



New York State  
Department of Health  
Bureau of Emergency Medical Services

**POLICY STATEMENT**

*Supersedes/Updates: 96-02 & 88-15*

**No. 03 - 08**

**Date: 09/03/03**

**Re: EMS Provider  
Certification and  
Identification.**

**Pages: 3**

**BACKGROUND:**

This policy statement is intended to provide clear direction to EMS providers, EMS agencies and the Emergency service community regarding the requirements for the possession and production of NYS issued EMS certification. This policy statement also addresses the certification period, security and alteration of DOH issued certificates.

**CERTIFICATION PERIOD:**

Under most conditions, EMS certificates issued by the Department are valid for 37 months from the date of issue and expire at 11:59 p.m. on the date indicated on the document, this will normally be the last day of the month. The following are the only exceptions to this certification period:

1. The certified provider has completed a NYS written examination and all other requirements for recertification prior to the expiration of their current certification. Under the provisions of the State Administrative Procedure Act (SAPA) § 401 the provider shall remain certified until such time as the results of the examination are released.
2. The provider is a participant in an approved pilot recertification program that allows for certification for a period different than three years and such provider has received a certification from the Department with an expiration date more than 37 months in the future.
3. The provider has been approved for extended certification as allowed for by law.

**CERTIFICATION DOCUMENTS:**

Pursuant to provisions of 10 NYCRR Part 800 the Department issues an original certificate to persons whom:

- Successfully complete the requirements set forth for obtaining an original certification as a Certified First Responder (CFR), Emergency Medical Technician (EMT) or Advanced Emergency Medical Technician (AEMT).
- Successfully completes the requirements set forth for obtaining recertification as a CFR, EMT or AEMT.
- Obtains certification as an EMT or AEMT through the reciprocity process by having such certification issued by another state or approved military program.
- Have no legal barrier to the issuance of such certificates.

#### **ALTERATION OR FORGERY OF DOH ISSUED CERTIFICATES:**

Department certificates are printed in a unique font on security paper that will show the word “**VOID**” when the card is photocopied.

**Upon receipt of the certificate from the Department the holder should sign it immediately and laminate it for protection.**

Any adulteration of a certificate issued by the Department or any production of a document that is offered to be a certificate issued by the Department shall be prosecuted to the fullest extent the law allows and may bar the individual from any future certification by the department.

#### **SERVICE REQUIREMENTS:**

EMS services are required by 10 NYCRR Part 800.21(k)(1) to maintain a personnel file for all members/employees. This must include a copy of the member’s/employee’s state issued EMS certificate.

The certified provider should be required to provide the original certification to the agency for the agency to inspect and copy. If there are any questions regarding the validity of the certification, notify the Bureau of EMS immediately.

An agency shall be held responsible for the outcomes and actions of any provider whom they allow to practice without positive proof that the certification offered by that individual is valid.

#### **PROVIDER IDENTIFICATION:**

Agencies/systems are encouraged to have a policy that governs the proper identification of members/employees while providing care or while responding. Such identification is particularly useful when members of an agency respond beyond their local area when participating in mutual aid responses.

While there is no statutory or regulatory requirement to do so, all EMS agencies or systems should consider the issuance of identification to members/employees. Such identification may include, but not be limited to:

- Agency name
- Provider's name
- Provider photograph
- Provider's level of certification
- DOH certification number
- Level of care authorized by agency and/or REMAC
- Agency and/or REMAC identification number
- Date of Birth
- Blood Type
- Expiration date of identification card.

Certified providers are discouraged from using their laminated, Department issued certification card as a worn form of identification.

Although it is not a requirement that Department issued certificates be carried by individuals while providing care it is strongly encouraged.

#### **LOST OR DESTROYED CERTIFICATES:**

Should the certificate issued by the Department be lost, destroyed or if it becomes unreadable you may request a replacement certificate. Requests must be submitted in writing to the Bureau of EMS, Certification Unit, 433 River St. Suite 303, Troy, NY 12180-2299 or by fax to 518-402-0985. The EMT must sign the request. **No verbal requests will be processed.**

#### **INSIGNIA & PATCHES:**

The NYS Department of Health does not issue any type of patch, shield or other worn insignia. In accordance with PHL §3003(4) a Regional Emergency Medical Services Council (REMSCO) may issue, "uniform emergency medical technician insignia and certificates".

A person who chooses to wear a patch, shield or other insignia may only indicate on such, the level of care that they are certified by the Department to practice at. To do otherwise would be indicating certification not held by the provider which might also constitute a criminal offense.

Issued and Authorized by;  
Edward Wronski, Director