

## Directions for Obtaining State License (AEMT or Paramedic)

Bring in **ENTIRE packet** from National Registry → Gail

- **letter with card attached + certificate** will be scanned into your training file

**Paperwork needed for state license:**

- **Go to Georgia Department of Public Health website: [dph.georgia.gov](http://dph.georgia.gov)**
- Click on Programs / Health Protection / EMS / Forms / EMS State License Application
- Look over the entire document, but **ONLY PRINT** these 2 pages: Application (after completing) and Verification of Lawful U.S. Residency for License Application
- Follow directions to register for your fingerprint background check (on state website). Fingerprints must be sent electronically – do NOT request a hard copy. Print off receipt and bring with you to fingerprint location. **KEEP RECEIPT.**
- Purchase money order or cashier's check for \$75 for your state license, payable to "GEORGIA DEPARTMENT OF PUBLIC HEALTH." **KEEP RECEIPT.**
- Bring in your driver's license and the Verification of Lawful U.S. Residency form. Ask for Shelia to color-copy your license and notarize the form (sign form in front of her).
- Bring all of your paperwork in to Gail, who will walk you through the rest of the process.
- What you will bring:
  - Application form (make sure you sign/date and fill out completely)
  - Copy of NR card + CPR credentials
  - Money order made out as directed on application
  - Verification of Lawful U.S. Residency - notarized
  - Color copy of driver's license
  - Reimbursement paperwork (see below)

**Reimbursement (for AEMT state license only):**

- Go to Station Forms - find nontravel reimbursement form
  - info must be TYPED
  - Enter COMPLETE home address (including zip code) and a phone #
  - Leave 'Account for Reimbursement' line empty
  - Date of Claim: date you fill out the form
  - Reimbursement description:
    - National Registry EMT written exam: \$80\*
    - National Registry AEMT written exam (*after passing*): \$115\*
    - Fingerprint background: \$48.25\*
    - State AEMT license: \$75\*
    - **Attach receipt for each of these items** (\*future costs may change)
- Per Chief Sweat, all receipts must be submitted at the same time.
- Print off and sign reimbursement form - submit all paperwork to Gail.

**BEFORE you get your state license:** You CANNOT practice as an AEMT (or paramedic) until you have your actual physical State of Georgia license. Don't forget - you must complete the mentorship program before you can be released.

**AFTER you get your state license:** Email Gail the **LETTER and license**

- to be scanned into your training file
- to be copied for your personnel file and to start paperwork for pay increase
- license will be laminated
- You MUST have your state license on you at all times when on duty.