



State of New Jersey
DEPARTMENT OF HEALTH
OFFICE OF EMERGENCY MEDICAL SERVICES
PO BOX 360
TRENTON, N.J. 08625-0360

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SHEILA Y. OLIVER
Lt. Governor

www.nj.gov/health

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How to Apply for New Jersey EMT Reciprocity

Step 1: Create an account at www.nremt.org

- Login to your NREMT account.
- Manage account profile information.
- Create certification application.

Step 2: Create an account at www.njems.us

- Login to your NJEMS account.
- Complete online “EMT Initial Reciprocity Certification” application.
 - You will receive a confirmation email upon submission.

Step 3: Go to <https://www.nj.gov/health/forms/ems-40.pdf> and print the “Emergency Medical Technician Application for Reciprocity” form (EMS-40).

- Complete Section I on the EMS-40 form.
- Leave Section II Blank
 - This section is to be completed by certifying/licensing agency.
- The EMS-40 form **MUST** be sent to each state EMS office, and/or NREMT, that has ever certified/licensed you as an EMT or Paramedic regardless of status.
 - Include a self-addressed stamped envelope along with each verification request.
 - Verification letters will remain valid for a maximum of 6-months from the date of signature.
- **DO NOT** open the sealed envelope(s) upon receipt.

Step 4: Photocopy your:

- State issued EMT and/or paramedic certification/license
- Valid CPR certification card
 - The CPR certification must be at the Healthcare Provider or Professional Rescuer level.
 - Online CPR courses are not accepted for purposes of reciprocity, recertification, CEU credit, or initial licensure in New Jersey.
 - Go to www.nj.gov/health/ems for a current listed of New Jersey approved CPR certifications.

Step 5: Assemble and mail your COMPLETE reciprocity application package to:

**The New Jersey Department of Health
Office of Emergency Medical Services
EMT Reciprocity Applications
P.O. Box 360
Trenton, NJ 08625**

 **A complete application should contain:**

- EMT Reciprocity Application & Certification/License Verification form(s) in a sealed envelope(s), from every state EMS agency and/or NREMT that has ever certified/licensed you as an EMS provider.
- Copy of your current CPR credential (front & back)
- Copy of your current EMT card(s)
- Copy of your current government issued identification (Driver's license, passport, etc.)

NOTE: *Sending an incomplete application package will result in significant delays in the Department's ability to process your request.*

Step 6: Go to www.njems.us

- Login to your account.
- Click on "Class and Exam Schedules".
- Register for and successfully complete:
 - Refresher A;
 - Refresher B; and
 - Refresher C.
 - The refresher classes can be completed in any order and at any location.
 - Successful completion of these classes does not guarantee reciprocity.

Step 7: Go to www.nremt.org

- Login to your account.
- Pay application fee.
- Check for approval to take the NREMT examination.
 - The NREMT examination is the New Jersey approved licensure examination.
- Print your ATT (Authorization To Test) Letter.
- Schedule examination.
- If you already hold a NREMT certification, EMT level or higher, skip this step and send an email to ems@doh.nj.gov. Your email should contain:
 - Subject line: Completion of Reciprocity;
 - Your NJ EMS ID#;
 - Your Full Name; and
 - Refresher A, B, & C must be marked "Successfully Completed" in your transcript.

NOTE: Your Out-of-state and/or NREMT, EMT, or Paramedic certification/license must remain current and in good standing throughout the entire reciprocity process.

Disclaimer: The New Jersey Department of Health (the Department) Office of Emergency Medical Services (OEMS) welcomes anyone to participate in educational programs for emergency medical services (EMS). However, the certification process for individuals to provide EMS in the state of New Jersey is a privilege granted by the Department and not the right of every applicant. Accordingly, enrolling and completing an educational program does not assure the promise of licensure. If you have a criminal history, you are required to complete a criminal background check. The Department will determine, based upon the finding in an investigation, whether you may become licensed. Your criminal background check must be completed and you must be cleared by the Department before you can register for the New Jersey approved licensure examination. If the Department determines your history is averse to the provision of EMS, you will be denied licensure. You are encouraged to contact the Department at (609) 633-7777 with any questions or concerns before enrolling in any educational programs offered.