

Applying for A license

Applying for AEMT

1. Log in to your account, labems.ldh.la.gov

2. Select the option that says "[Revise your license application.....](#)"

- If you have previously selected this option, then select "[Complete your license application....](#)"

3. Proceed through the application

- Update any information necessary
- Answer "[Yes](#)" to the question asking "[Are you changing license level?](#)"
- Choose [Advanced Emergency Medical Technician](#)
- The next question asks if you are a student and currently licensed
 - If you are enrolled in a course to advance your license, please select "Yes."
 - If you are not enrolled in a course, please select "No."
- Refresh NREMT details: Your information is pulled directly from NREMT.
 - select the option that says "Click this link to refresh your NREMT details."

4. Legal Questionnaire

- Answer the questions to the best of your ability and upload supporting documents as necessary

5. Agency Affiliation

- Remove any agencies you are no longer affiliated with.
 - Select "[\(Insert Agency Name\)](#)" from the drop down box.
 - Click "[Add Agency.](#)" If your agency pays for license fees, please select that option.
- If the agency you are currently employed with is unavailable, you will select the option that says "[Inactive](#)" for employment type.

The agency affiliation can be updated later by revising the application. Please [CLICK HERE](#) for instructions.

6. Submit the application for verification

- If no affiliation was chosen and the application is being submitted as "inactive", the option will say "Proceed to payment". Proceed to number 7.

7. The application will move to "Pending Employment Verification," where the affiliation you chose will need to approve or deny your request

- Applicants are notified by email when the affiliation has been approved. Please note that all affiliation requests must be approved or denied for the application to move forward.

6. Then the application will move to "Pending Payment," where you will need to log in and pay your license application fees.

7. After the fees have been paid, the application will move to "Pending Review", where your application will be processed within seven business days.

- Applicants are notified by email once the application has been approved. Please log in to your account to print a copy of your card for your records.
- [How to Print Licenses](#) from the public search.
- [State and Federal background checks](#) are required for licensure at the EMT, AEMT, and Paramedic license levels. Information is available on the home page of your BEMS IMS Account.

[CLICK HERE](#) for the Louisiana Reciprocity form

[CLICK HERE](#) for an instructional guide on how to renew your AEMT License

For questions about licensing please contact us!
225-925-7216 / EMS.Credentialing@la.gov