Licensing Information for Out of State EMTs

Prior to applying for your RI license, you must take and pass the National Registry EMT exam.

1. If you are not already a National Registry EMT (meaning that you passed an exam designed and administered by the NREMT and used by many states for licensing), you must create a NREMT online account and apply to take the NR exam. Follow the online instructions. http://www.nremt.org/
   NOTE: The NREMT exam requires that you pay an application fee of $70. (Fees are going to increase in 2017.)

2. Download the Interstate Verification Form from the RI EMS website, fill out the top portion only, and send it to the State in which you are currently licensed.

3. Download the RI EMT application from the RI EMS website.

4. Gather all the required documentation:
   o EMT Course completion certificate (send a copy)
   o EMT license if applicable (other state) (send a copy)
   o National Registry Card (send a copy)
   o Healthcare Provider CPR card (send a copy of FRONT AND BACK)
   o High School diploma or GED (send a copy)
   o Current BCI—RI recommended (you must send the original)

5. To obtain your BCI (Bureau of Criminal Identification report) with a local address (recommended):
   o Check out the BCI information and hours at the State Attorney General.
   o Go to the State Attorney General’s office at 150 South Main Street, Providence
   o BCI window is on the right just inside main entrance
   o Bring a State issued photo ID and your Brown ID and a check for $5 payable to BCI

6. Be sure to complete the EMT application with a blue or black pen, sign it, and return it with the proper fees or signatures. Be sure your name appears the same on all documents you are sending. Use your RI address so that you can obtain your BCI in RI.

   If you are affiliated with a volunteer or municipal service, you must have the signature of the Service Chief to validate your status and have your licensing fee waived.
   If you are not affiliated with a volunteer or municipal service, you will need to pay the fees.
If you are a current Brown student who is planning to volunteer at Brown EMS, the EMS Service Chief needs to sign your application.

7. The application MUST be mailed. You may not fax or hand deliver.

8. Wait ....eventually your RI license number will be generated and you will be a RI EMT! Remember that you CANNOT practice as an EMT until you have the 5 digit RI EMT number. You can track the progress of your licensing on line by going to the Licensed Professionals link on the State site.

**Important application info:**

Instructor Coordinator: Write “N/A”; this is for RI training programs only.

Sponsoring agency: N/A

Date Enrolled: N/A

Date Completed: N/A

Course approval #: N/A

*Your name must match on all documents submitted to the State. You must use your RI address in order to be able to use a RI BCI.*

<table>
<thead>
<tr>
<th>Brown EMS volunteers only, for service information please use:</th>
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<tbody>
<tr>
<td>Brown University EMS</td>
</tr>
<tr>
<td>Box 1928</td>
</tr>
<tr>
<td>13 Brown Street, Providence, RI 02912-1928</td>
</tr>
<tr>
<td>Phone: 401-863-9816</td>
</tr>
<tr>
<td>Fax: 401-863-7953</td>
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<tr>
<td>No email address</td>
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Requires Chief’s signature if you want your fees waived.

If you have any general questions, please refer them to Amy_Sanderson@brown.edu.

For specific RI application questions, call the State EMS office at 222-2401.

The application and testing process is your responsibility. We do not manage this process for EMT applicants.