
FAQ

Frequently Asked Questions

By Mattie Mendoza, EMT, and Phil Lockwood

Q | I'm currently a Texas-certified EMT-Basic, and I'm about to finish an EMT-Intermediate course here in Texas. I know I need to submit the Texas initial application for the EMT-Intermediate certification, but do I need to have the Federal FBI fingerprints done also?

DSHS: No. If you currently hold a Texas EMS certificate and you are taking an upper level course here in Texas, you do not need to have the Federal FBI background check done. You *do* need to submit the Texas EMS initial application and select the higher level for which you are applying. You also have to pay the initial application fee, but you do *not* need to have the FBI fingerprints done. You can submit your application from the Texas EMS website at www.dshs.state.tx.us/emstraumasystems/certapps.shtm.

If you have further questions, you can contact the Texas EMS Certification office at (512) 834-6700.

Q | I submitted my initial EMT-Basic application to the Texas EMS Certification office a few weeks ago and I received a deficiency letter that states I need to submit my course completion number and course completion date. What is that, and where can I get that information?

DSHS: You will find the Texas-assigned course completion number on your Course Completion Certificate. If you did not receive a Course Completion Certificate from your school, you can contact your instructor or coordinator for this number. Instructors and coordinators do not have to give this number to students until they have completed the class, so you shouldn't have received that number until you have successfully completed the course. The course completion date is the date you completed the course. Usually, that would be your last day of class, but you can also check with your instructor or coordinator about this. Once you have the course completion number and date, fax that information to the EMS Certification office at (512) 834-6714. If you have further questions, please call the EMS Certification office at (512) 834-6700.

Q | I attended the EMS Instructor course with the Texas Commission on Fire Protection. I submitted my Instructor application to the Texas EMS Certification office, but I just received a deficiency letter that said I need to submit the Course Completion Certificate. How can I do that?

DSHS: The Texas Commission on Fire Protection is an approved Instructor training program, but yes, you will need to submit a copy of your Course Completion Certificate from the commission. You may mail the certificate to the address given to you on the deficiency letter, or fax your certificate to the Texas EMS Certification office at (512) 834-6714. If you have questions about the application process, contact the EMS Certification office at (512) 834-6734.

Q | Wasn't there previously a rule that required instructor certification for those who teach EMS courses and/or consecutive certification as an instructor to qualify for EMS coordinator certification?

DSHS: Yes and yes, however the specific rule requirement for instructor certification to teach at *any* capacity in an EMS class is no longer in effect. Currently, a content expert may serve as a guest lecturer in an EMS course as long as the coordinator establishes that individual's educational competence and medical content expertise (through the self-study/site-visit process). Although the course coordinator is responsible for ensuring that such a lecturer is competent educationally, it may be proven in a number of ways

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other than through EMS instructor certification. The requirement for consecutive years of certification as an instructor remains a qualification for coordinator certification and those who regularly instruct may be considered for advancement into the training coordinator position should reasonably obtain instructor certification. Many of the rule-mandated responsibilities of the EMS instructor are critical capabilities for coordinators.

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

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

DSHS: 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 | I submitted my initial EMT-Basic application about a week ago. How can I confirm you all received it and what the status of my application is?

DSHS: Application processing time is approximately six weeks from the date you submitted the application. During that time, you can visit the Texas EMS Certification website at www.dshs.state.tx.us/emstraumasystems, and click on the Check Certification Status button on the left. You won't need to create a user name or password to check your status; you can just click the Public License Search button. Once your application has been processed and approved, you will be able to verify your certification there. Until your application has been processed and approved, you will not be able to view any personal or application information from that link. If you submitted your application electronically from the EMS Certification website, the "trace" or "confirmation" number you were issued at the end of the online application process is your confirmation that the application was successfully submitted. If it has been six weeks since you submitted your application, and you haven't received your certificate and your status does not show "certified" on the website, you may call the EMS Certification office at (512) 834-6700 to get additional information on the status of your application.