

Michigan Department of Health and Human Services  
Emergency Medical Services Section  
P.O. Box 30437  
Lansing, Michigan 48909  
517-241-0179  
**Website: [www.michigan.gov/ems](http://www.michigan.gov/ems)**

*Authority: P.A. 368 of 1978, as amended  
This form is for information only.*

## **RECIPROCITY/ENDORSEMENT APPLICATION FOR LICENSURE INSTRUCTIONS**

An individual can file an application for licensure as a MFR, EMT, Specialist-AEMT, or Paramedic if currently licensed in another State **and** is currently Nationally Registered or have been Nationally Registered in the past at the level the applicant is applying for. **The application will not be complete until the State of Michigan has received verification of licensure from each out of state licensing agency on our approved Verification form (EMS-250) and verification of National Registry Status.**

**If your out of state education does NOT meet Michigan requirements, you will be required to take the additional education to meet Michigan's standards.**

**Applications for EMT-Specialist (Intermediate 85) are no longer accepted. If you are currently licensed in another State at that level and have not upgraded to the Specialist-AEMT licensure level, you would be eligible to apply for a Basic EMT license in Michigan.**

Once licensed by the State of Michigan, it is not necessary to retain the National Registry certification for license Renewal or Re-licensure. Michigan uses the National Registry for examination purposes only. Once you are licensed you are required to complete the continuing education mandated by the State. Being Nationally Registered does not exempt you from complying with the continuing education requirements for renewal of your Michigan license. **Refer to EMS Personnel Continuing Education Form (BHPPA-EMS-127) for category and lecture/practical requirements which can be found at [www.michigan.gov/ems](http://www.michigan.gov/ems).**

### **GENERAL INSTRUCTIONS**

You must be at least 18 years of age to make application. Failure to complete the application in its entirety and correctly may result in a delay of your application being processed for licensure. **This is a two-page application.** Be sure to complete both pages/sides, sign, and date your application. Submit your application and the appropriate fee to the address above. Applications submitted without the required fee will be returned to the applicant. **IN GENERAL ALL FEES ARE NONREFUNDABLE.**

1. Mark the box for the appropriate level of license (MFR, EMT, Specialist-AEMT, or Paramedic) for which you are applying and submit the correct fee for that level.
2. Enter your personal identifying information, i.e. name, social security number, address, email address, etc.
3. If you have a yes answer to question number 1 on page 2 of the application, you must complete the attached Criminal Conviction History Form (EMS-252).
4. If you have a yes answer to question number 2 on page 2 of the application, you must submit a detailed explanation with your application.
5. Out of State Verification: Question 3 asks for any **MICHIGAN** EMS or any other State EMS license number that you hold or have previously held. After completing Part 1 of the attached Verification of Out-of-State Licensure Form (EMS-250), forward the form to the licensing agency in each state that you hold or have previously held a license in for their completion and submission directly to this office. That agency must complete the form in its entirety marking the appropriate boxes for the level of licensure they are verifying. Michigan will not accept any

other forms of verification. National Registry is not a state; therefore, do not send this form to the National Registry.

6. National Registry Status: Michigan will verify that you are registered (or have been in the past) with the National Registry at the level you are applying for. **Applicant should not submit exam results.** If applying for Specialist-AEMT or Paramedic, you must have passed the EMT written and practical exams before you are eligible for licensure at the higher level.

If you are NOT nationally registered or have not ever been nationally registered, you will be required to take and pass the National Registry Exam through the National Registry of Emergency Medical Technicians (NREMT) before being eligible for licensure in the State of Michigan. You will be required to take a refresher course commensurate with the level of licensure you are seeking. More information regarding the exam process can be found on the NREMT website: [www.nremt.org](http://www.nremt.org).

**NOTE: Volunteer Agency Employees:** Applicants that work for a volunteer licensed Michigan Life Support Agency (those that do not charge for their services and the individual does not get paid for their services) are eligible for fee exemption. Please call the telephone number above and ask for the “*Volunteer Agency Fee Exempt Form*” (EMS-144)

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**RECIPROCITY/ENDORSEMENT  
APPLICATION FOR LICENSURE**

Authority: Public Act 368 of 1978, as amended.  
If this form is not complete a license will not be issued.

<b>State Office Use Only</b>
<b>License Number</b>
<b>Date of Licensure</b>

Type or Print Only

**Use this application if you are currently licensed in another state AND are currently Nationally Registered OR have been Nationally Registered in the past at the same level of licensure that you are applying for.**

**I AM APPLYING FOR THE FOLLOWING LEVEL OF LICENSURE:**

- Medical First Responder: Fee: \$175.00**
- Emergency Medical Technician (Basic) – Fee: \$175.00**
- Specialist-AEMT – Fee: \$175.00**
- Paramedic – Fee: \$175.00**

Your check or money order drawn on a U.S. financial institution and made payable to the **STATE OF MICHIGAN** must accompany this application. **DO NOT SEND CASH.**

**Fees are deposited upon receipt and in general are NON-REFUNDABLE.**

First Name	Middle Name	Last Name
U.S. Social Security Number		Date of Birth
Street Address		
City/State	ZIP Code	Email Address
All Previous Names and/or Birth Name Used (If Applicable)		Daytime Phone Number

Name	Social Security Number
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**Check the appropriate answer to each of the following questions.**

1. Have you ever been convicted of a misdemeanor or felony, other than minor traffic violations?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>NOTE: Attach Criminal Conviction History Form (EMS-252) for a Yes answer</b>		
2. Have you ever had a federal or state health professional license or registration revoked, suspended, or otherwise disciplined, been denied a license or currently have disciplinary action pending against you?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>NOTE: Attach a detailed explanation for a Yes answer</b>		
3. Please list each emergency medical services license that you hold or have ever held in any state, including Michigan, including the license number and the date issued. <b>For states other than Michigan you must have each state's licensing agency verify licensure directly to this office by completing the attached Verification of Out-of-State Licensure Form (EMS-250).</b> (Attach additional sheets, if necessary)		
State	License/Registration Number	Date INITIAL license was issued:

**CERTIFICATION**

**I certify that I am the person named on this application and that all statements are true. Once licensed, I will comply with all applicable state laws and rules.**

**I understand that it is the policy of this agency to secure criminal conviction history as part of the pre-licensure screening process, and I authorize the agency to use the information provided in this application to obtain a criminal conviction history file search from the Central Records Division of the Michigan Department of State Police or other law enforcement or judicial record keeping organization.**

**I further consent to the release of information to this agency regarding any discipline investigations conducted by a similar licensure, registration, or specialty certification board of this or any other state of the United States, military branch of the federal government or any sovereign nation.**

**The statements in this application are true and correct. I have not withheld information which might affect the decision to be made on this application. In signing this application, I am aware that a false statement or dishonest answer may be grounds for denial of my application or revocation of my license and that such misrepresentation may be punishable by law.**

Signature	Date
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The Department of Health and Human Services will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability or political beliefs. If you need assistance with reading, writing, hearing, etc., under the Americans with Disabilities Act, you may make your needs known to this agency.

Michigan Department of Health and Human Services  
 Emergency Medical Services Section  
 P.O. Box 30207  
 Lansing, MI 48909-0207  
 Phone 517-241-0179 Fax 517-335-9434  
**VERIFICATION OF OUT-OF-STATE LICENSURE**

Authority: Public Act 368 of 1978, as amended.

**PART I – To be completed by the applicant and forwarded by the applicant to the appropriate State Licensing Agency for completion of PART II. If your out of state education does NOT meet Michigan requirements, you will be required to take additional education to meet Michigan’s standards.**

Please indicate the level of licensure for which you are requesting verification:		
<input type="checkbox"/> Medical First Responder	<input type="checkbox"/> Emergency Medical Technician	<input type="checkbox"/> Specialist-AEMT <span style="margin-left: 100px;"><input type="checkbox"/> Paramedic</span>
First Name	Middle Name	Last Name
All Previous Names and/or Birth Names Used (if applicable)	Date of Birth	Social Security Number
State Agency	License Number	Date INITIAL license was issued
Nationally Registered through NREMT? <input type="checkbox"/> Yes <input type="checkbox"/> No	National Registry #	National Registry Status <input type="checkbox"/> Active <input type="checkbox"/> Lapsed

**PART II – To be completed by the State Licensing Agency.**

The applicant named above has applied for licensure in Michigan and has indicated licensure in your state. Please complete Part II of this form and return it to the address shown above.

License Type	License Status <input type="checkbox"/> Active <input type="checkbox"/> Lapsed <input type="checkbox"/> Inactive	Expiration Date
Has the applicant incurred any disciplinary proceedings in your State? <input type="checkbox"/> No <input type="checkbox"/> Yes (If yes, please attach copies of any actions.)		Are disciplinary proceedings pending? <input type="checkbox"/> No <input type="checkbox"/> Yes
To your knowledge, has the applicant ever been convicted of a misdemeanor or felony in your State? <input type="checkbox"/> No <input type="checkbox"/> Yes (If yes, please attach copies of any actions.)		
If applying for <b>MFR</b> , did the applicant's training include: <input type="checkbox"/> Spinal Immobilization <input type="checkbox"/> Epi-Pen® <input type="checkbox"/> Narcan® Administration		
If applying for <b>EMT</b> , did the applicant's training include: <input type="checkbox"/> Supraglottic Airway (e.g., combitube, king) <input type="checkbox"/> CPAP <input type="checkbox"/> Epi-Pen® <input type="checkbox"/> Albuterol® <input type="checkbox"/> Narcan® Administration		
If this person is currently licensed as a Specialist (AEMT) or Paramedic, do they currently hold or have they held in the past, certification/licensure at the EMT level? <input type="checkbox"/> No <input type="checkbox"/> Yes		

**CERTIFICATION**

I hereby certify that, to the best of my knowledge, the information above is true to the records of this Licensing Agency.

Signature	Date
Type or Print Name	Title
Name of Licensing Agency	( S E A L )
Phone Number	

The Department of Health and Human Services will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability or political beliefs. If you need assistance with reading, writing, hearing, etc., under the Americans with Disabilities Act, you may make your needs known to this agency

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**CRIMINAL CONVICTION HISTORY FORM**

Authority: Public Act 368 of 1978, as amended

If you have been convicted of a misdemeanor or felony, please complete this form and mail it to the address above or fax it to: (517) 335-9434. If you have applied for licensure, processing of your application will be delayed until this information is received.

First Name	Middle Name	Last Name
U.S. Social Security Number	Drivers License Number	Type of license you are applying for

**Conviction #1 Information**

Briefly state the nature of the conviction
Date of Violation
Date of Conviction
County, State, & Court of Jurisdiction
Sentence
Please check, if applicable and give date: <input type="checkbox"/> Expunged on: ___/___/___ <input type="checkbox"/> Annulled on: ___/___/___

**Conviction #2 Information**

Briefly state the nature of the conviction
Date of Violation
Date of Conviction
County, State, & Court of Jurisdiction
Sentence
Please check, if applicable and give date: <input type="checkbox"/> Expunged on: ___/___/___ <input type="checkbox"/> Annulled on: ___/___/___

**NOTE: The back of this form may be used if you have more than two convictions**

**CERTIFICATION**

I hereby certify that the above facts and any attached statements are true, accurate, and complete about any and all convictions, and further make application for licensure in Michigan.

Signature of Applicant/Licensee	Date
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The Department of Health and Human Services will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability, or political beliefs. If you need assistance with reading, writing, hearing, etc., under the Americans with Disabilities Act, you may make your needs known to this agency.