How to Apply for an Initial License

Spring 2019
1) Open an internet browser (e.g. Google Chrome, Microsoft Edge, Mozilla Firefox) of your choice.

2) Log in to your account at: https://labems.ldh.la.gov using the Login ID and Password you selected when you created your account.

3) If you have forgotten your ID or Password, use the appropriate links to recover your information.

Click here if you have forgotten your Login ID or Password
4) This page is the Main Menu of the new IMS

5) In order to apply for any license, click the application link.
6) Complete all Demographic Information.

7) To proceed through the application, click the green forward arrow at the bottom of each page.

HINT: You can always click the “Question Mark” icon for help while using the IMS.
8) Select the type of license.

9) To proceed through the application, click the green forward arrow at the bottom of each page.

TeleCommunicators are dispatchers with CPR certification.

All EMS licenses and students licenses should click here.
10) Select the license level.

11) Complete selection of license details.

HINT: Be sure to read each question correctly and review answers before submitting.
12) Carefully read and answer all questions.

13) Additional documentation may be required before proceeding to the next screen.

ALERT: Providing false information on a state license application is prosecutable.
14) Select the correct Employment/Education Agency affiliation.

15) Military/Federal employees must upload supporting documentation.

16) Employment/Education Agencies must confirm affiliation.

If your agency is not listed, it has not been approved. Please contact the Bureau of EMS for more information.
17) Read the affidavit and select “I Agree.”

18) Review the application and click “Submit for Verification.”

If your agency is not listed, it has not been approved. Please contact the Bureau of EMS for more information.
19) No further action is required until the Employing/Educational Agency has approved the affiliation.

Your License Status will always be visible on your IMS Homepage.
20) Once an agency has approved the affiliation, the license application will be made available to process for payment.

21) Click “Pay your License Application” to begin the payment process.
22) Click the “Pay” button.

23) The browser will be redirected to a payment site.

The Invoice may be downloaded and printed as a .PDF file.
22) Proceed with the payment processing.

NOTE: Only Visa and MasterCard are acceptable forms of payment.
23) After the payment has been processed, a confirmation page appears.

24) A confirmation email is also sent, acknowledging that the application has been submitted to BEMS for review and processing.

25) The Bureau of EMS usually processes license applications within a two-week time period.

26) If an application is considered incomplete, requires further information, or needs to be investigated, it will be returned for amendment and the processing time may be delayed.

27) A returned application will be accompanied by an email explaining the reason the application was returned.
28) After the application has been reviewed and approved by BEMS, the individual is licensed.

29) Any further changes/updates to the license should be performed by “Revising” the license application.

30) Six months before the license expiration, a “Renew” link will be available.

The new license can be printed as a card and certificate.