

# Applying for A license

## Applying for EMT

1. Log in to your account, [labems.ldh.la.gov](http://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
  - **License Details**
    - Select **"Yes"** to the question that states **"Do you wish to change your license level?"**
      - Select the option that says **"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."
    - **Referesh NREMT details: Your information is pulled directly from NREMT.**
      - select the option that says "Click this link to refresh your NREMT details."
      - Psychomotor exams are set for the first day of the month by NREMT. Exam dates may not appear. Please continue with the license application.
4. Legal Questionnaire
  - Answer the questions to the best of your ability and upload supporting documents as necessary.
5. Agency Affiliation
  - Please make sure you select the correct agency from the drop-down box and click on "add agency". The agency will appear in the white space below. 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. Review the Application and Submit
  - Review your license application
  - Read and check the affidavit
  - Submit your license application for verification
7. Applications will move through **"Pending Employment Verification"**, **"Pending Payment"/ "Pending Agency Payment Waiver"**, and **"Pending Review"**. Once applications reach **"Pending Review"**, they are reviewed and processed within 7 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.

**\*\*\* Please note that applicants who receive compensation of any kind, including t-shirts, uniforms, stipends, banquets, bonuses, equipment, etc., are not considered volunteers according to the law. Applicants who receive any form of compensation, including but not limited to the compensation mentioned above, will be responsible for paying the initial and renewal license fees.**

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

[CLICK HERE](#) for an instructional guide on how to renew your EMT license.

For questions about licensing please contact us!  
225-925-7216 / [EMS.Credentialing@la.gov](mailto:EMS.Credentialing@la.gov)