

EMD Submission Instructions

Individuals who currently hold a valid NC EMD credential, but will be expiring in the next 90 days

At least two weeks prior to expiration, please follow the below instructions for renewal:

- Open a new email addressed to: Toshiba.Oates@dhhs.nc.gov
- Place your full name and P number in the subject of the email
- Attach a copy of your updated National EMD credential that shows the expiration date of the National credential you are applying with. (**NOT the certificate**). The name on the National EMD credential must match your name in the Continuum database profile. If you are in need of a name change in your Continuum profile, please email Tiffany.Snipes@dhhs.nc.gov for assistance with updating your name.
- **NOTE:** Once an individual's NC EMD credential has expired, they are no longer eligible for the renewal process and must go through the legal recognition process.

Once your documents are received and approved, you will be notified of one of the following:

- Your NC EMD credential has been renewed and is updated in the Continuum database; or
- A federal background check is required; or
- Further investigation of your criminal background check is required and you have been scheduled for review by the NCOEMS Case Review Panel.