

EMD Submission Instructions

Individuals seeking an initial EMD credential OR individuals with an expired NC EMD credential

1. Apply for legal recognition through the NCOEMS [this link](#).
2. You will fill in the following information in your request
 - a. You are applying with a **NATIONAL** credential (do not enter NC)
 - b. You enter the National credential you are applying for is at the EMD level (enter the name of the National EMD credential you hold – NAEMD, PowerPhone, APCO, etc)
 - c. You enter the expiration date the National credential you are applying with. NOTE: It must be in date (meaning it must have an expiration date that is after the date you are applying for legal recognition)
3. Once NCOEMS receives your legal recognition request, you (individual applying for legal recognition) will receive an email with a blank EMD application attached as well as the instructions for submitting the required documents.

An example of the instructions will look like the text below:

Please follow the following steps:

- Open a new email addressed to: DHSR.OEMS.Legal.Recognition@dhhs.nc.gov
- Place your full name and P number in the subject of the email
- Attach the completed legal recognition application (blank one attached). Make sure you **SIGN** the application or it will be rejected as invalid.
- Attach a copy of your valid National credential card 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.
- Attach a copy of proof of NC residency or proof of affiliation with a NC EMS agency. If you are not a resident of North Carolina or if you do not have affiliation with a NC EMS agency, you do not qualify for legal recognition in NC per NCGS § 131E-159(c).
- Attach a copy of your valid CPR card
- Attach a copy of your DCI certification (if applicable)

Do not submit your application without all requested documentation as incomplete applications will be returned unprocessed.

If a federal background check is required, you will be emailed information regarding that step upon approval of your application.

After 15 calendar days from the date of submittal, the request will be withdrawn if you do not submit the required documentation. Once a request is withdrawn, you will need to start a new request.

If you have any questions, please email DHSR.OEMS.Legal.Recognition@dhhs.nc.gov

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

- Your NC EMD credential has been released and is showing active 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; or
- Due to falsification of the legal recognition application and the results of the criminal background check, you have been scheduled for review by the NC EMS Disciplinary Committee.