



Kentucky Board of Emergency Medical Services
Instructional Document: Applying for Reinstatement of Licensure
November 1, 2023

1. Open the KBEMS website using your Internet browser (Chrome or Firefox preferred) and enter <https://kbems.ky.gov/> or simply use a search engine for KBEMS. Once you're at the home page, click the gold KEMSIS hexagon on the middle of the page.



2. Type in your Username and Password. If you need assistance with your account, click the Forgot Username or Password link. You may also use the Account Lookup feature.

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We strongly encourage the use of Google Chrome or Mozilla Firefox browsers for this site; [Apple Safari issues navigating the system](#), particularly regarding file attachments. Do not use a smartphone to co

If you need assistance, please submit a [support ticket](#).

Login

Username:

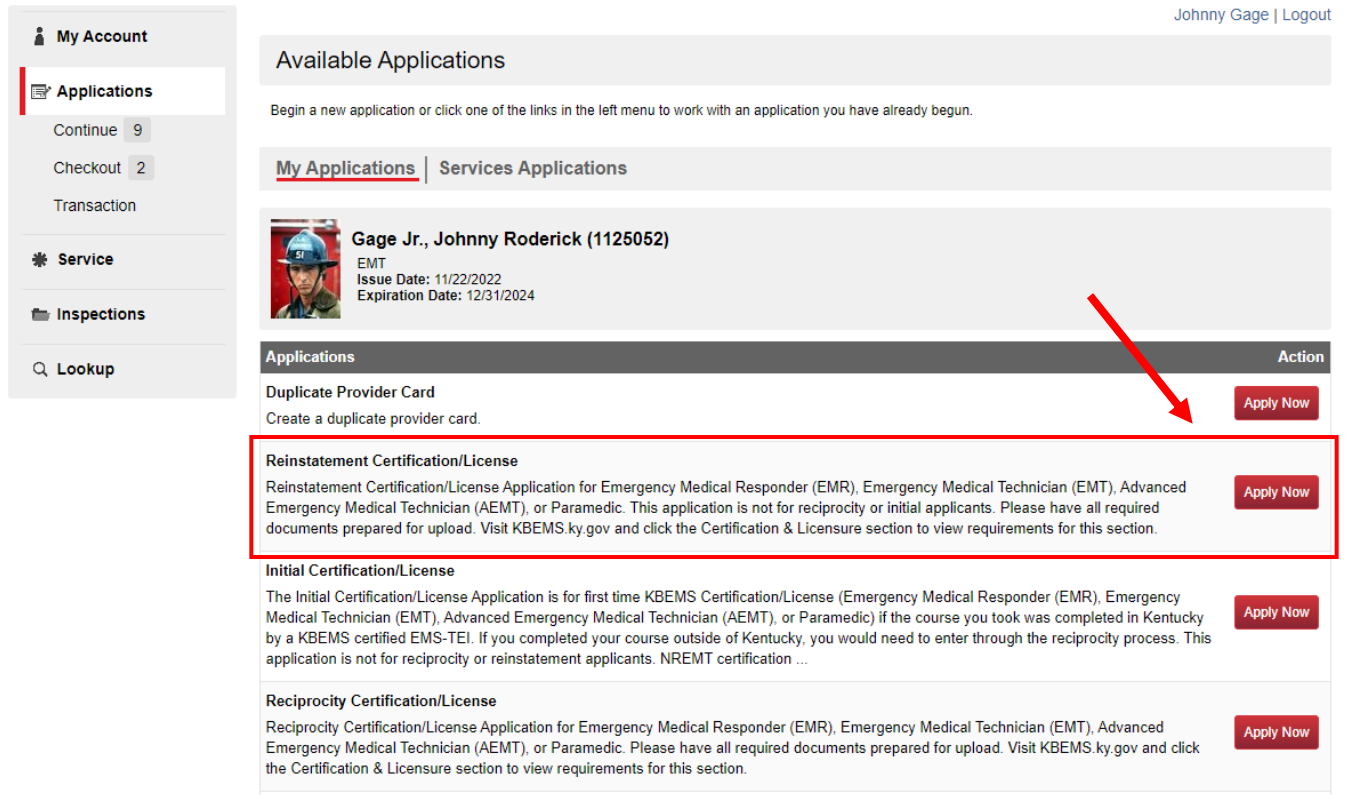
Password: Show Password

[Forgot Username or Forgot Password?](#)

3. Click on the Applications tab on the lefthand side.



4. Select **“Reinstatement Certification/Licensure”** by clicking on **“Apply Now”**. If you have already started an application, you can select **“Continue”** on the lefthand side under applications to complete it. If you just need to complete a payment on an application, you can find that under **“Checkout”** at the same location.



5. Once the application is selected, please follow directions to complete it including which certification level you’re applying for. Each level will require different documentation. Full requirements and eligibility for licensure can be found here: <https://kbems.ky.gov/Certification-And-Licensure/Pages/default.aspx>.
6. You **must** complete a background check from [ViewPoint Screening](#) if you’re **not currently certified and/or licensed in the state of KY**. Instructions for ViewPoint Screening can be found [here](#). Other applicants can use ViewPoint Screening or through the Administrative Office of the

Courts (AOC). All background checks must not be more than 6 months old at the time of application. Upload you background checks at the end of the Background and Legal page of the application. Make sure to name it and select the right document type.

Reinstatement Responder Application

Demographics Introduction **Background and Legal** Reinstatement Documentation Required Training Certifications Signature

▼ Background and Legal Questions

Applicant shall not have been convicted of any offenses described in [KRS 311A.050](#)

*1. Have you ever been convicted of a felony, pled guilty to a felony, or entered an Alford plea to a felony?
 Yes No

*2. Have you been convicted of a misdemeanor within the last twenty-four (24) months?
 Yes No

*3. Have you been cited for a moving violation **[[WHILE OPERATING AN EMERGENCY VEHICLE]]** in the last twenty four (24) months?
 Yes No

*4. Have you ever had a civil judgment entered against you arising from a situation(s) in which you were delivering or attempting to deliver medical care?
 Yes No

*5. Have you at any time had your certification(s), license(s), or registration(s) as a medical professional restricted, revoked, denied, or suspended in the Commonwealth of Kentucky or another state o
 Yes No

*6. Have you at any time had any instructor certification restricted, revoked, denied, or suspended?
 Yes No

If you previously purchased a background check from CastleBranch, it will be accepted until July 31, 2023. The new background check vendor for KBEMS is ViewPoint Screening.
All applicants **not currently certified and/or licensed by KBEMS** must upload a completed background check from the [KBEMS ViewPoint Screening link](#).
Any applicant **currently certified or licensed by KBEMS** can submit a background check through the Kentucky Court of Justice [Administrative Office of the Courts](#).
All background checks **MUST be less than 6 months old** at the time of application.

Do not attach a **PAID RECIEPT** of Background check in lieu of the Completed Background Check or a background check that is **IN PROGRESS**. This will only delay the processing of your application.

*Upload Background Check Details

Upload File

Name
Background Check

Document Type
Z-Applicant - Background Check

Save and Continue

7. Continue on to submit further documents. This varies by initial certification.

a. **For EMR, EMT, and AEMT:**

- Evidence of successful completion of the EMR, EMT, or AEMT NREMT National Continued Competency Program
- Meet all educational standards established in 202 KAR 7:601
- Completed an EMR certification application through your KEMSIS account.
- Proof of previous KY EMR, EMT, AEMT Certification **and**

- Proof of completing HIV/AIDS training
- Proof of completing Pediatric Abusive Head Trauma
- Proof of completing Awareness of Sexual Violence training
- Pay fee required for certification

b. For Paramedic:

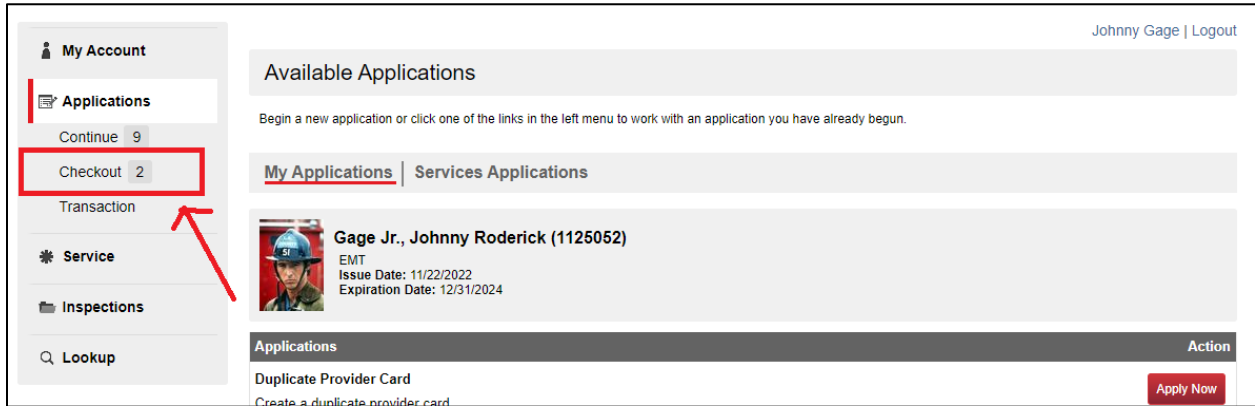
- Evidence of successful completion of the Paramedic NREMT National Continued Competency Program
- Meet all educational standards established in 202 KAR 7:601
- Completed an EMR certification application through your KEMSIS account.
- Proof of previous KY EMR, EMT, AEMT Certification and
- Proof of completing HIV/AIDS training
- Proof of completing Pediatric Abusive Head Trauma
- Proof of completing Awareness of Sexual Violence training
- Proof of completing the Determination of Death course
- Pay fee required for certification

8. Once documents have been uploaded, digitally sign the Declaration by inputting your username and password then selecting **“Submit”**.

The screenshot shows a web application interface with a breadcrumb trail: < hics Introduction Background and Legal KBEMS Documentation Submission NREMT Documentation Submission Signature >. The main content area is titled 'Declaration' and contains a long paragraph of legal text. Below the text are radio buttons for 'Yes' (selected) and 'No'. A red box highlights the 'Signature' section, which includes a label '*Signature (Enter KEMSIS Password)', a 'Username' field with the value 'jgage1', and a 'Password' field. At the bottom left of the form is a 'Submit' button with a checkmark icon.

9. Once submitted, you will get a notification by email that we have received your application. Please make sure the email on your account is active and/or accessible to you. All of our communication is done via email. Your application will not be completely processed until payment is received.

10. It's recommended to make a payment on an application as soon as possible. It will automatically default to making the payment once you submit the application. To make a payment on an application after you close the application, select "**Applications**" then select "**Checkout**".



11. From there, a list of available applications you can pay on are available. Select any applicable applications and continue through the payment process. We post payments manually so your payment will remain pending until we can process it. Please allow 2-4 business days for payments to be posted. Once a payment is processed, you will get an email notification that it's been processed.
12. For questions regarding navigating KEMSIS, please go to the Navigating KEMSIS instructions.
13. Any further questions that can't be answered by our website or guides, please get in touch with us through our [Contact Us page](#). Select "Certification and Licensure" as the Subject.