11 <u>CONCJ3150</u>												
EMPLOYER AND ADDRESS		FBI NO. <u>FBI</u>													
4		12													
REASON FINGERPRINTED		ARMED FORCES NO. <u>MNU</u>													
5		13													
6		14													
CRS 25-3.5-203 EMT Certification		SOCIAL SECURITY NO. <u>SOC</u>													
		15													
		MISCELLANEOUS NO. <u>MNU</u>													

SAMPLE

1	SIGNATURE	Signature of person being fingerprinted
2	RESIDENCE	Complete mailing address of person fingerprinted: city, state and zip code
3A	DATE	Date fingerprints taken
3B	SIGNATURE OF LEO	Signature of Law Enforcement Official taking fingerprints
4	EMPLOYER	Colorado Dept of Public Health 4300 Cherry Creek Drive South Denver, CO 80246

5	REASON FINGERPRINTED	Print: CRS 25-3.5-203 EMT Certification
6	FINGERPRINTS	All applicant prints must be taken by a law enforcement agency
7	NAME	Last, First, Middle Name
8	AKA	Maiden name, other married name or any other name used
9	ORI	To be filled in by Law Enforcement Official
10	CITIZENSHIP	U.S. OR Alien Registration number (if applicable)
11	OCA	Print CBI account number: CONCJ3150
12	FBI	Leave this field blank
13	ARMED FORCES	Leave this field blank
14	SOC	Social Security Number
15	MISCELLANEOUS	Leave this field blank
16	SEX CODES	M (Male) or F (female)
17	RACE CODES	W (White or Hispanic), B (Black), A (Asian), I (Indian)
18	HEIGHT	Feet and Inches (5'6"=506, 6'=600)
19	WEIGHT	090, 100, 250, etc. (pounds)
20	EYE CODES	BLK-Black, BLU-Blue, BRO-Brown, GRN-Green, GRY-Gray, HAZ-Hazel
21	HAIR CODES	BAL-Bald, BLK-Black, BLN-Blonde, BRO-Brown, GRY-Gray, RED-Red/Auburn, WHI-White
22	POB	Place of Birth (State 2-letter code only) or Country
23	DOB	Date of Birth (MM DD YYYY format)
24	FBI	Circle "FBI" if requesting an additional FBI check (\$39.50 payment required)