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# Frequently Asked Questions

By Mattie Mendoza and Phil Lockwood

***Q: My certification expired over two years ago. How do I regain certification?***

**A:** If your certification has been expired for one year or more, you do not have the option to simply renew. To regain certification, you will have to renew as if you were an initial candidate. This means you will have to take an initial course, take and pass the National Registry exam (assuming your National Registry has expired) and reapply by submitting the initial application and fee. You can forgo the initial course by gaining an equivalency, based on your education training and skills. For information on the equivalency process, visit our website at: [www.dshs.state.tx.us/emstraumasystems/sequiv.shtm](http://www.dshs.state.tx.us/emstraumasystems/sequiv.shtm).

You can find all of the requirements and forms for initial applicants on our website at: [www.dshs.state.tx.us/emstraumasystems/CertInfo.shtm](http://www.dshs.state.tx.us/emstraumasystems/CertInfo.shtm).

***Q: My certificate expired two weeks ago and I heard that the rules concerning late recertification have changed. What are the new requirements?***

**A:** Late renewal requirements changed in January 2007. Applicants completing ALL renewal requirements between date of expiration and one year after expiration date can renew by any of the four available options and **also must submit a skills verification form** with the

application and late fee. Applicants whose certification has been expired for one year or more may not renew the certificate; they must comply with initial or equivalency certification requirements (see question above). You can find the skills verification form and all of the information on late renewal on our website at: [www.dshs.state.tx.us/emstraumasystems/recertinfo.shtm#laterenewal](http://www.dshs.state.tx.us/emstraumasystems/recertinfo.shtm#laterenewal).

***Q: I received a reminder notice from DSHS that my certification expiration date is approaching. My certificate does not expire for six months. Is it too early to renew?***

**A:** No. We encourage you to submit your renewal application and fee early to avoid the possibility of a lapse in your certification. You can renew any time during the last year of your certification period and not lose any time on your current certification. The new certificate will be issued for four years from the current certificate expiration date. However, you cannot renew if it is more than one year prior to your expiration date. You will find all of the renewal information including the renewal application on our website at: [www.dshs.state.tx.us/emstraumasystems/recertinfo.shtm](http://www.dshs.state.tx.us/emstraumasystems/recertinfo.shtm).

***Q: I received a letter from DSHS stating that my application is under administrative review by the EMS Compliance program. What***

***does this mean?***

**A:** An administrative review is done by EMS Compliance either because you answered yes to the criminal history section of the EMS application or because the criminal history background check revealed an unreported record. A criminal history check is performed on each application submitted to DSHS. For additional information regarding administrative reviews or criminal history background checks, please contact the EMS Compliance group at 512/834-6700. You can also find information pertaining to criminal history evaluations on our website at: [www.dshs.state.tx.us/emstraumasystems/Qihome.shtm](http://www.dshs.state.tx.us/emstraumasystems/Qihome.shtm).

***Q: What is inactive certification status in Texas and why would I want to apply for it?***

**A:** Inactive EMS certification status in Texas is essentially an option to put a moratorium on continuing education (CE) or other renewal/training requirements. One might choose inactive status if he or she is unable *or* unwilling to meet renewal (training) requirements, yet is intent on retaining a certification status. Inactive certification would **not** qualify an individual to staff an ambulance or practice in any other capacity. Often, individuals choose inactive certification if anticipating they'll not need to practice emergency care for a period longer than four years. By choosing inactive status, the individual can

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avoid having to routinely complete CE or recertification training each certification period, yet still retain the option to renew certification (in lieu of repeating initial training requirements). To change your active status to inactive, submit an Inactive Certification Application form along with the required fee. To regain active certification, the individual must apply for inactive-to-active certification, complete a formal recertification course or the standard four-year CE requirements, and pass the NREMT assessment exam.

**Q: I'm no longer working as an EMT, but I'd like to continue to hold certification. Do I have to apply for inactive status?**

**A:** No, as far as your Texas EMT certificate is concerned, you don't have to apply for inactive status just because you're not actively working for an EMS provider. Even if not employed as an emergency medical care provider, individuals can continue to retain active certification by continuing to meet all recertification/education requirements. (Note: That's how Texas inactive certification differs from NREMT inactive status. NREMT inactive status is designated for NREMT-registrants who have been working in EMS, but are not currently actively engaged in ambulance/rescue service or health/patient care activity. Those on NREMT inactive status must

continue to meet refresher, CPR and CE requirements. For more information, see [www.nremt.org/emtservices/rereg\\_pol\\_proc.asp](http://www.nremt.org/emtservices/rereg_pol_proc.asp).)

**Q: What patient care records are required for the EMS to provide to the hospital when delivering a patient?**

**A:** The transporting EMS is required to provide at least a preliminary report at delivery, followed by a formal, written/printed report as soon as possible. The preliminary information isn't required to be in a particular format, but should provide any and all vital information that's necessary for continuing treatment of the patient. Both the preliminary report and the formal, written report should document, at a minimum, the patient's condition upon arrival at the scene; the prehospital care provided; the patient's status during transport, including signs, symptoms, and responses during the transport; the call initiation time; dispatch time; scene arrival time; scene departure time and hospital arrival time.

**Q: In addition to providing various stages of certification status, the old Cert Query available on your website included specific deficiencies that needed to be cleared to qualify for certification. I haven't been able to find that information on the new Public License Search. Is that information still provided online?**

**A:** No. You'll be notified of

deficiencies primarily by regular U.S. mail. A list of detailed deficiencies for each applicant was not one of the options available in the new computerized system that all of DSHS Regulatory Division (all licenses and certifications at DSHS) now uses.

**Q: Is the CCMP (Comprehensive Clinical Management Program) renewal option now available?**

**A:** Not yet – but we're a lot closer. The rule became effective on December 27, 2007, but no CCMP organizations have been approved yet. CCMP as an individual renewal option will occur subsequent to the development and recognition of CCMP survey organizations/teams, review and approval of CCMP self-studies/surveys, then finally upon the medical directors' attestation of each individual's CCMP qualifying participation.

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- deadline November 10.  
For more info go to [/www.dshs.state.tx.us/emstraumasystems/photocontest.pdf](http://www.dshs.state.tx.us/emstraumasystems/photocontest.pdf)

