

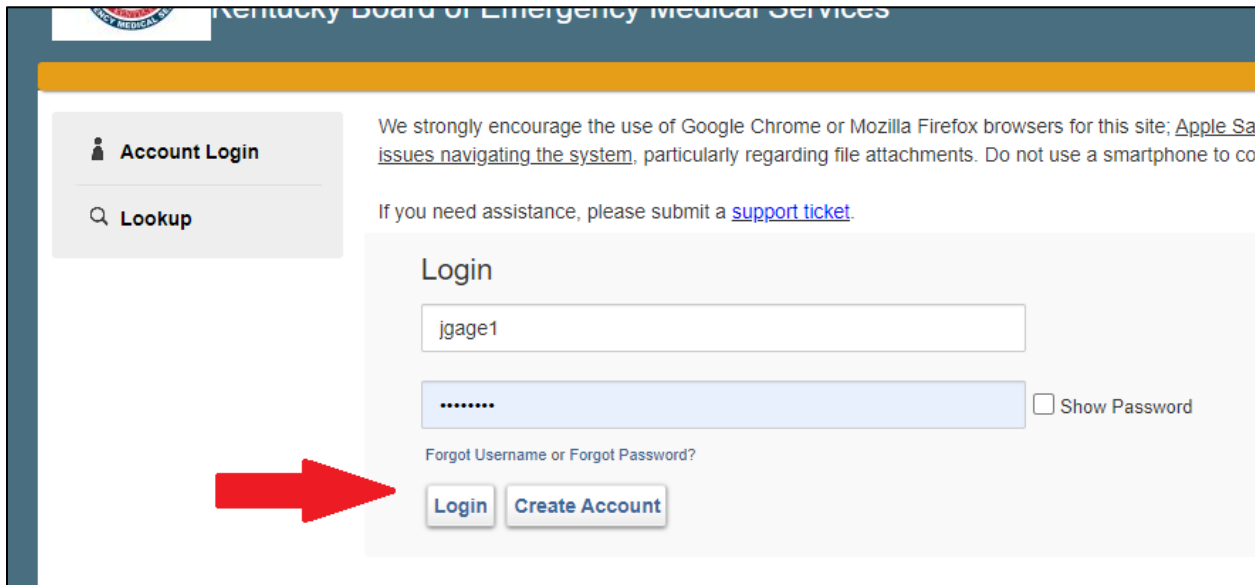


Kentucky Board of Emergency Medical Services
Instructional Document: Applying for Initial Licensure
July 12, 2023

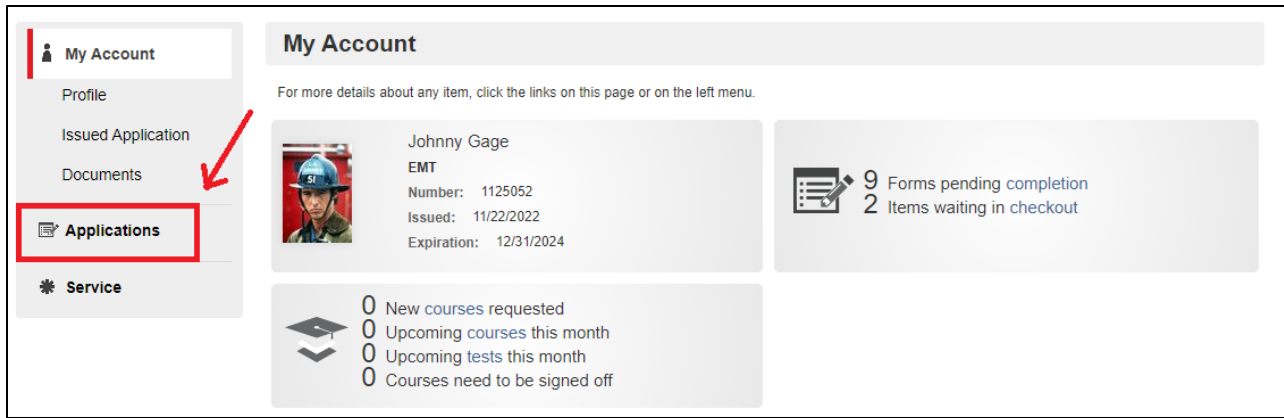
1. Open the KBEMS website using your Internet browser (Chrome or Firefox preferred) and enter <https://kbems.ky.gov/> or simply use a search engine for KBEMS. Once you're at the home page, click the gold KEMSIS hexagon on the middle of the page.



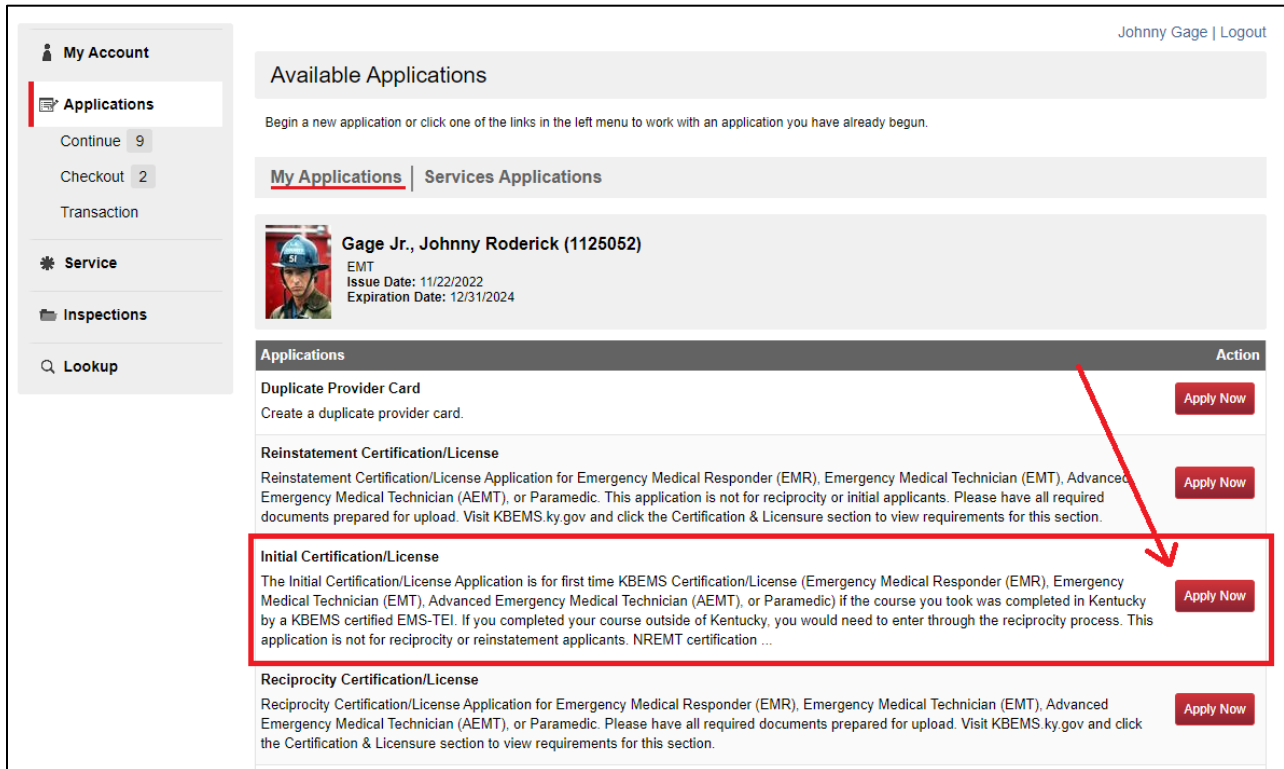
2. Type in your Username and Password. If you need assistance with your account, click the Forgot Username or Password link. You may also use the Account Lookup feature.



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



4. Select “Initial 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 your 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.

< phics Introduction **Background and Legal** KBEMS Documentation Submission NREMT Documentation Submission Signature > ▾

▼ Background and Legal Questions

*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?
 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 RECEIPT 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

←

Name
Background Check

Document Type
Z-Applicant - Background Check ▾

7. Continue on to submit further documents. This varies by initial certification.
 - a. **For EMR, EMT, and AEMT:**
 - Proof of NREMT
 - Proof of citizenship (social security card, birth certificate, I-551 Card, or other legal authorization to work in the U.S.) **and**
 - Proof of course completion (Initial Course Completion Verification Form or course completion certificate).
 - b. **For Paramedic:**
 - i. Proof of NREMT
 - ii. Proof of citizenship (social security card, birth certificate, I-551 Card, or other legal authorization to work in the U.S.)

- iii. Proof of course completion (Initial Course Completion Verification Form or course completion certificate) **and**
 - iv. Proof of completion of education and training regarding determination of death and preservation of evidence
8. Once documents have been uploaded, digitally sign the Declaration by inputting your username and password.

The screenshot shows a web application interface with a navigation bar at the top containing tabs for 'Introduction', 'Background and Legal', 'KBEMS Documentation Submission', 'NREMT Documentation Submission', and 'Signature'. The 'Signature' tab is active. Below the navigation bar is a section titled 'Declaration' with a dropdown arrow. The text in this section reads: '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.' Below this text is a statement: '*I have read the above Declaration and I verify that my information is correct' followed by radio buttons for 'Yes' (selected) and 'No'. Below the Declaration section is another section titled 'Signature' with a dropdown arrow. It contains the text '*Signature (Enter KEMSIS Password)' and a form with two fields: 'Username: jgage1' and 'Password: [input 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. To make a payment on an application, select "**Applications**" then select "**Checkout**".

The screenshot shows a user's account dashboard. At the top right, it says 'Johnny Gage | Logout'. On the left is a navigation menu with categories: 'My Account', 'Applications', 'Transaction', 'Service', 'Inspections', and 'Lookup'. Under the 'Applications' category, there are two items: 'Continue 9' and 'Checkout 2'. The 'Checkout 2' item is highlighted with a red box, and a red arrow points to it from the left. The main content area is titled 'Available Applications' and contains the text 'Begin a new application or click one of the links in the left menu to work with an application you have already begun.' Below this is a section for 'My Applications | Services Applications'. It features a profile card for 'Gage Jr., Johnny Roderick (1125052)' with a photo of a person in a hard hat, and details: 'EMT', 'Issue Date: 11/22/2022', and 'Expiration Date: 12/31/2024'. At the bottom of the page, there is a table with columns 'Applications' and 'Action'. The first row is 'Duplicate Provider Card' with a sub-link 'Create a duplicate provider card' and an 'Apply Now' button.

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.