Government of the
District of Columbia

Department:	***Department of Health***
Administration:	***Health Emergency Preparedness and Response Administration***
Section:	***Emergency Medical Services***
Policy Number:	***2010-0005***
Effective Date:	***15 April 2010***
Approved By:	***Beverly Pritchett, Senior Deputy Director, HEPRA***
Applies To:	***All EMS Providers***
	All District Certified EMS Organizations
Purpose:	***Issuing of EMS Provider Certification Extensions***
Reference:	***Memorandum 13 April 2009 "Transition to NREMT Certification Requirement"***
	Policy 2010-0001 "Transition to NREMT Certification Requirement"
	Policy 2010-0002 "NREMT and DOH EMS Provider Certification Dates"
Revision:	***Original***

Effective immediately, all requests for EMS Provider Certification Extensions must come from the provider's sponsoring EMS agency Medical Director and must contain a corrective plan of action with a finite timeline for completion. The request must be submitted before the provider's card expires.

If the extension is granted, a letter from the Senior Deputy Director, HEPRA or designee, will be used as proof of continued certification.

The procedures outlined below must be adhered to when requesting an administrative EMS Provider Certification extension.

Request for Administrative EMS Provider Certification Extensions.

(a) The medical director of the candidate's sponsoring EMS organization shall submit a letter to the State EMS Officer requesting an extension and outlining the reasons why the candidate was unable to submit his or her application prior to expiration of his or her DOH EMS Provider certification.

1. The letter shall include the sponsoring organization's plan to correct the deficiency and the length of time needed to correct the deficiency.

2. If a provider has submitted his or her completed certification renewal package to the NREMT but has not received his or her new NREMT certification the sponsoring organization's letter shall include:

    i. A cover letter signed by the provider's sponsoring EMS organization's medical director stating that he or she has reviewed the provider's package, verified that it has been submitted to the NREMT, but the provider has not received a new card from the NREMT; and

    ii. A copy of the provider's complete NREMT application package.

    iii. When the provider receives his or her new NREMT certification card, he or she should submit it along with a complete District certification renewal application package

(b) The request will be considered by the State EMS Officer, and a recommendation made to the Senior Deputy Director, HEPRA for final approval.

1. If approved, correspondence will be sent to the sponsoring EMS organization's medical director indicating the length of time the organization is granted to correct the deficiency.

2. If denied, correspondence will be sent to the sponsoring EMS organization's medical director advising that:

    i. The candidate's District EMS provider card will expire on the date indicated and the candidate will not be authorized to practice until such time as he or she obtains a new certification.

    ii. The candidate would be eligible to apply for reinstatement upon meeting the requirements for his or her certification level.