



## EMS Education Institution Renewal Process

If you are applying for an Education Institution Renewal, you will need to complete the application packet which includes an education plan that addresses the institution's ability to provide quality EMS Education programs and services. Please review the steps for completion carefully according to the level of Education Institution renewal that is being applied for.

### EMS Educational Institution Application Directions

If you are applying for an **Advanced Education Institution** Renewal, you will need to complete the following application packet which includes an education plan that addresses the institutions' ability to provide quality EMS Education programs and services. Please complete application in entirety and submit all required information via ReadyOp:

To complete the application for submission you will need to complete the following steps:

Complete this application in entirety, via a [ReadyOp](#) form. To complete this you will need to:

1. Submit a completed [OEMS Advanced Education Institution Application](#)
2. Submit a copy of your most recent CSSR or ISSR Self-Study in the appropriate
3. Submit a copy of your most recent Executive Analysis (if applicable)
4. [Education Institution Endorsement Page](#) with proper signatures
5. Submit other documents as noted via the application.

If you are applying for a **Basic Education Institution** Renewal, you will need to complete the following application packet which includes an education plan that addresses the institutions' ability to provide quality EMS Education programs and services. Please complete application in entirety and submit all required information via ReadyOp:

To complete the application for submission you will need to complete the following steps:

Complete this application in entirety, via a [ReadyOp](#) form. To complete this you will need to:

1. Submit a completed [OEMS Basic Education Institution Application](#)
2. [Education Institution Endorsement Page](#) with proper signatures
3. Submit other documents as noted via the application.

If you are applying for a **Continuing Education Institution** Renewal, you will need to complete the following application packet which includes an education plan that addresses the institutions' ability to provide quality EMS Education programs and services. Please complete application in entirety and submit all required information via ReadyOp:

To complete the application for submission you will need to complete the following steps:

Complete this application in entirety, via a [ReadyOp](#) form. To complete this you will need to:



NORTH CAROLINA DEPARTMENT OF HEALTH AND HUMAN SERVICES DEPARTMENT OF  
HEALTH SERVICE REGULATION OFFICE OF EMERGENCY MEDICAL SERVICES  
2707 Mail Service Center | Raleigh, NC 27699-2707 | Phone: (919) 855-3935 | Fax: (919) 733-7021

1. Submit a completed [OEMS Continuing Education Institution Application](#)
2. [Education Institution Endorsement Page](#) with proper signatures
3. Submit other documents as noted via the application.

## Resource Documents

Regional OEMS education liaison are available to provide technical assistance to educational institution applicants before, during and after the approval process. Additionally, there are a number of documents available via the OEMS [Resource Library](#) and OEMS [Education Page](#) that can assist applicants with developing an education plan and application. Many other documents can be found on the [OEMS home page](#).

EMS Educational Institution applicants shall submit one electronic copy of their completed EMS Educational Institution application packet via the appropriate processes for final review and approval. All application packets must be complete and accurate.

The OEMS shall have thirty (30) business days from the date of receipt of an application to determine approval status. If deficiencies with the program or application materials are identified during the review process, the OEMS will notify the applying institution of the specific deficiencies and what corrective measures need to be taken before the application can be approved. If needed, a technical assistance visit will be scheduled. The purpose of the technical assistance visit will be to resolve any program concerns and to assist the applicant in the credentialing approval process.

If approved, the EMS Educational Institution credential shall be issued, valid for four years unless the institution is CAAHEP accredited. CAAHEP accredited institutions shall be issued a credential not to exceed five (5) years.

For further assistance, please feel free to contact your Regional Education Specialist, or email [OEMSEducation@dhhs.nc.gov](mailto:OEMSEducation@dhhs.nc.gov).