

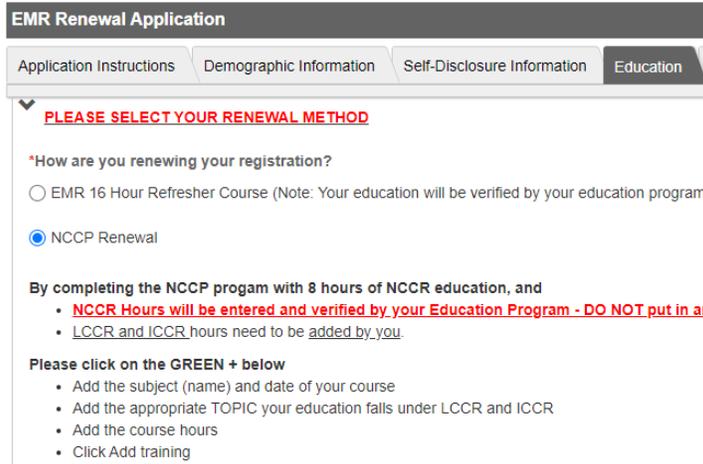
EMR Renewal Process (must choose one)

EMRs have two options to choose from to renew their registration before the expiration date of 10/31/20XX:

1. 16-hour EMR Refresher taught by a Minnesota approved education program. The education program will enter the education hours for the EMR. The EMR must then login to the MN EMS eLicense Portal to submit the EMR Renewal application for review and approval.
2. National Continued Competency Program (NCCP) as defined by the NREMT. This includes:
 - 8 hours of National Continued Competency Requirement (NCCR) taught by Minnesota approved education program.
 - 4 hours of Local Continued Competency Requirement (LCCR)
 - i. LCCR hours definition: If the agency and/or state EMS office requires specific education, that education may be entered as LCCR. If specific education is not specified, these required 4 hours are considered flexible but must be directly related to EMS patient care.
 - ii. ***Discuss with the education program whether they provide **and** enter the LCCR hours for attendees, or if the attendee is responsible for obtaining and entering these hours into the eLicense portal.*
 - 4 hours of Individual Continued Competency Requirement (ICCR)
 - i. ICCR hours definition: The 4 hours required for the individual component are flexible but must be directly related to EMS patient care.
 - ii. ***Discuss with the education program whether they provide **and** enter the LCCR hours for attendees, or if the attendee is responsible for obtaining and entering these hours into the eLicense portal.*
 - The EMR must login to the MN EMS eLicense Portal and submit the EMR Renewal Application for final review and approval.

Entering LCCR and ICCR Hours Using NCCP Model

1. Select **NCCP Model** in the Education tab.



EMR Renewal Application

Application Instructions Demographic Information Self-Disclosure Information **Education**

PLEASE SELECT YOUR RENEWAL METHOD

*How are you renewing your registration?

EMR 16 Hour Refresher Course (Note: Your education will be verified by your education program.)

NCCP Renewal

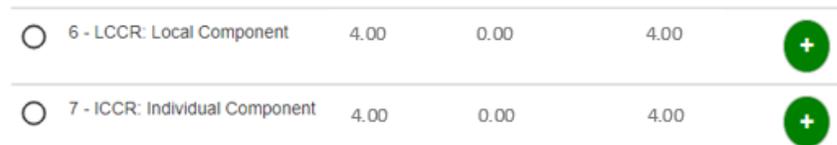
By completing the NCCP program with 8 hours of NCCR education, and

- **NCCR Hours will be entered and verified by your Education Program - DO NOT put in an**
- **LCCR and ICCR** hours need to be **added by you.**

Please click on the **GREEN +** below

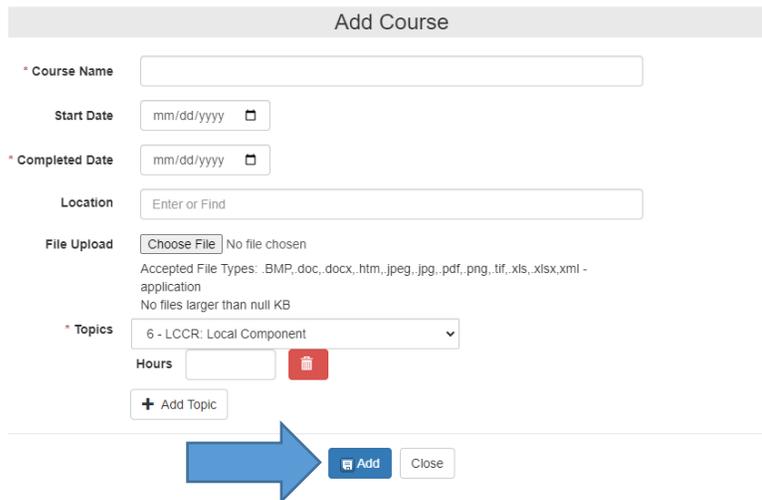
- Add the subject (name) and date of your course
- Add the appropriate TOPIC your education falls under LCCR and ICCR
- Add the course hours
- Click Add training

2. Scroll down to numbers 6 and 7 and hit green + button.



<input type="radio"/> 6 - LCCR: Local Component	4.00	0.00	4.00	
<input type="radio"/> 7 - ICCR: Individual Component	4.00	0.00	4.00	

3. Fill out the required sections on the **Add Course** pop-up and click **Add**. Do this until you have entered 4 hours of LCCR and 4 hours of ICCR.



Add Course

* Course Name

Start Date

* Completed Date

Location

File Upload No file chosen
Accepted File Types: .BMP,.doc,.docx,.htm,.jpeg,.jpg,.png,.tif,.xls,.xlsx,application
No files larger than null KB

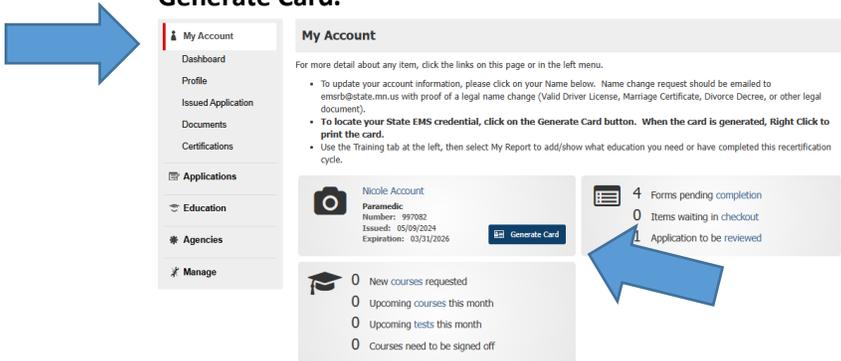
* Topics

Hours 

Confirmation and Successful Submission

1. After working through each tab of the application, **Sign** the application using username and password you logged in with then click **Submit**. Be sure the level you are applying for has been selected on the **Demographics** tab.

- a. Click **Yes** on the pop-up to confirm submission.
 - b. **DO NOT CLOSE YOUR BROWSER BEFORE THE SYSTEM COMPLETES SAVING THE APPLICATION.**
Once the system works through its saving process, it will return you to a list of your completed applications.
2. You will receive a confirmation email after successful submission. Please login to the OEMS portal and your email for application status updates.
 3. Once the application has been processed and approved, under **My Account** you will be able to click **Generate Card**.



Generated card will appear as a pop-up that can be printed, saved as PDF, or a screenshot. MN OEMS staff cannot generate your card.

4. If you require further assistance, please contact the OEMS at 651-201-2800 or info.oems@state.mn.us