



Credential Renewal Process Instructions:

IMPORTANT!

- To renew, one must be a resident of North Carolina (NC) or affiliated with an agency licensed to provide EMS services in NC
- In the event your Credential expires during this process, your Credential is EXPIRED, and you are not allowed to function in NC

Criteria to utilize this process:

Step 1: Determine which of the following criteria is applicable to you.

RENEWAL CRITERIA

- You are affiliated with a NC agency **AND** are a NC resident
 - You must follow your system renewal process,
 - Contact your agency representative for further assistance
- You do not have an agency affiliation **AND** have been a NC resident for greater than 5 years.
 - If it is determined that you have an agency affiliation via your Continuum, you will be redirected to your agency for local renewal
 - **Proceed to Step 3**
- You are an out of state resident who is due for renewal **AND** affiliated with an agency or Alternative Practice Setting (APS)
 - Proof of affiliation will be confirmed in Continuum profile
 - **Proceed to Step 2 if with an agency**
 - **Proceed to Step 2 and 3 if with an APS**
- You have lived in North Carolina for less than 5 consecutive years
 - Per 10A NCAC 13P .0511(b) out of state residents and those who haven't lived in NC for the past 5 years have to do a federal fingerprint check **prior to** initial credentialing and **prior to** renewal.
 - **Proceed to Step 2 if with an agency**
 - **Proceed to Step 2 and 3 if with an APS**

Step 2: You will need to complete the fingerprint process, via the [Compliance Fingerprint Form](#) (if applicable)

Per 10A NCAC 13P .0511(b) out of state residents and those who haven't lived in NC for the past 5 years have to do a federal fingerprint check for initial credentialing and renewal.



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

Step 3: Submit renewal documentation via [ReadyOp link](#):

You will need the following information to complete:

- Name, email, P Number
- You will need to attach current National Registry or other state credential that expires after your current NC credential; or attach as one file your CE that meets renewal criteria. You can find this information via the following link:
<https://oems.nc.gov/wp-content/uploads/2022/11/recertification.pdf>
- You will need to verify that all demographic information in your Continuum profile is correct.

Once all compliance and renewal information has been received and reviewed you will be notified via the email you place in your application your renewal status.