

# Pre-Application for Eligibility Determination



The Pre-Application Eligibility Determination Process assists individuals in determining if they are eligible for licensure before enrolling in an education program if they have a criminal record.

The Louisiana legislature amended its laws in 2022 to provide a pre-licensing application eligibility determination for individuals previously convicted of a crime, see [Act 486 of the 2022 Reg. Sess.](#) Individuals with previous criminal records can request a determination of whether their conviction disqualifies them from licensure. You may apply at any time to obtain a determination regarding your criminal history before enrollment or completing training or education.

## How to Complete an Application for Criminal History Determination:

- Create a personal account at <https://labems.ldh.la.gov>
  - o [Click here to learn how to create a personal account](#)
- Apply for an Initial License
  - o Complete the application as necessary.
  - o For the "License Level": Select "Student (non-licensed)"
  - o For the "Agency Affiliation": Select "in-state agency and select "EMS Commission"
  - o Note: There is no fee for a "student (non-licensed)" application
  - o Upload all required documents as noted below
  - o Submit the completed application for review

## What to Disclose In Your Application for Criminal History Determination

It is important to disclose all charges within the last 10 years. Any omissions, either intentional or unintentional, may invalidate a Determination. A charge dismissed after the successful completion of a plea in abeyance may not appear on a criminal history report.

The following types of criminal incidents usually must be reported:

- any citations or summons, warrants(s), arrests, charges, arraignments, indictments, or convictions and or have pled guilty, no contest, nolo contendere, best interest, or any other

similar plea;

- any active or pending criminal offense or actions;
- any misdemeanor criminal offense or actions, in any jurisdiction;
- any felony criminal offense or actions, in any jurisdiction.

The following information must be disclosed in the EMS application through the Bureau of EMS Information Management System:

- Name of Offense
- Date of Offense
- Location of Offense
- Name of Authority/Court
- Action Taken
- Describe in your own words the event(s), history and disposition

The following attachments must be uploaded into the EMS application through the Bureau of EMS Information Management System:

- *You must provide copies of arrest report(s), court minute entries, court judgment orders, copies of probation or District Attorney diversion/intervention programs, final disposition, and any/all relevant records for each entry.*
- *You must provide a Louisiana State Police (LSP) and Federal Bureau of Investigation (FBI) fingerprint-based criminal background report from the Louisiana State Police Louisiana Applicant Process system utilizing Identogo. For additional information on how to request the criminal history report [Criminal History Report Requirements](#). The criminal history report must be dated 30 days before the application submission.*

*Additional notes:*

- *The term "criminal offense" means any act, whether misdemeanor or felony, punishable by municipal, state, or federal law.*
- *You must provide information regardless of any subsequent dismissal, failure to prosecute, nolle prosequi, dropped charges, pre-trial intervention, deferred adjudication, expungement, or pardon.*
- *You must disclose motor vehicle offenses such as Driving While Impaired/Intoxicated (DWI) or Driving Under the Influence (DUI) or intoxicated. However, you do not need to disclose minor traffic offenses such as parking or speeding violations.*
- *Incomplete applications will not be reviewed until all requested information is received.*

## EMS Certification Commission Review and Decision

A review of the information submitted in a complete application will be conducted. You may also be required to submit additional information. You may be summoned to appear before

the Emergency Medical Services Commission for a hearing. Upon determination, a letter identifying whether the information you have submitted for review would or would not be able to obtain the license, even if you completed all other licensing requirements.

*Additional Notes:*

- ***Determination will be based solely on the information provided by you disclosed in your application.*** Any intentional or unintentional misrepresentations or omissions may influence the determination.
- *If you later apply for a license, you may be subject to an additional review of your criminal history. Decisions may be impacted by a change in Louisiana statutes, rules, or policies governing the license, or because of the discovery of additional information not previously known to the Bureau of EMS.*