

All certifications **must** now be renewed on line. This link will take you to the instructions to renew your certification. **PLEASE READ THESE INSTRUCTIONS CAREFULLY!**

EMS On-Line Certification Renewal

You are requested to renew your certifications **EARLY!!!** The system is now available to anyone whose certifications expire on or before 01/01/2013. If your certification card says your certification expires on 1/1/13, your certification is valid until 1159 PM on 1/1/2013.

Although your certification may expire on 1/1, the on line renewal system will not allow you to renew after 1159 PM on the 31st of December. Therefore, you should **RENEW YOUR CERTIFICATION ON LINE BY MIDNIGHT, 12/31/12**. The on line system randomly audits a percentage of all certificate holders. If you are audited, you will be **required** to send your completed in service documentation, on the Commission approved forms, with all required signatures, within three days of receiving the audit notification. In service documents mailed to the Agency before 12/31/2012 from individuals who have not been audited may be returned with instructions to renew on line. No mailed in service documents will be accepted by the agency unless you are audited by our on line system and are instructed to send it in.

If you wait until the last week of the month to renew your certification and you receive an audit notification, you may experience a period of time where your certification is expired and you may not practice. IDHS staff will process your in service as quickly as possible upon receipt. It is best to avoid this situation by renewing early.

If you do not renew on line by midnight of the 31st, you will have to send your in service into the Agency by mail, postmarked by 1159 PM on 1/1/2013. If you miss your opportunity to renew on line before the 31st, the following processes will be followed:

1. If you mail your in service renewal documentation, postmarked before 1159 PM on 1/1/13, your in service will be accepted and considered submitted on time under the following conditions:
 - a. You must mail the approved EMS in service form, with all in service documented properly with the date, time, and instructor signatures for each in service training attended, and, if appropriate, all required signatures according to your certification/licensure status. Incomplete forms will be returned, and your certification will be expired.
 - b. It is strongly recommended that, if you are instructed to mail your in service documents in if audited; or you mail them after 12/31, that you send the in service forms by certified mail to:
IDHS, EMS Certifications
302 W Washington Street
Indianapolis, IN 46203

If you do not renew your certifications before 1159 PM on 1/1/2013, and you have accrued all your required in service, you may still be renewed by:

1. Mailing or personally submitting the approved EMS in service form, properly completed with each training event documented with the name of the in service, time, and instructor signature, all required signatures from Medical Director, Supervising Hospital, Training Officers, etc., with a check, or money order for \$50.00 as a late certification renewal fee to the Agency at the address listed above. Late fees may also be paid by American Express, Discover, or Mastercard. This form may be used to pay for late renewal fees by credit card:

http://www.in.gov/dhs/files/Credit_card_form_with.pdf

You are urged to renew your certifications early. With the holidays approaching and staff taking time off to enjoy their families over the holidays, there may be an increased delay in responding to requests for assistance. If you have any issues with EMS certification renewals, please email emscertifications@dhs.in.gov or call 1-800-666-7784.

Thank you for your assistance in making this certification renewal cycle as easy as possible, for all you do for EMS and your community, and here is wishing you a HAPPY THANKSGIVING.

Respectfully,

Rick