



Kentucky Board of Emergency Medical Services  
Instructional Document: Applying for Renewal in Kentucky  
September 27, 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.

Kentucky Board of Emergency Medical Services

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 connect to the system.

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

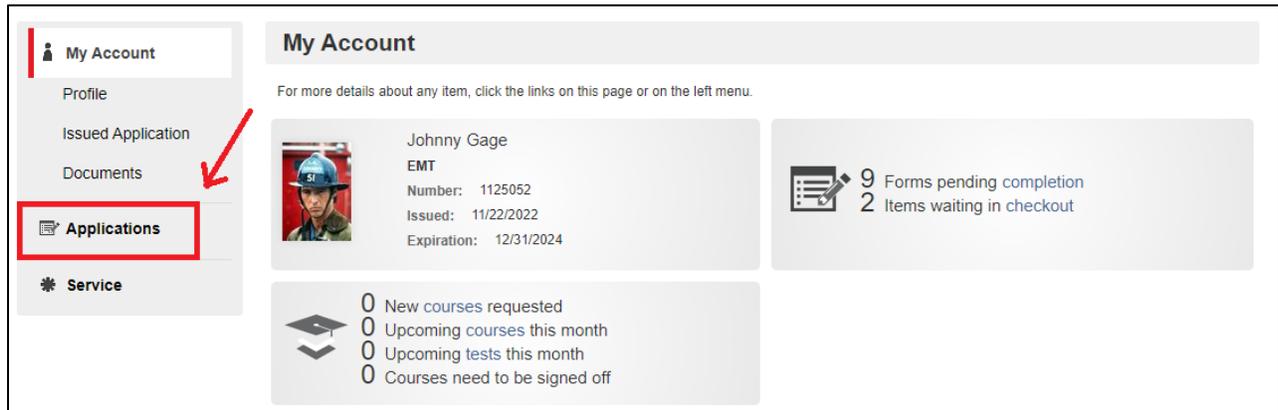
**Login**

Username:

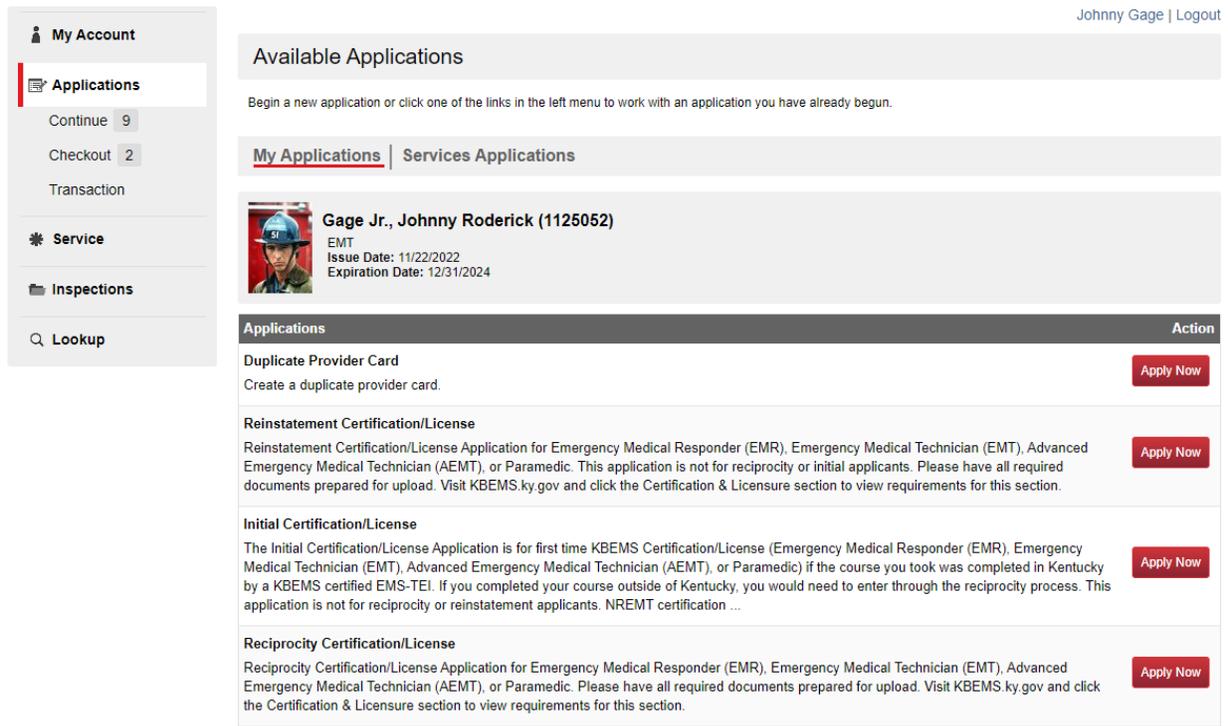
Password:   Show Password

[Forgot Username or Forgot Password?](#)

- Before starting any applications, please make sure your demographic information is correct, specifically your email and address. Incorrect or out of date information delays any application process.
- Click on the Applications tab on the lefthand side.



- Select “2023 Provider Renewal” by clicking on “**Apply Now**”. This particular application is not shown below but will become available in this section on Oct. 1<sup>st</sup> unless otherwise announced by KBEMS. 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.



- Once the application is selected, please follow directions to complete it and verify any prefilled fields. Each level will require different documentation. Full requirements and eligibility for licensure can be found here under the 2023 Renewal CE Requirements section: <https://kbems.ky.gov/Certification-And-Licensure/Pages/default.aspx>. This documentation of CEs and additional certifications is to be **maintained** by the provider and they should be able to

produce written evidence if audited. There **will not** be a place to upload these documents in the renewal application.

7. **Please note**: CEs are **NOT** required at time of renewal. All CEs must be completed by December 31, 2023.
8. Renewal requirements vary by certification level and renewal method. For a complete list of **hours** required, visit the link mentioned in Step 6.
  - a. **For EMR, EMT, and AEMT:**
    - Proof of NREMT or successful completion of the NREMT National Continued Competency Program for continuing education in that certification level.  
KBEMS approved online CE classes:  
<https://kbems.ky.gov/Education/Pages/Continuing-Education.aspx>.
    - Proof of HIV/AIDs Training
    - Proof of Sexual Violence Awareness Training **and**
    - Proof of Pediatric Abusive Head Trauma Training
  - b. **For Paramedic:**
    - Proof of NREMT or successful completion of the NREMT National Continued Competency Program for continuing education (Totals 60 hours of CE).  
KBEMS approved online CE classes:  
<https://kbems.ky.gov/Education/Pages/Continuing-Education.aspx>.
    - Proof of HIV/AIDs Training
    - Proof of Sexual Violence Awareness Training **and**
    - Proof of Pediatric Abusive Head Trauma Training
  - c. **For EMS Educator**
    - Proof of maintaining a state certification or licensure as an EMS provider or as a Registered Nurse (RN), Advanced Practice Registered Nurse (APRN), Physician (DO or MD), or Physician Assistant (PA) at a level equal to or greater than the level at which they are certified as an EMS educator. **And**
    - During the preceding two (2) years, has been actively engaged in instruction and obtained at least four (4) hours on topics related to methods of instruction (MOI).

9. Once application has been completed, please sign digitally, and select submit.

**2023 Provider Renewal (All Levels)**

Introduction Applicant Demographics Legal Questions Renewal **Signature**

**Applicant Declaration**

I hereby certify that the information provided on this application is complete and true. I understand that knowingly supplying false information on this application is a violation of KRS Chapter 311A and subjects me to the full range of disciplinary action described therein. I further understand that my application can be returned to me incomplete if I fail to provide all information requested on this application. ADA Notification: If you have a physical, mental, or other disability which might entitle you to receive restricted certification or license in education or employment you must supply medical records or documentation thereof to receive reasonable accommodation.

KBEMS is paperless! By signing below, I affirm that I have read and understand [KRS 311A.105](#) which states: "Any person as defined in [KRS 446.010](#) licensed or certified by the board shall maintain a current mailing and electronic mailing address with the office of the board and immediately notify the board in writing of a change of mailing or electronic mailing address. As a condition of holding a license or certification from the board, a licensee or certificate holder is deemed to have consented to service of notice or orders of the board at the mailing address on file with the office of the board, and any notice or order of the board mailed or delivered to the mailing address on file with the board constitutes valid service of the notice or order."

I understand that KBEMS will use electronic (email) communications as the primary method to communicate with me. I understand that it is my personal responsibility to ensure that the email address on file in KEMSIS is current, accessible, and checked regularly.

Furthermore, I understand that continued certification and/or licensure with the Kentucky Board of Emergency Medical Services is my personal responsibility and not the responsibility of my employer or any third-party.

**\*Signature**

Username: jgage1

Password:

**Submit**

10. 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.

11. After completing the application, it will automatically send you to the payment section. It's recommended to make a payment on an application as soon as possible. If you need to get back to the payment section, select "**Applications**" then select "**Checkout**" which is shown below.

My Account Applications **Checkout 2** Transaction Service Inspections Lookup

Available Applications

Begin a new application or click one of the links in the left menu to work with an application you have already begun.

My Applications | Services Applications

**Gage Jr., Johnny Roderick (1125052)**  
EMT  
Issue Date: 11/22/2022  
Expiration Date: 12/31/2024

Applications **Action**

Duplicate Provider Card **Apply Now**

12. From there, a list of available applications you can pay on are available. Select any applicable applications and continue through the payment process. Please allow 2-3 business days for payments to be posted. Once a payment is processed, you will get an email notification that it's

been processed. To pay after selecting, you will select the 'Pay Now' and continue with payment information.

Johnny Gage | Logout

**My Account**

**Applications**

Continue 7

Checkout 1

Transaction

**Services**

**Inspections**

Lookup

### Checkout

**\*\*Please read the following information carefully before making a payment.\*\***

You will receive an email from KEMSIS when your payment has been processed with a receipt showing only the application fee required by [202 KAR 7.030](#). Another email will be sent from the state payment portal vendor (Kentucky.gov) with a receipt showing the total amount paid on-line which includes the KBEMS application fee and non-refundable transaction fee (2.95%) for electronic payments. The non-refundable transaction fee is for services provided to you by Kentucky.gov, a public-private partnership between the Commonwealth of Kentucky and Kentucky Interactive, LLC. None of the transaction fee is retained by KBEMS.

KBEMS business hours are Monday through Friday, 8:00 A.M. to 4:00 P.M. Please allow 2-3 business days for applications to be processed before contacting our office about the status of an application. Applications meeting the regulatory requirements for KBEMS certification and/or licensure are typically processed the same day.

If you do not see your application and fee listed below, return to the application in KEMSIS and make sure all sections of the application have been completed before contacting our office for assistance. The application will be in continue under applications if the application is incomplete.

If you have any questions, please submit a [support form](#). Support inquiries are given priority and are answered regularly Monday through Friday, 8:00 A.M. to 4:00 P.M.

**Select the application(s) listed below that you will be paying and proceed with payment.**

<input checked="" type="checkbox"/> Certificate	Services	Application Date	Total Amount	Balance Due
<input checked="" type="checkbox"/> 2023 Provider Renewal		09/27/2023	\$140.00	\$140.00
<b>Totals:</b>			<b>\$140.00</b>	<b>\$140.00</b>

13. For questions regarding navigating KEMSIS, please go to the Navigating KEMSIS instructions.

14. 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.