

## RECIPROCITY REQUIREMENTS FOR EMS PROFESSIONAL LICENSE

### INDIVIDUALS APPLYING FOR AN EMS LICENSE IN TENNESSEE MUST:

- 1) *Obtain a Criminal Background Check (CBC)*  
A CBC is required before a license can be issued. If you are in Tennessee or plan on visiting prior to your move you can obtain the information on how to get a state of Tennessee criminal background check from our web site at: <https://www.tn.gov/health/health-professionals/criminal-background-check.html>
- 2) On the website there is also an option if you are out of state and you should select the “Living Outside the State of Tennessee” and follow the instructions. Under enrollment services if your state does not offer digital fingerprinting you can contact the TN EMS office for further information. The CBC must be submitted to our office **directly from the vendor** identified in the licensure application materials.
- 3) *Hold Current License/National Registry Certification*  
-You must hold a current license in another state **and** hold *or have held* a national registry certification for the level in which you are applying **or**:  
- If you received your training while employed at a federal agency and do not hold a current license in another state you must hold a current national registry certification for the level in which you are applying.
- 4) *Submit all of the required documentation on the enclosed checklist.*
- 5) *Pay all required fees.*
- 6) *Complete any additional training which may be required.*
- 7) *Successfully pass any examinations that may be required.*

### APPLICATION PROCESS

To apply for a license in Tennessee you must:

- 1) Print and/or save the required documents in this packet
- 2) Ensure applicable documents are completed
- 3) Access our website at [lars.tn.gov](http://lars.tn.gov)
- 4) Create an account (Please maintain your username and password for future access.)
- 5) Open a reciprocity application for the level in which you are applying
- 6) Upload all the completed documents (**excludes** the CBC mentioned above and the State or Federal verification forms included in the packet).

After submitting your online application it will automatically transfer to the appropriate staff in the State office for review. You will be notified by E-mail if there are any deficiencies. (If the E-mail notice is unsuccessful a letter will be mail to the address on file.)

**We will discuss the application status with the APPLICANT only.** Please inform potential employers and any others that application status updates must be obtained from you.

With your cooperation, we will make every effort to expedite the approval of your application.

**ADDITIONAL INFORMATION:**

- 1) Absent any complicating factors, the average application processing time is **7-10 business days** from receipt of **all** documentation.
- 2) ***The most common delay(s) is/are receipt of one or both of the following:***
  - ***State verification from the other state(s) or the verification of federal training***
  - ***Criminal background check***
- 3) Examination information for National Registry testing can be acquired from the NREMT website ([www.nremt.org](http://www.nremt.org)) or by calling the Registry at 614-888-4484.
- 4) If an address change occurs at any time during the application process you must go online at [lars.tn.gov](http://lars.tn.gov), access your account and enter the change electronically.
- 5) Before you can practice in Tennessee you must have obtained a license, therefore, it is not recommended that you make arrangements to accept employment in Tennessee until you are granted a license by this office. This Office does not issue temporary licenses for employment.

**The reciprocity packet is valid for two (2) years from the date of submission. If all requirements are not met within this timeframe your file is considered abandoned and will be destroyed. You must re-apply for licensure.**

## RECIPROCITY CHECKLIST

The items listed below are requirements that must be met and documents that must be submitted by all EMT, AEMT and Paramedic levels.

**Note:** Disregard page 5 of the packet, *Application/Fees (PH-3784)*, unless you have an expired TN license.

➤ **Items 1 – 9 below must be submitted online by going to [lars.tn.gov](http://lars.tn.gov) and accessing your account as described under “Application Process” on page 1.**

1.  **Medical Statement (PH-0130)** *(completed form must be uploaded) Pg 6*
  - a. The medical statement must be completed and physician must verify sufficient health requirements by signing form.
2.  **Current EMS State License** *(copy of card must be uploaded)*
  - a. Submit a copy of your current EMS license that verifies the expiration date.
  - b. This is not required if you are a federally trained applicant.
3.  **National Registry Certification** *(copy of card must be uploaded)*
  - a. You must **currently hold or have held** a National Registry certification at the level of licensure for which you are applying. You must submit a copy of a certificate or card.
  - b. If you are applying for reciprocity through your training from a Federal Agency you **must hold** a current National Registry Certification at the level of licensure for which you are applying. You must upload a copy of the National Registry card that verifies the expiration date.
4.  **Verification of Education** *(copy must be uploaded)*
  - a. Submit a copy of **one** of the following: a High School Diploma, a Graduate Equivalency Diploma (GED Certificate), or a college transcript/degree.
5.  **Letters of Moral Character (Excludes EMT Level)** *(letters must be uploaded)*
  - a. Submit two (2) original letters **signed** by a *medical professional* attesting to your personal character;
  - b. Must be completed within the past 12 months;
  - c. Must have the original signature of writer; *electronic/typed signatures are not acceptable*;
  - d. Must be at least two (2) paragraphs with 3-4 sentences in length;
  - e. Must not be the same two (2) letters with different signatures.
6.  **Proof of Current CPR Training** *(copy of card or verification must be uploaded)*
  - a. Submit a copy of your current CPR card for a Basic Rescuer or equivalent; **OR**
  - b. Verification of an electronic copy of your CPR card is acceptable.
7.  **Knowledge of Destination Determination (PH-3603)** *(completed form must be uploaded) Pg 11*
  - a. All applicants must read the trauma destination guidelines. These documents are included in the packet (pages 7-10) and must be verified by signing the acknowledgement sheet.
8.  **Declaration of Citizenship (PH-4183A)** *(completed documents must be uploaded) Pgs 16-17*
  - a. Form must be notarized and required identification, indicated in the form, must be submitted.
9.  **Criminal Background Disclosure Form (PH-3856)** *(upload completed form, if applicable) Pg 18*
  - a. Complete and submit **only** if you have a criminal history.

➤ **Items 10 – 12 must be submitted according to direction below and cannot be sent directly to our Office or submitted online.**

10.  **State Verification of License (PH-3607)** (not required if training was received through Federal Agency) *Pgs 12-13*
- a. Mail the verification of licensure form to the appropriate state(s) in which you hold or have held a license. The form must be returned to our office by the verifying state.
11.  **Federal Agency Training Verification (PH-3936)** (not required if trained through state educational entity) *Pgs 14-15*
- a. Mail the verification of Federal Agency Training Form to the Federal Agency where you received your training. The verification form must be returned to our office by the verifying agency.
12.  **Criminal Background Check**
- a. All applicants applying for initial licensure in Tennessee are required to obtain a criminal background check through the State of Tennessee’s selected vendor.
- b. You may register online or by telephone. Electronic print locations are available at <https://www.tn.gov/content/tn/health/health-professionals/criminal-background-check.html>

***NOTE: Fees Are Subject To Change Without Notice.***

ALL REQUIRED DOCUMENTATION, FORMS, AND FEES MUST BE SUBMITTED **ONLINE**. (**Excluding** the State licensure or Federal Agency training verification and Criminal Background Check)

**Questions?  
Contact the Office of EMS  
Telephone: (615) 741-8412**



RECIPROCITY APPLICATION / FEES

Complete only if you have an expired TN license

LIC/CERT LEVEL REQUESTING: [ ] EMR [ ] EMT [ ] AEMT [ ] PARAMEDIC
CHOOSE ONE: [ ] Hold current license in another state [ ] Received training from Federal Agency

Please print legibly or type:

\*SSN: - - BIRTHDATE: / / NREMT #:
MM DD YYYY

NAME: LAST FIRST MIDDLE (JR., SR., ETC.)

ADDRESS: (STREET /PO BOX/ROUTE) (CITY/STATE/ZIP)

PERSONAL PHONE: ( ) - WORK PHONE: ( ) -

\*Do you wish to receive renewal notifications by E-Mail in lieu of US Postal Mail? [ ] YES [ ] NO

EMAIL ADDRESS: \_\_\_\_\_

Form with fields for RACE (White, Black, Asian, Hispanic, Native, Other), GENDER (Male, Female), HIGH SCHOOL DIPLOMA (Yes, No), and GED (Yes, No).

Complete the information below for any state(s) you hold or have held a license, including national registry.

STATE: LEVEL: LIC/CERT #: EXPIRATION DATE:

STATE: LEVEL: LIC/CERT #: EXPIRATION DATE:

STATE: LEVEL: LIC/CERT #: EXPIRATION DATE:

If you answer yes to any of the questions below give details on a separate sheet including circumstances with applicable dates. Attach a certified copy of court records if convicted of any law violation.

- Have you ever been convicted for a violation of the law other than a minor traffic violation?
Have you ever or are you now addicted to any drugs or alcohol?
Has your license/certification to practice in any state ever been reprimanded, suspended, restricted, revoked or is it under threat of disciplinary action?

I certify that all information in this form is correct and complete to the best of my knowledge. I understand that falsification of any information may be grounds for denial or revocation of my license/certification.

Signature: Date:

THIS APPLICATION MUST BE SIGNED AND DATED AND ALL QUESTIONS ANSWERED TO INSURE PROCESSING.

Please check the appropriate box (es) and submit this form with the total fee(s) by a personal or certified check (no cash). PAYMENT SHOULD BE MADE PAYABLE TO TDH-EMS. APPLICATION FEE IS NON-REFUNDABLE

Table with 5 columns: ACTION, EMR, EMT, AEMT, PARA-MEDIC. Rows include Application Fee, License Fee, and Reciprocity Fee.

TOTAL FEE(S) DUE = \$

\*If no Social Security number you must submit verification of citizenship and/or qualified alien status. (U.S. Code § 1641.)
"Under HIPAA, the health information you furnish on this document is protected from public inspection, absent a subpoena or for purposes of health oversight activities."

**MEDICAL STATEMENT  
For Emergency Medical Services Professional License**

**Applicant's Name:** \_\_\_\_\_  
Print or Type

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**Licensed Physician, Nurse Practitioner or Physician Assistant:**

The Office of Emergency Medical Services is the state agency responsible for the licensing of emergency medical services personnel. The mission of the agency is to oversee the delivery of pre-hospital emergency care and to safeguard the public from inappropriate or incompetent medical care in the pre-hospital environment. When issuing a license, it is understood that the individual can meet the demands, duties, and responsibilities listed below and **examiner performing the evaluation is a licensed physician, nurse practitioner or physician assistant**.

**GENERAL DUTY REQUIREMENTS:**

The general environmental conditions in which emergency medical service personnel work includes a variety of hot and cold temperatures and, at times, they may be exposed to hazardous fumes. They may be required to walk, climb, crawl, bend, pull, push, or lift and balance over less than ideal terrain. They can also be exposed to a variety of noise levels, which can be quite high, particularly when sirens are sounding. The individual must be able to function effectively in uncontrolled environments with high levels of ambient noise. Aptitudes required for work of this nature are good physical stamina, endurance, and body condition which would not be adversely affected by having times to lift, move, carry and balance while moving in excess of 125 pounds (250 pounds 2 person lift). Motor Coordination is dexterity to bandage, splint and move patients, including properly applying invasive airways and administering injections.

Driving in a safe manner, accurately discerning street names, map reading, and the ability to correctly distinguish house numbers or business locations are essential tasks. Use of the telephone or radio for transmitting and responding to physician's advice is also essential. The ability to orally describe, concisely and accurately to health professionals, that a patient's condition is critical. The provider must also be able to accurately summarize all data in the form of a written report.

**THE ABOVE NAMED APPLICANT HAS BEEN EXAMINED AND DEMONSTRATES SUFFICIENT HEALTH TO PERFORM THE ESSENTIAL FUNCTIONS IN THE PRE-HOSPITAL ENVIRONMENT AS DESCRIBED IN THE GENERAL DUTY REQUIREMENTS ABOVE INCLUDING VISUAL ACUITY, SPEECH, HEARING, AND THE USE OF EXTREMITIES.**

_____	_____	_____
PRINT PROVIDER NAME	PROVIDER'S LICENSE NUMBER	STATE
_____	_____	
PROVIDER'S SIGNATURE	DATE	

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**AUTHORIZATION FOR RELEASE OF INFORMATION:**

I AUTHORIZE THE RELEASE OF ANY MEDICAL INFORMATION BY THE EXAMINER NECESSARY FOR QUALIFICATION TO MY EMPLOYER FOR DETERMINATION OF MY ELIGIBILITY BY THE OFFICE OF EMERGENCY MEDICAL SERVICES.

_____	_____	_____
SIGNATURE OF APPLICANT	SOCIAL SECURITY NUMBER	DATE

"Under HIPPA, the health information you furnish on this document is protected from public inspection, absent a subpoena or for purposes of health oversight activities."

## **DESTINATION DETERMINATION GUIDELINES**

**YOU MUST READ THE FOLLOWING AND SIGN AND RETURN THE ENCLOSED VERIFICATION OF SUCH WITH YOUR APPLICATION PACKET.**

1200-12-01-.21 Destination Determination – Sick or injured persons who are in need of transport to a health care facility by a ground or air ambulance requiring licensure by the State of Tennessee should be transported according to these destination rules.

- (1) Trauma patients - The goal of the pre-hospital component of the trauma system and destination guidelines is to minimize injury through safe and rapid transport of the injured patient. The patient should be taken directly to the center most appropriately equipped and staffed to handle the patient's injury as defined by the region's trauma system. These destinations should be clearly identified and understood by regional prehospital personnel and should be determined by triage protocols or by direct medical direction. Ambulances should bypass those facilities not identified by the region's trauma system as appropriate destinations, even if they are closest to the incident.
  
- (2) Beginning no later than six (6) months after the designation of a trauma center in any region, persons in that region, who are in need of transport who have been involved in a traumatic incident and who are suffering from trauma or a traumatic injury as a result thereof as determined by triage at the scene, should be transported according to the following rules.
  - (a) Adult (greater than or equal to fifteen (15) years of age) and Pediatric (less than fifteen (15) years of age) Trauma Patients will be triaged and transported according to the flow chart labeled "Field Triage Decision Scheme" in "Resources For Optimal Care of the Injured Patient: 1999," or any successor publication. The Pediatric Trauma Score shall be used as published in "Basic Trauma Life Support for Paramedics and Other Advanced EMS Providers," Fourth Edition, 2000. Copies of the charts are available from the Division.
    1. Step One and Step Two patients should go to a Level 1 Trauma Center or Comprehensive Regional Pediatric Center (CRPC), either initially or after stabilization at another facility. EMS field personnel may initiate air ambulance response.
    2. Step One or Step Two pediatric patients should be transported to a Comprehensive Regional Pediatric Center (CRPC) or to an adult Level 1 Trauma Center if no CRPC is available. Local Destination Guidelines should assure that in regions with two CRPC's or one CRPC and another facility with Level 1 Adult Trauma capability that seriously injured children are cared for in the facility most appropriate for their injuries.
    3. For pediatric patients, a Pediatric Trauma Score of less than equal to 8 ( $\leq 8$ ) will be considered as a cutoff level for Step One patients.
    4. Local or Regional Trauma Medical Control may establish criteria to allow for non-transport of clearly uninjured patients.

5. Trauma Medical/ Control will determine patient destinations within thirty (30) minutes by ground transport of a Level I Trauma Center or CRPC.
- (b) Exceptions apply in the following circumstances:
1. For ground ambulances, when transport to a Level I Trauma Center will exceed thirty (30) minutes, Trauma Medical Control will determine the patient's destination. If Trauma Medical Control is not available, the patient should be transported to the closest appropriate medical facility.
  2. For air ambulances, Step One patients will be transported to the most rapidly accessible Level I Trauma Center, taking safety and operational issues into consideration. Step Two, Three, and Four patients will be transported to a Level I Trauma Center as determined by the air ambulance's Medical Control. The Flight Crew will make determination of patient status on arrival of the air ambulance.
  3. Air ambulances will not transport chemical or radiation contaminated patients prior to decontamination.
  4. If the Trauma Center chosen as the patient's destination is overloaded and cannot treat the patient, Trauma Medical Control shall determine the patient's destination. If Trauma or Medical Control is not available, the patient's destination shall be determined pursuant to regional or local destination guidelines.
  5. A transport may be diverted from the original destination:
    - (i) if a patient's condition becomes unmanageable or exceeds the capabilities of the transporting unit; or
    - (ii) if Trauma Medical Control deems that transport to a Level I Trauma Center is not necessary.
- (c) Utilization of any of the exceptions listed above should prompt review of that transport by the quality improvement process and the medical director of the individual EMS providers.
- (d) Trauma Medical Control can be accomplished by a Trauma or Emergency Physician on duty at a designated Trauma Center or by protocols established in conjunction with a Regional Level I Trauma Center.
- (3) Pediatric Medical Emergency - Pediatric patients represent a unique patient population with special care requirements in illness and injury. Tennessee has a comprehensive destination system for emergency care facilities in regards to pediatric patients where there are variable levels of available care, as defined in Rule 1200-9-30-.01.
- (a) There are circumstances in pediatric emergency care as determined by local medical control where it would be appropriate to bypass a basic or a primary care facility for a general or comprehensive regional pediatric center.



1. Examples of such circumstances include, but are not limited to the following

- (i) On-going seizures
- (ii) A poorly responsive infant or lethargic child
- (iii) Cardiac arrest
- (iv) Significant toxic ingestion history
- (v) Progressive respiratory distress (cyanosis)
- (vi) Massive gastrointestinal (GI) bleed
- (vii) Life threatening dysrhythmias
- (viii) Compromised airway
- (ix) Signs or symptoms of shock
- (x) Severe respiratory distress
- (xi) Respiratory arrest
- (xii) Febrile infant less than two months of age.

2. Pediatric medical emergency transport may be diverted from the original destination if the patient's condition becomes unmanageable or exceeds the capability of the transporting unit, in which case the patient should be treated at the closest facility.

3. Pediatric medical emergency air ambulance transports must go to a Comprehensive Regional Pediatric Center.

(b) Pediatric trauma patients should be taken to trauma facilities as provided in paragraph (2).

(4) Any patient who does not qualify for transport to a Trauma Center or a Comprehensive Regional Pediatric Center should be transported to the most appropriate facility in accordance with regional or local destination guidelines.

(5) Adults or children with specialized healthcare needs beyond those already addressed should have their destination determined by Medical or Trauma Control, by regional or local guidelines, or by previous arrangement on the part of patient (or his/her family or physician).

(6) A transport may be refused or an alternate destination requested. Non-transport of the patient, or transport of the patient to an alternate destination shall not violate this rule and shall not constitute refusal of care

**Authority:** T.C.A. §§ 4-5-202, 68-140-504, 68-140-505, 68-140-509, and 68-140-521. **Administrative History:** Original rule filed October 15, 2002; effective December 29, 2002.

# National Guideline for the Field Triage of Injured Patients

## RED CRITERIA

### High Risk for Serious Injury

#### Injury Patterns

- Penetrating injuries to head, neck, torso, and proximal extremities
- Skull deformity, suspected skull fracture
- Suspected spinal injury with new motor or sensory loss
- Chest wall instability, deformity, or suspected flail chest
- Suspected pelvic fracture
- Suspected fracture of two or more proximal long bones
- Crushed, degloved, mangled, or pulseless extremity
- Amputation proximal to wrist or ankle
- Active bleeding requiring a tourniquet or wound packing with continuous pressure

#### Mental Status & Vital Signs

##### All Patients

- Unable to follow commands (motor GCS < 6)
- RR < 10 or > 29 breaths/min
- Respiratory distress or need for respiratory support
- Room-air pulse oximetry < 90%

##### Age 0-9 years

- SBP < 70mm Hg + (2 x age in years)

##### Age 10-64 years

- SBP < 90 mmHg or
- HR > SBP

##### Age ≥ 65 years

- SBP < 110 mmHg or
- HR > SBP

***Patients meeting any one of the above RED criteria should be transported to the highest-level trauma center available within the geographic constraints of the regional trauma system***

## YELLOW CRITERIA

### Moderate Risk for Serious Injury

#### Mechanism of Injury

- High-Risk Auto Crash
  - Partial or complete ejection
  - Significant intrusion (including roof)
    - >12 inches occupant site OR
    - >18 inches any site OR
    - Need for extrication for entrapped patient
  - Death in passenger compartment
  - Child (age 0-9 years) unrestrained or in unsecured child safety seat
  - Vehicle telemetry data consistent with severe injury
- Rider separated from transport vehicle with significant impact (eg, motorcycle, ATV, horse, etc.)
- Pedestrian/bicycle rider thrown, run over, or with significant impact
- Fall from height > 10 feet (all ages)

#### EMS Judgment

##### Consider risk factors, including:

- Low-level falls in young children (age ≤ 5 years) or older adults (age ≥ 65 years) with significant head impact
- Anticoagulant use
- Suspicion of child abuse
- Special, high-resource healthcare needs
- Pregnancy > 20 weeks
- Burns in conjunction with trauma
- Children should be triaged preferentially to pediatric capable centers

**If concerned, take to a trauma center**

***Patients meeting any one of the YELLOW CRITERIA WHO DO NOT MEET RED CRITERIA should be preferentially transported to a trauma center, as available within the geographic constraints of the regional trauma system (need not be the highest-level trauma center)***

**RECIPROCITY  
DESTINATION GUIDELINES  
ACKNOWLEDGEMENT**

**THIS FORM MUST BE SIGNED AND SUBMITTED WITH THE ONLINE  
RECIPROCITY PACKET.**

I have read and understand the rules regarding destination determination.

\_\_\_\_\_  
Print Applicant Name

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**EMS LICENSE/CERTIFICATION VERIFICATION**

(Please Print Legibly or Type)

***THIS SECTION TO BE COMPLETED BY APPLICANT***

Complete the **TOP** portion of this form and send to the State you received your current licensure/certification. **Reproduce this form if you hold or have held a licensure/certification in more than one state.**

**ATTENTION:** \_\_\_\_\_ EMS Personnel Licensure/Certification Section  
(STATE)

I am applying for an EMS license/certification in the State of Tennessee and authorize your agency to release the information requested in the lower section of this form. Please email the completed form to [Health.OtherStateEMSLicenseVerification@tn.gov](mailto:Health.OtherStateEMSLicenseVerification@tn.gov).

**NAME:** \_\_\_\_\_  
Last First Middle

**ADDRESS:** \_\_\_\_\_  
Street City State Zip

**BIRTH DATE:** \_\_\_\_\_ **SSN:** \_\_\_\_\_ **CERT/LIC #** \_\_\_\_\_  
(MM/DD/YYYY)

**PRIMARY TELEPHONE NUMBER:** ( \_\_\_\_\_ ) \_\_\_\_\_

Licensure/Certification Level Applying For:

- EMD**    **EMR**    **EMT**    **AEMT**    **PARAMEDIC**    **PARAMEDIC CRITICAL CARE**

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

***THIS SECTION TO BE COMPLETED BY CERTIFYING AGENCY***

Did the individual identified above successfully complete an approved curriculum which met the National EMS Educational Standards for the level in which they are licensed/certified in your agency?    **Yes**    **No**

If no, did this individual successfully complete an approved transitional course for the level licensure/certification?    **Yes**    **No**

**Date Training Completed:** \_\_\_\_\_ **Total Hours:** \_\_\_\_\_

Licensure/Certification Level:

- EMD**    **EMR**    **EMT**    **AEMT**    **PARAMEDIC**    **OTHER** \_\_\_\_\_

Is this license/certification current and valid in your state?    **Yes**    **No**   **Expiration Date:** \_\_\_\_\_

AEMT Training included: (please mark all that apply)

- IM injections    Sub-Q injections    IV Initiation    Glucagon    D50 Administration    Nitrous Oxide    Epinephrine  
 NTG    Narcotic Antagonist    Intraosseous Access    Inhaled Beta Agonists    Airways Not Intended For Trachea

Did this individual reciprocate from another state?  Yes  No State: \_\_\_\_\_

Has this individual's license/certification ever been restricted, suspended or revoked as a result of disciplinary action?  Yes  No

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

Does your state require criminal background checks for license/certification?  Yes  No

Do you know of any reason why this individual should be denied a license/certification?  Yes  No

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

**I certify that the information provided is true and correct.**

**Agency Name:** \_\_\_\_\_

**Print Name of Agency Representative:** \_\_\_\_\_

**Signature of Agency Representative:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Telephone:** ( \_\_\_\_\_ ) \_\_\_\_\_

Your cooperation is greatly appreciated. If you have questions, please contact the reciprocity section at (615) 741-8412. **Please email this completed form to [Health.OtherStateEMSLicenseVerification@tn.gov](mailto:Health.OtherStateEMSLicenseVerification@tn.gov).**

## EMS TRAINING VERIFICATION WITH **FEDERAL AGENCY**

(Please Print Legibly or Type)

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### ***THIS SECTION TO BE COMPLETED BY APPLICANT***

Complete the **TOP** portion of this form and send to the Federal Agency you received your current licensure/certification training.

**ATTENTION:** \_\_\_\_\_ EMS Personnel Training Section  
(FEDERAL AGENCY)

I am applying for an EMS license/certification in the State of Tennessee and authorize your agency to release the information requested in the lower section of this form. **Please email the completed form to [Health.OtherStateEMSLicenseVerification@tn.gov](mailto:Health.OtherStateEMSLicenseVerification@tn.gov).**

**NAME:** \_\_\_\_\_  
Last First Middle

**ADDRESS:** \_\_\_\_\_  
Street City State Zip

**BIRTH DATE:** \_\_\_\_\_ **SSN:** \_\_\_\_\_ **LIC/CERT #:** \_\_\_\_\_  
(MM/DD/YYYY)

**PRIMARY TELEPHONE NUMBER:** ( \_\_\_\_\_ ) \_\_\_\_\_

Licensure/Certification level applying for:  EMD  EMR  EMT  AEMT  PARAMEDIC

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

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### ***THIS SECTION TO BE COMPLETED BY CERTIFYING AGENCY***

Did the individual identified above successfully complete an approved curriculum which met the National EMS Educational Standards for the level in which they are licensed/certified in your agency?  Yes  No

If no, did this individual successfully complete an approved transitional course for the level of licensure/certification?  Yes  No

**Date Training Completed:** \_\_\_\_\_ **Total Hours:** \_\_\_\_\_

Licensure/Certification Training Level:

EMD  EMR  EMT  AEMT  PARAMEDIC  OTHER \_\_\_\_\_  
(Type)

AEMT Training included: (please mark all that apply)

IM injections  Sub-Q injections  IV Initiation  Glucagon  D50 Administration  Nitrous Oxide  Epinephrine  
 NTG  Narcotic Antagonist  Intraosseous Access  Inhaled Beta Agonists  Airways Not Intended For Trachea

Do you know of any reason why this individual should be denied a license/certification?  Yes  No

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

**I certify that the information provided is true and correct.**

**Agency Name:** \_\_\_\_\_

**Signature of Agency Representative:** \_\_\_\_\_

**Print Name of Agency Representative:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Telephone:** ( \_\_\_\_\_ ) \_\_\_\_\_

Your cooperation is greatly appreciated. If you have questions, please contact the reciprocity section at (615) 741-8412. **Please email the completed form to [Health.OtherStateEMSLicenseVerification@tn.gov](mailto:Health.OtherStateEMSLicenseVerification@tn.gov).**

**DECLARATION OF CITIZENSHIP**  
**MUST ACCOMPANY ALL INITIAL LICENSURE OR RECIPROCITY LICENSURE APPLICATIONS**

Pursuant to T.C.A. § 4-58-101 et seq, the Eligibility Verification for Entitlements Act (also known as the "SAVE Act") requires the Tennessee Department of Health (including all Boards, Commissions and contractors), along with every local health department in the State, to verify that *every adult* applicant applying for a professional license is either a U.S. citizen, a "qualified alien" or a nonimmigrant who meets the requirements set out at 8 U.S.C. 1621.

<b>I am applying for a(n)</b> _____ <div style="text-align: center; font-size: small;">Healthcare Profession (Please Print or Type)</div>	_____ <div style="text-align: center; font-size: small;">License number (if applicable)</div>
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Please Print Legibly or Type				
1.	Name:	_____	_____	_____
		Last	First	M/I
2.	Mailing Address:	_____		
		Street/P.O. Box	City	State    Zip
3.	Phone Number:	(    )	(    )	(    )
		Personal/Home	Office/Work	Fax
4.	I am a foreign national not physically present in the United States <input type="checkbox"/> Yes <input type="checkbox"/> No    If you answered yes to this question, please sign this form in the presence of a notary and return it with your application. No further documentation is required.			
5.	I am a United States Citizen: <input type="checkbox"/> Yes <input type="checkbox"/> No			
6.	Applicants claiming United States Citizenship <b>MUST submit a copy</b> of <u>one</u> of the following:			
	a) A valid Tennessee Driver's License, or photo ID issued by the Tennessee Department of Safety.			
	b) A valid driver's license or ID issued by another state, provided its issuance requirements meet Tennessee Department of Safety criteria.			
	c) An official birth certificate issued by a U.S. state, territory, or other jurisdiction. Puerto Rican birth certificates issued before July 1, 2010 do not qualify.			
	d) A federally issued birth certificate.			
	e) A valid, unexpired U.S. passport.			
	f) A report of birth abroad of a U.S. citizen.			
	g) A certificate of citizenship.			
	h) A certificate of naturalization.			
	i) A U.S. citizen ID card.			
	j) Any successor document to #'s e-i above.			
	k) A Social Security Card that is verifiable with the Social Security Administration in accordance with federal law.			
7.	If you answered "No" to question 5, indicate from the list below which category applies to you: (check one)			
	<input type="checkbox"/> Permanent Resident			
	<input type="checkbox"/> A nonimmigrant applicant for a professional or commercial license whose visa for entry into the United States is related to such employment, or a nonimmigrant under the Immigration and Nationality Act (8 U.S.C. 1101 et seq.)			



- Asylees who meet the qualifications set out in 8 U.S.C. 1158.
- Refugees who meet the qualifications set out in 8 U.S.C. 1157.
- Persons who have been "paroled into the United States," under 8 U.S.C. 1182(d)(5) or whose deportation has been withheld under 8 U.S.C. 1253.
- Cuban or Haitian entrants as defined by section 501(e) of the Refugee Education Assistance Act of 1980.
- Persons granted conditional entry into the U.S. under 8 U.S.C. 1153(a)(7) before April 1, 1980, because of persecution or fear of persecution on account of race, religion, or political opinion or because of being uprooted by catastrophic national calamity.
- An alien who has been "battered" or subjected to "extreme cruelty" by a parent or spouse as defined by 8 U.S.C. 1641(c), and also meets the qualifications set out 8 U.S.C. 1641(c)(1)(B). Under the circumstances set out in 8 U.S.C. 1641(c)(2) and (3), victims' children, or the parents of children who are victims, may also apply for benefits as qualified aliens.

Applicants claiming **qualified alien status** (question 7 above), please submit two of the following forms of "documentation of identity and immigration status" as determined by U.S. Homeland Security to be acceptable for verification through the SAVE program. Common types of documents used to verify immigration status are listed below. (Note: If you can provide only one document, your status will be verified through the U.S. Department of Homeland Security's SAVE program):

- I-327 (Reentry Permit)
- I-551 (Permanent Resident Card or "Green Card")
- I-571 (Refugee Travel Document)
- I-766 (Employment Authorization Card)
- Machine Readable Immigrant Visa (with Temporary I-551 language)
- Temporary I-551 stamp (on passport or I-94)
- I-94 (Arrival/Departure record)
- Unexpired foreign passport
- WT/WB Admission Stamp in unexpired foreign passport
- I-20 (Certificate of Eligibility for Nonimmigrant F (1) student status- "student visa")
- DS2019 (Certificate of Eligibility for Exchange Visitor (J-1) Status)

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**ALL APPLICANTS MUST SIGN AND HAVE NOTARIZED**

I affirm under the penalty of perjury that the above is true and correct.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
**NOTARY PUBLIC**

AFFIX SEAL HERE

My Commission Expires: \_\_\_\_\_

**If an applicant is discovered to be an unqualified alien, or otherwise ineligible for benefits under the Act, all recurring benefits provided to that applicant must be immediately terminated. Anyone who purposefully makes a false, fictitious, or fraudulent claim of U.S. citizenship or qualified alien status will be liable under the Tennessee Medicaid False Claims Act, or Tennessee's False Claims Act. Any person who conspires to defraud the state or any local health department by securing a false claim allowed or paid to another person in violation of the Act may be liable under Tennessee's False Claims Act. Upon discovery of an applicant's false, fictitious, or fraudulent claim of U.S. citizenship or qualified alien status, state governmental entities and local health departments must also file a criminal complaint with the Office of the Attorney General and/or the United State Attorney.**

**CRIMINAL BACKGROUND DISCLOSURE  
DOCUMENTATION AND INFORMATION**

**Submit this document ONLY if applicable**

Please complete the information below and submit with your online application. *If applicable, you must attach a certified copy of your court records.*

NAME: \_\_\_\_\_

SOCIAL SECURITY #: \_\_\_\_\_ EMS CLASS # (if trained in TN): \_\_\_\_\_

DATE OF CONVICTION: \_\_\_\_\_ COURT OF RECORD: \_\_\_\_\_

WERE YOU PLACED ON PROBATION/PAROLE?  YES  NO

IF YES, YOU MUST PROVIDE OFFICIAL RECORDS THAT PROBATION/PAROLE WAS SUCCESSFULLY COMPLETED.

NATURE OF CONVICTION: **YOU MUST PROVIDE A DETAILED EXPLANATION OF YOUR CONVICTION IN YOUR OWN WORDS.** (You may attach extra pages if necessary.)

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**PLEASE REMEMBER TO ATTACH A CERTIFIED COPY OF YOUR COURT RECORDS.**