

How to Apply for New Jersey EMT Reciprocity

All forms and information necessary for filing are included on the New Jersey Office of Emergency Medical Services (NJ-OEMS) Learning Management System (LMS) at NJEMS.US

Please read the following instructions and follow them carefully.

STEP #1 - Log on at NJEMS.US and follow the prompts to create an account.

STEP #2 - Once logged onto NJEMS.US submit a new certification request by clicking on the link for “EMT Initial Reciprocity Certification” and complete the on line application. After you submit the application you will receive a confirmation to the email listed in your account. You may also look in the “Latest Credential” tab for confirmation of receipt.

STEP #3 – You will need to print out the “Verification of Certification/License Form”. **This form must be sent to each and every state EMS office (and/or National Registry of Emergency Medical Technicians (NREMT)) that has ever certified/licensed you as an EMT (even if that certification is expired).** If you have been certified/licensed by more than one state and/or the NREMT, please make additional copies of this form as needed. When forwarding this form to any certifying/licensing agency, please include a self-addressed stamped envelope, so these forms will be returned to you after completion. On the “Verification of Certification/License Form”, leave the area below “*THIS SECTION IS TO BE COMPLETED BY CERTIFYING/LICENSING AGENCY*” blank. When you receive the self-addressed envelope(s) from your certifying/licensing agency(s), attach the UNOPENED, sealed envelope(s) to any required supporting documentation and submit them all together to the NJOEMS. **DO NOT OPEN THE ENVELOPE(S).** Verification letters will remain valid for one year from the date they are signed by the issuing certifying/licensing agency.

STEP #4 - Make photocopies of your state issued and/or NREMT certification/licensure card(s) (front and back), and a valid CPR card (front and back **SIGNED**) of the professional / healthcare provider level. Online CPR courses are not accepted for the purposes of reciprocity, recertification, CEU credit, or initial certification in New Jersey. In the “Information & Resource” section of the NJEMS.US website you will find a current listing of the New Jersey approved CPR certifications.

STEP #5 - Assemble and mail your **COMPLETE** application package to the address listed below. Sending an incomplete application package will result in a delay in our ability to process your request.

Your complete package shall include . . .

- EMT Reciprocity Application and Certification/License Verification form(s) in sealed envelope(s), from every state EMS agency and/or the NREMT that has ever certified/licensed you as an EMT.
- A copy of your valid CPR card (Professional / Healthcare Provider Level).
- A copy of your current EMT card(s).

Mail to:

EMT Reciprocity Applications
New Jersey Department of Health and Senior Services
Office of Emergency Medical Services
PO Box 360
Trenton, NJ 08625-0360

STEP #6 - Once your application package has been received and approved by NJ OEMS, you will be notified by NJ OEMS that you are eligible to register for an approved Refresher Course. You will find a list of Refresher classes in the “Class and Exam Schedules” section of NJEMS.US. EMT reciprocity applicants are required to successfully complete a NJ-OEMS approved refresher program. Please **DO NOT** register for the refresher course until you have been approved by the New Jersey Office of Emergency Medical Services.

STEP #7 - Once you have successfully completed a NJ-OEMS approved refresher course, you will be eligible to register for a New Jersey EMT Certification Examination by logging onto your account at **NJEMS.US**, clicking on “Class and Exam Schedules”, selecting the EMT Certification Exam Schedule and registering for an examination. Reciprocity applicants validly certified/licensed as an **“EMT-Basic” (1994 DOT National Standard Curriculum)** **MUST** successfully complete a New Jersey State approved refresher program followed by successful completion of the New Jersey EMT Written Certification Examination, with a score of 70% or higher.

YOUR EXISTING OUT-OF-STATE AND/OR NREMT, EMT, EMT-BASIC, or PARAMEDIC CERTIFICATION MUST REMAIN CURRENT THROUGHOUT THE ENTIRE RECIPROCITY PROCESS.

Exemptions from the New Jersey State EMT Refresher Course & Written Certification Exam

Reciprocity applicants validly certified/licensed as an **“EMT” (2009 National Educational Standards)** from any state/US territory and/or the NREMT will be permitted to obtain a New Jersey EMT certification without having to complete the refresher course or the state written examination. **All applicants must complete the verification process.** Your NJ certification expiration date will be based upon the issuance date of your state/US territory and/or NREMT certification/license.

EMT CERTIFICATION EXAMINATION

This written examination is a 100 question multiple choice exam based on the objectives of the 2005 National Core Content, 2007 National Scope of Practice Model, 2009 National Education Standards, and the 2010 American Heart Association Emergency Cardiac Care Guidelines, and is divided into the following categories:

1. Preparatory
2. Airway
3. Patient Assessment
4. Medical/Behavioral Emergencies and OB-GYN

5. Trauma
6. Infants and Children
7. Operations

A passing score is 70% or greater. You are encouraged to review the documents listed above as well as your EMT textbooks prior to taking the written examination. You will be permitted a maximum of three (3) attempts at the written certification examination. All three (3) attempts must be completed within one year from the completion date of the Refresher program. If you are unsuccessful after three (3) exam attempts, you must register for, and successfully complete another EMT refresher class before being permitted up to three (3) additional written exam attempts. All exam attempts and refresher education must be completed within one year of the initial refresher program ending date.

Examination accommodations- All requests for accommodations relating to the Americans with Disabilities Act must be submitted to NJ-OEMS in writing with proper documentation from a qualified professional at least 30 days prior to the scheduled examination date. The accommodation is limited to an additional 30 minutes of time to complete the written examination.

Disclaimer

The Department of Health and Senior Services welcomes anyone to participate in educational programs for emergency medical services. However, the certification process for individuals to provide emergency medical service in the State of New Jersey is a privilege granted by the Department and not a right of every applicant. Accordingly, enrolling and completing an educational program does not assure the promise of certification. If you have a criminal history, you are required to complete a criminal background investigation by the Department. The Department will determine, based upon the findings of the investigation, whether you may participate in the certification process, and upon successful completion, be certified/licensed. **Your criminal background check must be completed and you must be cleared by the Department before you can register for the certification examination.** If the Department determines your criminal history is adverse to the provision of emergency medical services, you will be denied access to the certification process, and therefore denied certification. You are encouraged to contact the Department with any questions before enrolling in any educational program offered. Should you have any questions or concerns, please contact NJ-OEMS at (609) 633-7777.

NJ-OEMS EMT Reciprocity
Application Instructions
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