



Montana Board of Medical Examiners

PO Box 200513

301 S Park, 4th Floor

Helena, MT 59620-0513

Phone: 406-444-6880

Email: DLIBSDHELP@MT.GOV Website: EMT.MT.GOV

Licensing Requirements and Application Checklist Emergency Care Provider (EMR, EMT, AEMT, Paramedic)

License Requirements for Emergency Care Provider

Below are the minimum requirements you must meet in order to be licensed in the state of Montana.

1. Age 18 or older – [MCA [50-6-203](#), [ARM 24.156.2711](#)]
2. High school diploma or equivalent [MCA [50-6-203](#), [ARM 24.156.2711](#)]
3. Completion of a course of ECP instruction – [MCA [50-6-203](#), [ARM 24.156.2711](#)]
4. NREMT or passage of a written and practical exam approved by the Board, or current EMR, EMT, AEMT or Paramedic licensure in another state in which applicant originally tested and has a complaint process.-[MCA [50-6-203](#), [ARM 24.156.2711](#)]
5. NPDB SELF QUERY (National Practitioner Data Bank)

Checklist of Required Documents to Submit for Application for Emergency Care Provider

The following documents and additional forms are required in addition to the basic application. State licensure verifications must be sent to the board directly from the source.

- Official license verification from states and jurisdictions in which the applicant holds or has ever held a professional license of any type.
- Verification of course completion.
- Proof of a current NREMT card at or above the level of licensure sought OR proof of passing the Montana written and practical exams at or above level of licensure sought OR a current unrestricted license or certification at or above the level of licensure sought, in another state in which the applicant was originally tested and which has a complaint process.
- If you answered yes to discipline questions, include a detailed explanation on the event(s) and documentation from the source (licensing board, federal agencies/programs, or civil/criminal court proceedings such as initiating/charging documents, sentencing documents, final disposition/judgment documents, etc.)

Application Fee(s) for Emergency Care Provider

The following fee(s) must be submitted with your application. Online applicants can pay using a credit card or e-check. If you submit a paper application you must submit a check. Do not mail cash.

- \$30 application fee for EMR
- \$50 application fee for EMT
- \$70 application fee for Advanced EMT
- \$100 application fee for Paramedic



You can apply for a license online at EBIZ.MT.GOV/POL or download a paper application from the website. Online application is recommended.

Please include a valid e-mail address with your application. E-mail is the department's primary form of communication.

If you have any questions about the application process or the licensing requirements please contact the Department of Labor and Industry Professional Licensing Bureau using the contact information at the top of this checklist.

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NOTE: If applying with state licensure (without NREMT certification) you must submit proof that you took an NREMT-equivalent examination to obtain licensure in that state. Licenses granted via reciprocity with other states will not be considered.

NOTE: Montana ECP licensees applying for another level of licensure must submit the following.

▽ Current active or inactive NREMT card equal to or greater than the level sought.

PROCESSING PROCEDURES FOR ALL APPLICATIONS:

- An application file must be complete before consideration of licensure. The applicant will be notified in writing of any items missing from the application file.
- An application typically takes 10 working days to process from the time it is complete.
- If the application is considered a non-routine application, there may be a delay in processing of the application.
- You may be requested to provide additional information, contact the Montana Professional Assistance Program and/or make a personal appearance before the Board during a regularly scheduled Board meeting and/or the application may require Board consideration.
- The Board meets once every two months.

Any application requiring Board review must be complete, with all materials received by the Department, no later than 15 working days in advance of the next scheduled Board meeting. Applications completed after that deadline will not be put on the Board's agenda.

Any questions with regard to the processing of this application and other concerns please contact the Board of Medical Examiners staff at (406) 444-6880 or e-mail us at DLIBSDHELP@MT.GOV

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EMR

EMT

AEMT

Paramedic

PLEASE TYPE OR PRINT IN INK.

(Please allow 10 working days for processing from the date that the Board has a complete routine application)

1. FULL NAME: _____

Last

First

Middle

2. OTHER NAME(S) KNOWN BY: _____

3. BUSINESS NAME: _____

4. BUSINESS ADDRESS: _____

Street or PO Box #

City and State

Zip

5. HOME ADDRESS: _____

Street or PO Box #

City and State

Zip

PREFERRED MAILING ADDRESS: Business Home

E-MAIL ADDRESS: _____

6. TELEPHONE: (____) _____ (____) _____ (____) _____

Business

Home

Fax

7. SOCIAL SECURITY NUMBER: _____

8. DATE OF BIRTH: _____ PLACE OF BIRTH: _____ FEMALE MALE

City/State

9. LICENSEE NAME: _____

(State your name as it should appear on the license if granted.)

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10. Have you ever previously applied for a license to practice in Montana? **Yes No**

If **Yes**, give date and results.

Type of License	Dates	Results of application	Licensure #

11. Have you ever been denied licensure or the opportunity to take a professional licensing examination in any state or country? If yes, attach a detailed explanation.

Yes No

12. Have you ever withdrawn an application for an EMT license? If yes, please give the state and reason for withdrawal.

Yes No

Please answer the following questions. If you answer Yes, give specific details (names of organizations, dates, reasons, and outcome) on a Supplement Sheet.

13. Has a licensing agency ever taken adverse or disciplinary action against your license? If yes, attach agency documents filed in the action including all complaints, initiating documents, orders, final orders, stipulations and consent and/or settlement agreements.

Yes No

14. Have you ever voluntarily surrendered, cancelled, forfeited or failed to renew a license as a result of any of the following: having a complaint filed against you; entering into a consent agreement with respect to your license as a result of a complaint; during an investigation or during disciplinary proceedings? If yes, attach a detailed explanation identifying each occasion, the date and the substance of the allegations.

Yes No

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15. Is there a pending complaint against you with a professional or occupational licensing agency? If yes, please attach a detailed explanation and provide supporting documentation from the source.

Yes No

16. Have you voluntarily or involuntarily surrendered any hospital privileges, health maintenance organization participation, Medicare/Medicaid privileges, or other privileges during a pending investigation, or in anticipation of an investigation, or had such privileges reprimanded, denied, restricted, suspended, placed on probation, revoked or subjected to other sanction or action? If yes, attach a detailed explanation identifying each occasion, the date and the substance of the allegations.

Yes No

17. Has any legal or disciplinary action been filed against you, which relates to your propriety of, or your fitness to practice this profession (including malpractice, etc.)? If yes attach a detailed explanation of each instance including the date of the claim, name and address of party complaining, name and address of forum or court where claim was filed, docket or claim number and the substance of the allegations.

Yes No

18. Have you ever voluntarily or involuntarily surrendered the privilege to prescribe or dispense any drug, including but not limited to controlled substances, or had such privileges investigated, denied, restricted, suspended, revoked or otherwise modified by any governmental agency, including but not limited to the Drug Enforcement Administration, any state licensing or disciplinary court or other entity?

If yes, attach a detailed explanation.

Yes No

19. Have you ever been expelled from or asked to resign from any professional organization or been censured by a professional organization of which you were a member?

If yes, attach a detailed explanation.

Yes No

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20. Have you ever been convicted of a misdemeanor or felony crime or do you have a pending criminal charge? "Convicted" for the purposes of this question includes a conviction under appeal, guilty plea, no contest plea, and/or forfeiture of bond. "A pending criminal charge" for the purpose of this question includes a deferred imposition of sentence and/or deferred prosecution. If you answer yes, you must submit a detailed explanation of the events AND the charging documents and final judgments or orders of dismissal. You must report but may omit documentation for: (1) misdemeanor traffic violations older than 10 years and that resulted in fines of less than \$200; and (2) convictions prior to your 18th birthday unless you were tried as an adult.

Yes No

21. Have you been diagnosed within the past 5 years with a physical condition or mental health disorder involving potential health risk to the public? If yes please provide a detailed explanation.

Yes No

22. Have you used alcohol or any other mood-altering substance in a manner which may have or has adversely affected your ability to practice this profession?
If yes, attach a detailed explanation.

Yes No

23. List all certification/licenses that you hold or ever held, including EMT levels. Verifications for each license must be sent directly to Montana from each state certification/licensing board.

State	License # and Type	Date Issued	Expiration Date	Licensure Method			Requested State verification	
				Exam	Endorse	Other	Yes	No
				Exam	Endorse	Other	Yes	No
				Exam	Endorse	Other	Yes	No
				Exam	Endorse	Other	Yes	No
				Exam	Endorse	Other	Yes	No

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AFFIDAVIT

I authorize the release of information concerning my education, training, record, character, license history and competency to practice by anyone who might possess such information to the Montana Board of Medical Examiners. I hereby declare under penalty of perjury the information included in my application to be true and complete to the best of my knowledge. In signing this application, I am aware that a false statement or evasive answer to any question may lead to denial of my application or subsequent revocation of licensure on ethical grounds. I have read and am familiar with the applicable licensure laws of the State of Montana and instructions to applicants for licensing. I accept the rules and procedures outlined in these documents as the basis for my application.

Legal Signature of Applicant

Dated

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VERIFICATION OF LICENSURE

THIS IS NOT AN ENDORSEMENT CERTIFICATION

PLEASE COMPLETE THIS SECTION OF THE FORM AND MAIL TO EACH STATE BOARD IN WHICH YOU ARE NOW OR HAVE EVER BEEN LICENSED TO PRACTICE AS AN EMT, PARAMEDIC OR OTHER EMERGENCY CARE PROVIDER. YOU MAY COPY THIS FORM AS MANY TIMES AS NEEDED. SOME BOARDS REQUIRE A FEE FOR THIS SERVICE.

STATE BOARD: I am applying for a license to practice as an Emergency Care Provider in the State of Montana. The Medical Board requires this form to be completed by each state wherein I hold or ever have held a professional/occupational license. This is your authority to release any information in your files, favorable or otherwise, DIRECTLY to the BOARD OF MEDICAL EXAMINERS, P. O. BOX 200513, 301 S. PARK AVENUE, HELENA, MT 59620-0513. Send by mail, FAX or e-mail. Early response appreciated.

Name: _____
(Signature) (Please print)

Address: _____

My License Number is: _____

DO NOT DETACH -- THIS SECTION TO BE COMPLETED BY AN OFFICIAL OF THE STATE BOARD AND RETURNED DIRECTLY TO THE MONTANA STATE BOARD OF MEDICAL EXAMINERS

State of _____

Full Name of Licensee: _____

License Type: EMR EMT AEMT Paramedic Other

License No. _____ Issue Date: _____ Expiration Date: _____

License is current? Yes No If NO, explain: _____

Did licensee take a written practical exam in your state to qualify for licensure? Yes No

Has license been suspended, revoked, placed on probation or otherwise disciplined?

Yes No If YES, explain and attach documentation

Has licensee ever been requested to appear before your Board? Yes No

If YES, explain _____

Derogatory information, if any: _____

Comments, if any: _____

Board Seal

Signed: _____

Title: _____

State Board: _____ Date: _____