

Bureau of EMS Application Review

All EMT, AEMT, and Paramedic initial applications, license advancements, and previously expired applications that are now initial require a criminal background check.

Applications move through the following process prior to being approved:

Pending Employment Verification - The personnel admin for the agency (or agencies) selected within an applicant's application is responsible for approving affiliation for the application to move forward. *If affiliation is denied, the application will return to incomplete for the applicant to select a different agency or to change the affiliation type to inactive.

Pending Payment - After an agency has approved the affiliation request, the applicant will receive an email confirming the affiliation approval. At this time, the applicant can log in to their account to pay the license application fees.

Pending Review - The license application has now entered the licensing queue and it can take up to seven business days to be reviewed. The application will be approved or returned for corrections. The applicant will receive notification of the approval or corrections requested. Corrections requested emails state the corrections needing to be made by the applicant before resubmitting the application.

The Bureau of EMS shall review and decide on an application that has been completed per the Bureau of EMS' instructions.

- If the Bureau of EMS approves the application, the Bureau of EMS will notify the applicant and issue a license.
- If the Bureau of EMS denies the application, the Bureau of EMS will notify the applicant of the reason for the denial and any appeal rights.
- Incomplete applications will not be forwarded to the review queue in the [Bureau of EMS Information Management System](#).
- If the applicant fails to complete the application within 30 days from the date of the initial submission, the application **will be canceled and license application fees will be forfeited**.
- The Bureau of EMS will not take any action on the incomplete application. To be considered further by the Bureau of EMS, the applicant shall meet the eligibility requirements and submit a new application as required.
- Applications are not reviewed or considered by the Bureau of EMS until the appropriate license fee is paid.
- Criminal background checks are required for all EMT, AEMT, & Paramedic initial licenses. This includes, license advancements and previously expired licenses that are now considered initial. Please see the information below to complete the required background checks.

Requesting in person:

- Each applicant will need to complete the Right to Review Authorization Form **and** the Right to Review Disclosure Form before entering the building.
http://www.lsp.org/pdf/Right_to_Review_Authorization.pdf
http://www.lsp.org/pdf/Right_To_Review_Disclosure.pdf
- Payment is required at the time of service. The individual may use a debit/credit card or purchase two money orders or cashier checks in the amount of \$10 and \$26. (Pay to the order of Louisiana State Police and print the complete name and address on each before entering the building.)
- Each applicant is required to present a valid state ID or driver's license.
- Each applicant is required to wear a mask before entering the building.

Requesting by mail:

- Each applicant will need to complete the Right to Review Authorization Form **and** the Right to Review Disclosure Form
http://www.lsp.org/pdf/Right_to_Review_Authorization.pdf
http://www.lsp.org/pdf/Right_To_Review_Disclosure.pdf
- Include two completed FBI (form FD-258) fingerprint cards
- Include a \$26 money order, cashier check, or business check (Pay to the order of Louisiana State Police)
- Mail the requested information noted above to the address on the forms.

To upload your LSP CBC:

- Login to your account at <http://labems.ldh.la.gov>
- Select “View/upload documents”
 - Upload your named documents
- Return to the home page and select “Revise License Application”
 - Proceed through the application
 - Update any and all information
 - Submit for verification

Your license application will be reviewed and the provisional flag will be removed once your documents have been verified.