

Steps to apply for Initial EMS Personnel Licensure in Georgia

Detailed Steps listed on DPH OEMS Licensing Webpage: <https://dph.georgia.gov/ems-personnel-licensure>

TOTAL COST FOR Fingerprinting & License Application: \$124.25 - \$135.00 (plus \$2.25 beginning 8/2/2020)

Step (Please read this <u>entire</u> document <u>before</u> you start)	Completed
Step 1: Complete Fingerprint Background Check Applicant Registration	
<ul style="list-style-type: none"> All applicants MUST use the Georgia Applicant Processing Service (GAPS) for the submission of your fingerprint-based criminal history records check. The department does not accept criminal history reports from the applicant or other sources. Detailed steps on how to register for GAPS on Licensing Webpage COST (Paid to GAPS) <ul style="list-style-type: none"> \$49.25 (if fingerprinted in GA) (\$51.50 as of 8/2/2020) \$57.25 (if mailing fingerprint card) (\$59.50 as of 8/2/2020) 	<input type="checkbox"/>
Step 2/3: Apply on LMS for EMS License (www.mygemsis.org/lms)	
<ul style="list-style-type: none"> Gather your documents and have them scanned onto your computer as PDF files (Details of Acceptable documents for each are on Licensing Webpage) – these will be uploaded into the Application on LMS: <ul style="list-style-type: none"> Certs: CPR Card & ACLS Card (Paramedics) Verification of Lawful U.S. Residency form (must be notarized) <ul style="list-style-type: none"> If you are not a U.S. Citizen, additional documents are required Verifiable Document (Driver's License/Passport/etc) 	<input type="checkbox"/>
<ul style="list-style-type: none"> Submit and pay for application on LMS (www.mygemsis.org/lms) <ul style="list-style-type: none"> Choose and complete/submit correct application (under Applications) <ul style="list-style-type: none"> Fully Nationally Registered (you have passed cognitive & psychomotor exam) or have current ATP <ul style="list-style-type: none"> Use application entitled <i>Initial EMT License, Initial AEMT License, or Initial Paramedic License</i> Provisionally Nationally Registered (you have passed ONLY cognitive exam) <ul style="list-style-type: none"> Use application entitled <i>Provisional License Application – EMT, Provisional License Application – AEMT, or Provisional License Application - Paramedic</i> Pay Non-Refundable Application Fee <ul style="list-style-type: none"> \$75 Application Fee (process is much slower if mailed) \$2.75 Additional Fee for Credit/Debit 	<input type="checkbox"/> <input type="checkbox"/>
Step 4: Get Fingerprinted after OEMS clears you in GAPS	
<ul style="list-style-type: none"> OEMS will clear you in GAPS to get fingerprinted once we have a correct, completed/submitted and paid for License application in LMS Detailed steps on how to get fingerprinted are emailed to you & are on Licensing Webpage (must be completed within 30 days after OEMS clears you for fingerprinting) 	<input type="checkbox"/>
NOTES	
<ul style="list-style-type: none"> DPH Website-Licensing Information: https://dph.georgia.gov/ems-personnel-licensure Have ALL of your documents and your available funds READY to go BEFORE you start this process. READ AND FOLLOW ALL INSTRUCTIONS carefully – if the instructions aren't followed carefully, the licensing process is delayed. CHECK YOUR EMAILS AND READ THEM carefully. Emails will come to you from GAPS/LMS/OEMS – this is official communication, so please check your emails, read them, and follow any instructions carefully. Applicants must complete this process themselves – agencies are NOT permitted to apply for a student/applicant. Agencies may guide the applicant, but the actual application must be completed by the applicant. You must have current NREMT (provisional or full) or current ATP BEFORE you start this process! 	