If you are certified in another state, but NOT NREMT certified:

Before submitting to Massachusetts for reciprocity, you must first become nationally certified. The steps to do so are detailed [here](#) under “Application Process.” Be sure to complete step four, which is not detailed in the previous link! A summary of the steps is also listed below. Please note the exception to steps 1-5 below.

1. Create a login on [this website](#).
2. Complete a [National Registry online application](#) including the Licensing Action and criminal statements.
3. Pay the application fee of $70.00 on NREMT.org. This fee is charged for each attempt of the cognitive/written examination.
4. Complete step 1 below (“You must first receive verification...”). The filled-out Verification of Emergency Medical Technician Status form should be sent to NREMT, so instead of writing Massachusetts EMS office’s address on your included, stamped envelope, write NREMT’s:
   - National Registry of Emergency Medical Technicians
   - 6610 Busch Boulevard
   - Columbus, OH 43229
5. You will receive an Authorization to Test (ATT) for the cognitive exam once you are eligible. The ATT letter contains scheduling instructions for the cognitive exam and important details concerning proper identification required at testing centers.
6. Once you have passed the cognitive exam, you must then complete the steps 2-4 below.

Exception:

i. If you do not have your NREMT certification because you completed your EMT class prior to turning 18, you may be able to transfer your cognitive exam results without repeating the exam. You must have already created an NREMT account and be certified in a state that utilizes the NREMT cognitive and practical exam. Contact your state OEMS to confirm that the following is an option for you.

ii. Create a new NREMT application as detailed in step 2. Ensure that your training center has verified your course and exam results. If you have already paid the $70.00 application fee, you will not have to pay this again, however you must pay a $30.00 processing fee.

iii. Send a letter to the address written above in step 4 explaining that you would like to transfer your examination results. Here is an example of what your letter might say:

   To whom it may concern,
I am currently an EMT in (a state) and have applied to obtain my NREMT certification. My course and exam results have been verified.

I would like to transfer my examination results from my old NREMT account to my new one. My new application ID is (your 10 digit ID number). My old application ID was (your old ID number).

Enclosed is a check for thirty dollars to complete the transfer and obtain my NREMT certification. If you have any questions regarding my application, you may contact me at (your email or phone number). Thank you for your assistance.

Best Regards,
(your name)

iv. Your NREMT account will be updated stating that you have successfully earned your national EMS certification. This typically occurs within 7-10 business days. Proceed to step 1 below.

Instructions if you are NREMT certified and certified in another state

If you are NREMT certified but not yet certified in any state, begin with step 2

1. You must first receive verification from your home state. To do this, send the following to your state’s Office of Emergency Medical Services (the address of each state’s EMS office can be found here by hovering over the state with your mouse):
   a. The blank form entitled “State Verification of EMS Licensure and/or Certification,” which can be found here. (Also available here under “Supplemental Forms…”)
   b. a stamped envelope addressed to
      The Office of Emergency Medical Services
      99 Chauncy Street, 11th Floor
      Boston, MA 02111-1703
   c. A letter explaining what this form is and why you are sending it. Here is an example of what your letter might say:

      To whom this may concern:

      I am currently applying for an EMT license in Massachusetts. In order to do so, I need to have the included form (“State Verification of Emergency Medical Services Licensure and/or Certification”) filled out in every state I have previously held an EMT license. Please send the completed form to the following address in the envelope I have provided for you:

      The Office of Emergency Medical Services
      99 Chauncy Street, 11th Floor
      Boston, MA 02111-1703

      Thank you very much for your time and accommodation. If you have any questions or concerns, you may contact the Massachusetts Office of Emergency Medical Services (phone number: 617-753-7300). You may also contact me at (your e-mail) or (your phone number).
Best Regards,
(your name)

2. To apply for your Massachusetts EMT License **online** complete the following:
   a. Go to the [Mass Department of Public Health Online Licensing](#).
   b. Register by clicking “Register a Person” near the upper-left hand corner of the screen OR by clicking “here” in “If you wish to register a Person-based license click here.”
   c. Input your date of birth and social security number. Click “Search.”
   d. The system should be unable to locate any records since this is your first time using this site. Read the directions on this page and fill out the demographic information as completely as possible. Once complete, click the “Register” button at the bottom of the page.
   e. This should take you to a page that says “You have successfully registered! Please login...” Click “login.”
   f. Fill out the username and password you just created to log onto the system.
   g. Click “Apply for a License” at the top left of the page. **Note:** In order to complete the application you must be using Internet Explorer 6.0 or higher or Mozilla Firefox 1.5 or higher, otherwise your payment will not be able to be processed.
   h. Select the following in the drop-down menus:
      - Profession: Emergency Medical Services
      - License Type: EMT Basic
      - Obtained by Method: Application
   i. Click “Start Application.”
   j. To begin the application, you need to complete the demographics, license address, and questions portions. You will find these parts of the application to the left of the main text.
      i. For the “demographics” section, click complete if you are satisfied with providing the same address you did previously. If you are not satisfied, you may click “edit” to change the address. Once you are satisfied, click complete.
      ii. Under the “license address” section, input the address you would like your license to be sent to. If you are planning on receiving your certification while at Brandeis, input Brandeis University’s address with your mailbox number. If you are planning on receiving your certification while at home, input your home address. Once you have filled out the appropriate address click “update.” Ensure the license address is the address you want your certification card sent to then click “complete.”
      iii. Answer the application questions honestly. If you are certified in another state, choose “yes” for 2a. The “Verification of Emergency Medical Technician Status” form you sent to your state’s Office of Emergency Medical Services will suffice for the required explanation to OEMS. If you clicked yes to question 3, follow the directions on the page or see (e) in the section below. Once you have answered the questions, click “submit.”
      iv. Click on “finish” to the left of the main text. Ensure all the information on that page is correct. Click “yes” at the bottom of the page. If you need to change anything in the application, click “no” and correct the information by clicking on the appropriate section and changing the information. If you do edit the information, be sure to go back to “finish” and click “yes” at the bottom of the page.
k. You should now be at the “Application Fees” page. You are almost done! Read the content on the page and click “submit” once. Enter your payment information. Click “continue.” Review the information you entered. If you need to edit the payment information do so now. Once the payment information is correct, click “authorize payment.”

l. This should bring you to the “Application Submitted” page. If you would like to print your receipt you may. This will be your only time to print your receipt for this payment.

If you have any questions with the status of your application call Massachusetts’ Office of Emergency Medical Services at (617) 753-7300 during regular business hours. If you have any questions about how to complete the online application feel free to e-mail bemco@brandeis.edu or call Massachusetts’ Office of Emergency Medical Services.

To apply for you Massachusetts EMT License through the mail, send the following to the Office of Emergency Medical Services (address: The Office of Emergency Medical Services, 99 Chauncy Street, 11th Floor, Boston, MA 02111-1703)

a. the filled out application (also available here under “EMT Basic”, “Application for EMT-Basic holding NREMT certification…”)

b. a copy of your NREMT card and your current state EMT card (if applicable)

c. a front and back copy of your healthcare provider CPR card

d. a $150 check or money order made out to “Commonwealth of Massachusetts”

e. If you have a criminal record, you must also include:
   i. a CORI packet
   ii. a copy of your current driver’s license or other government issued photo identification
   iii. supporting documentation

3. This is all you need. There is no other required written or practical exam.

4. Once you complete this, please email bemco@brandeis.edu to be added to the New Member Orientation List serve, in order to join BEMCo! New member orientation in fall 2016 will take place within the first two weeks of September. You will receive more information about this in August. Another new member orientation will take place in spring 2017 in the third week of January.

You can be added to the orientation list serve and attend New Member orientation before you get your Massachusetts EMT card. However, before you take a shift, you must have your NREMT and Massachusetts EMT card. Additionally, once you have done New Member Orientation and received your Massachusetts EMT card, be sure to take at least one shift that semester, otherwise you be required to re-do New Member Orientation. It is therefore strongly encouraged that you start the process over the summer.

If you have ANY questions during this process, please do not hesitate to e-mail bemco@brandeis.edu.
See you in the fall!