

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

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

- to scan letter with card attached + certificate into your training file

### Paperwork to submit to state

- 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
- Log onto [www.ga.cogentid.com](http://www.ga.cogentid.com) and follow directions to register for your fingerprint background check. Fingerprints must be sent electronically – do NOT request a hard copy. Print off receipt and bring with you to fingerprint location. Retain receipt.
- Purchase money order (\$75\* – check website) for your state license - retain 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).
- You can either bring all of your paperwork in to Gail, who will walk you through the rest of the process, OR you can send it off yourself - either by mail, certified mail, or by driving it to the state.
- What you will send to the state:
  - 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 (for AEMT state license only):

- Go to Station Forms - find nontravel reimbursement form
  - info must be typed in (Finance will not accept handwritten forms).
  - 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 (after passing):** receipt can be submitted separately since you will not be applying for an EMT basic license.
    - State AEMT license: \$75\*
    - National Registry AEMT written exam (after passing): \$100 \*
    - Fingerprint background: \$51\*
    - Attach receipt for each of these items (\*costs may change)
- Per Chief Sweat, all AEMT receipts should 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 State of Georgia license. Don't forget - you must complete the mentorship program before you can be released.

**AFTER you get your state license:** Bring in the whole envelope to Gail

- 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.