

**St. John's University
Emergency Medical Services Institute**

**Frequently Asked Questions
EMS Certification**

Q: How do I get a replacement certification card in case mine is lost or destroyed?

A: There are two ways that you can obtain a duplicate copy of your certification card:

You can complete the Duplicate Card Request Form. You can also submit a signed written request that includes your social security number, date of birth and current mailing address to the Certification Unit of the Bureau of EMS.

Either option can be mailed or faxed to the following:

New York State Department of Health
Bureau of EMS
875 Central Avenue
Albany, NY 12206-1388
Fax (518) 402-0985

Q: How do I obtain a verification of my NYS certification?

A: You may obtain a verification of your NYS certification:

By completing the Certification Verification Request.

The request can be mailed or faxed to the following:

New York State Department of Health
Bureau of EMS
875 Central Avenue
Albany, NY 12206-1388
Fax (518) 402-0985

Q: How do I change the name on my NYS Certification?

A: You must submit a signed written request that includes your social security number, date of birth and current mailing address to the Certification Unit of the Bureau of EMS at the above address indicating the name as it appears on your current certification and the name you wish it to be changed to. This request should also indicate your NYS EMS Certificate number. This request may also be submitted by fax at the above number. As indicated above E-mailed requests cannot be honored as the request must include your signature.

Q: How long is my NYS certification valid for?

A: Normally your certificate is valid for 37 months from the last day of the month that you passed your certification examination.

Q: I have taken my NYS written examination, how long will it take to obtain my results and certification and can I find my results on the web?

A: Your results will arrive in four to six weeks. Do not call the Bureau of EMS or your EMS area office as the results are not available to you over the phone under any circumstances and they are not posted on the web.

Q: Can I get an extension if my card expires and I am enrolled in a course?

A: No, Your certification can only be extended if you took your NYS written examination prior

to the expiration of your certification and are awaiting your new certificate.

Q: Can I obtain Reciprocity in New York State if I am a Nationally Registered EMT or Paramedic?

A: No, You can only obtain reciprocity from another state or approved U.S. Military program. You may still apply with your national registry and you will be issued a letter that allows you to enroll in a NYS Refresher Course.

Q: How do I register for On Site Scoring?

A: You can call 1-800-628-0193. Be sure to have your course number and student Identification number when you call.

Q: How do I reschedule taking my state written certification examination?

A: As above you call 1-800-628-0193. Be sure to have your course number and student Identification number when you call.

Q: How do I obtain a letter verifying that my certification is valid or that I completed a NYS EMS course for an employer or college?

A: Submit a signed request to the Certification unit at the above address please remember to include your social security number, date of birth and current mailing address. As with other requests these may not be submitted by E-mail.

Q: I want to become certified but I have a criminal conviction, what do I need to do?

A: The Bureau of EMS will not clear an individual for certification until they have enrolled in an EMS course. Once an unsigned application is submitted, you will be contacted

by a Bureau of EMS Representative to obtain information from you regarding your conviction. It is recommended you review Bureau of EMS Policy Statement 09-05 [Certification for Individuals With Criminal Convictions](#) for additional information.

Q: I was certified many years ago as an EMT in the State of New York but my certification has long since expired. Do I have to enroll in an EMT-Basic original course in order to recertify or am I eligible for an EMT-Basic challenge refresher course?

A: You are eligible for an EMT-Basic challenge refresher course. Once certified in New York State as a CFR/EMT/AEMT, you are always eligible for a challenge refresher course at or below the highest level of EMS provider certification you once held. Please note that your certification number that was issued to you when you were first certified as an EMS provider in the State of New York remains your EMS identification/certification number for life. You must show proof of previous certification. You can complete the [Duplicate Card Request Form](#).

Q: I completed an EMT-Basic refresher course this month and sat for my State EMT-Basic Written Certification Exam 01/15/2009. I have not yet received the results of my State exam and my EMT-Basic certification expires 01/31/2009. What happens if I don't receive my results on or before 01/31/2009?

A: In this case, under the provisions of State Administrative Procedures Act, you have made timely application for recertification and remain certified as an EMT-Basic until you receive the results of your State exam (failure letter or EMT-Basic certification card) in writing from the NYS DOH BEMS.

AMERICANS WITH DISABILITIES ACT

Q: I have a learning disability in the area of reading comprehension/reading decoding. Am I eligible for testing modifications during my CFR/EMT/AEMT course?

A: Maybe. Please contact your Certified Instructor Coordinator (CIC) or Course Sponsor Administrator for more information on their Americans with Disabilities Act policies and procedures.

Q: I am unable to perform a patient assessment or apply a traction splint on the floor due to a physical disability. Can I have my evaluator move the patient from the floor to a table during my NYS EMS Practical Skills Exam in order to perform the assessment or apply the traction splint during my random skills station?

A: No. There are no testing modifications/accommodations permitted at the NYS DOH BEMS Practical Skills Exam as the ability to bend, stoop and crawl is an essential function of a certified EMS provider in the State of New York. However, use of aids that can be brought to the patient's side (i.e. amplified stethoscope) may be utilized with the prior knowledge of the Practical Skills Examination Coordinator.

Q: I have a learning disability in the area of reading comprehension/reading decoding and received testing modifications during high school. Am I eligible for testing modifications during my NYS DOH BEMS written certification exam?

A: Maybe. A copy of your most recent Individualized Education Program or standardized psycho-educational assessment (including test scores) should be forwarded

with a written and signed request for the testing modifications to:

New York State Department of Health
Bureau of EMS
875 Central Avenue
Albany, NY 12206-1388

at least 8 weeks prior the NYS DOH BEMS written certification exam. Please note that NYS DOH BEMS does not grant or allow for readers at the NYS DOH BEMS written certification exam due to the fact that the ability to function independently is an essential function of a certified EMS provider in the State of New York.