

FREQUENTLY ASKED QUESTIONS: EMERGENCY MEDICAL TECHNICIAN-BASIC AND EMERGENCY MEDICAL TECHNICIAN-PARAMEDIC

APPLICATION & REQUIREMENTS

- **Where can I get an application for state certification?**

You can download the application at the Medical and Osteopathy website www.hawaii.gov/dcca/pvl/boards/medical/application_publication

- **How much are the fees?**

Information regarding the fees can be found on the instruction sheet attached to the application.

- **What levels of emergency medical personnel do you certify?**

There are two levels of certification: Emergency Medical Technician-Basic (EMT-B) and Emergency Medical Technician-Paramedic (EMT-P).

- **What are the requirements for state certification?**

In general, the requirements are:

1. Completion of a Board or State approved course of training that is equivalent to the curriculum established in the Board's rules;
2. Passage of the National Registry of Emergency Medical Technicians (NREMT) examination; and
3. Having a current NREMT certificate.

- **Does Hawaii recognize a certificate from another state?**

We are not reciprocal with any other State. All applicants for certification must meet the requirements above.

- **Does Hawaii have reciprocity with NREMT?**

We are not reciprocal with the NREMT or any other organization. All applicants for certification must meet the requirements above.

- **How can I check on the status of my application?**

Please call the Licensing Branch at (808) 586-3000 between 7:45 a.m. and 4:30 p.m., Hawaiian Standard Time.

- **I don't have the NREMT certificate. How can I get one?**

Contact NREMT at P.O. Box 29233, Columbus, OH, 43229 or at:
www.nremt.org .

EQUIVALENT TRAINING PROGRAMS

- **What does it mean to be an "equivalent" EMT-B training program?**

To be equivalent means that the EMT-B training program must incorporate certain subject areas and skills. Additionally, it must consist of **180** hours of didactic (classroom) training and **135** hours of clinical experience for a total of **315** hours.

The subject areas and skills may be found by:

1. Going to:
www.hawaii.gov/dcca/areas/pvl/boards/medical/statute_rules;
2. Clicking on 85 Medical Examiners; and
3. Scrolling to page 26 for section 16-85-56.

- **What does it mean to be an "equivalent" EMT-P training program?**

To be equivalent means that the EMT-P training program must incorporate certain subject areas and skills. Additionally, it must consist of **400** hours of didactic (classroom) training and **815** hours of clinical experience for a total of **1215** hours.

The subject areas and skills may be found by:

1. Going to:
www.hawaii.gov/dcca/areas/pvl/boards/medical/statute_rules;
2. Clicking on 85 Medical Examiners; and
3. Scrolling to page 26 for section 16-85-56.

- **How do you determine whether my training program is equivalent?**

Because the Board is unfamiliar with training programs outside of Hawaii, we ask that the director of your training program assist us by completing an evaluation form. To request this form, call (808) 586-3000.

DEFICIENCIES IN TRAINING PROGRAM

- **If my EMT-B training program is not equivalent, how can I make up the deficiency in my didactic (classroom) training?**

Depending on what areas are lacking, didactic (classroom) training may be obtained through Kapiolani Community College or obtaining certification in:

1. Basic Life Support (BLS-C);
2. Prehospital Trauma Life Support (PHTLS); and
3. Hazardous Materials Training.

You may also wish to contact your employer or former training program to see if they will train you in the deficient areas.

- **If my EMT-P training program is not equivalent, how can I make up the deficiency in my didactic (classroom) training?**

Depending on what areas are lacking, didactic (classroom) training may be obtained through Kapiolani Community College or obtaining certification in:

1. Basic Life Support (BLS-C);
2. Prehospital Trauma Life Support (PHTLS);
3. Advanced Cardiac Life Support (ACLS);
4. Pediatric Advanced Life Support (PALS); and
5. Hazardous Materials Training.

You may also wish to contact your employer or former training program to see if they will train you in the deficient areas.

- **Where can I get information about didactic (classroom) training from Kapiolani Community College?**

You can call (808) 734-9330 or write to:

Kapiolani Community College
Emergency Medical Services
Kauila Building, Room 121
Honolulu, HI 96816

- **My training program didn't provide as many hours in clinical training as you require. Can I use my past employment to make up for this deficiency?**

The rules require that clinical experience be gained in a training program. However, the Board has used its discretion to accept employment under certain conditions. Generally, the employers must verify that they trained you for the number hours and in the areas that are lacking.

LIMITED TEMPORARY LICENSE

- **If I did not receive clinical training from my former employer, how can I make up the deficiency in clinical experience?**

A limited temporary certificate for a period of peer review may be issued for this purpose and is valid for one year.

- **What is peer review?**

Peer review is the period of time during which you receive clinical training from an employer or EMS provider that is willing to train you in certain areas. The period of time is dependent on the number of hours you lack in clinical experience.

For instance, if your EMT-B training program consisted of 10 hours of clinical experience while the Board's rules require 135 hours, you will be expected to receive at least 125 hours of additional training.

- **How do I qualify for limited temporary certificate?**

The limited temporary certificate may be issued to you if you:

1. Graduated from an approved program;
2. Passed the NREMT examination;
3. Hold a current NREMT certificate;
4. Submit a letter verifying that an employer or EMS provider has accepted you into a period of peer review.
5. Complete an application for the limited temporary certificate; and
6. Pay the required fees.

- **What are the fees?**

Information regarding the fees can be found on the instruction sheet attached to the application.

- **Where can I get an application for a limited temporary license?**

An application may be obtained by calling the Board's office at (808) 586-2708.

EXAMINATION

- **How can I get an application to take the NREMT examination?**

An application may be obtained by calling (808) 586-3000 or e-mailing the medical board at: medical@dcca.hawaii.gov.

REVIEW PROCESS

- **What's the process after my application and evaluation have been submitted?**

Once we receive these as well as the other supporting documents (i.e., NREMT verification, etc.), the Board's Emergency Medical Personnel Advisory Committee (Committee) reviews the information. If any deficiencies are found, you will be notified of these in writing.

When the requirements have been satisfied, the Committee will formally meet to recommend that the Board approve the application and issue a certificate. The Board will then review and take action on the application at one of its monthly meetings.

RENEWAL

- **How often must I renew my certificate?**

Certificates are renewed every two years on January 31 of each even-numbered year. Renewal applications are sent out in November of the odd-numbered year. If you do not receive it by the end of November, please call (808) 586-3000.

- **How much are the fees?**

Renewal fees are \$120.00

- **What are the requirements for renewal?**

EMT-Bs and EMT-Ps must submit a renewal application, pay the renewal fee and meet the continuing education (CE) requirement.

- **Am I required to submit evidence of CE with my renewal?**

You are not required to submit documentation unless you are randomly audited and notified by the Board to do so.

- **Can I renew my certificate online?**

You may renew online unless you are randomly audited and required by the Board to submit documentation of your CE with your renewal.

- **Can I renew my license after the renewal date?**

Licenses may not be renewed after the renewal date. However, you may restore your license if, within two years of your last renewal, you mail in:

1. the renewal form;
2. \$130.00; and
3. if audited, documentation of your CE.

Licenses may not be restored online.

CONTINUING EDUCATION (CE)

- **How can the CE requirement for EMT-Bs be met?**

It can be met by having a current NREMT certificate.

For the 2006 renewal, those who do not have a current certificate will need to meet all of the following (if they were first licensed in Hawaii prior to 2/1/04) or half of the following (if licensed between 2/1/04-1/31/05):

1. Complete a state approved EMT refresher training (24 hours minimum);
2. Be currently certified in CPR; and
3. Complete 48 hours of additional CE in any of the subjects listed in section 16-85-56(a) of the Board's rules.

The subjects may be found by:

1. Going to www.hawaii.gov/dcca/areas/pvl/boards/medical/statute_rules;
2. Clicking on 85 Medical Examiners; and
3. Scrolling to page 26 for section 16-85-56(a).

CE must be obtained between 2/1/04-1/31/06.

- **What is the CE requirement for EMT-Ps?**

It can be met by having a current NREMT certificate.

For the 2006 renewal, those who do not have a current certificate will need to meet all of the following (if they were first licensed in Hawaii prior to 2/1/04) or half of the following (if licensed between 2/1/04-1/31/05):

1. Complete 48 hours of paramedic refresher training, which shall include advanced cardiac life support (ACLS) certification or training determined to be equivalent by the medical director;
2. Be currently certified in CPR; and
3. Complete 24 hours of additional CE in any of the subjects listed in section 16-85-56(b) of the Board's rules.

The subjects may be found by:

1. Going to: www.hawaii.gov/dcca/har/index.html;
2. Clicking on 85 Medical Examiners; and
3. Scrolling to page 26 for section 16-85-56(b).

CE must be obtained between 2/1/04-1/31/06.

MISCELLANEOUS

- **Is there an inactive status for those of us who aren't actively practicing?**

We do not have an inactive category.

- **I recently moved and would like to know how I can file a change of address with your agency.**

To file a change of address, you will need to provide us with your name, certificate number and new address. You may send it through e-mail (medical@dcca.hawaii.gov) or mail it to: DCCA, PVL, Licensing Branch, P.O. Box 3469, Honolulu, HI 96801.

- **Where can I find out if a person is certified?**

Certification information may be found at the Professional and Vocational License Search: www.ehawaii.gov/org/serv/pvl. Should you need further assistance, we invite you to call the Licensing and Business Information Section at (808) 587-3295, between 7:45 a.m. and 4:30 p.m., Hawaiian Standard Time.

- **How can I find out if a person has been disciplined?**

Complaints information may be found at the Licensee and Business Complaints History Search: www.ehawaii.gov/org/serv/pvl.

- **Who do I contact to file a complaint?**

To file a complaint, please contact the Regulated Industries Complaints Office (RICO) at (808) 587-3222 (menu option #3) or at:
www.hawaii.gov/dcca/areas/rico/forms .

- **I'm applying for certification in another State and they need a verification of my Hawaii certificate. How can I arrange to have one sent to them?**

Mail a request for verification to: DCCA, PVL, Licensing Branch, P.O. Box 3469, Honolulu, HI, 96801. Provide the name and mailing address of the State Board or agency and enclose a check in the amount of \$15.00 made payable to Commerce and Consumer Affairs.

- **Can you tell me where I can find the statute and rules relating to emergency medical personnel?**

The Department website contains information on the statute and rules at
(www.hawaii.gov/dcca/areas/pvl/boards/medical/statute_rules/)