

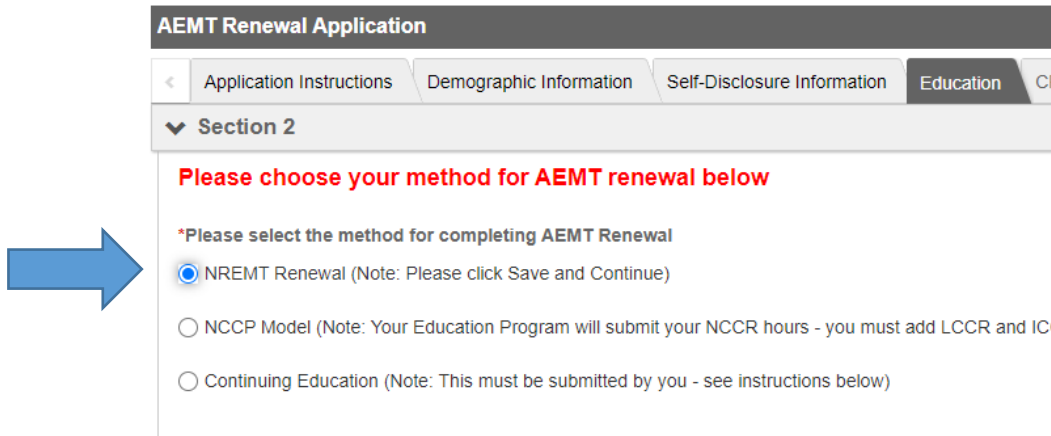
## AEMT Renewal Process Options (must choose one)

AEMTs have three options in which they can renew their certification before the expiration date of 3/31/20XX. Regardless of renewal option, all providers must adhere to the cardiopulmonary resuscitation and advanced cardiac life support requirements. Check with the education program if a CPR and/ACLS course is included in the education provided to you.

If you are NOT nationally registered, it is still possible to maintain a state only certification. Please note that previously issued policy declared that in 2036, all EMS personnel in Minnesota must obtain and retain their NREMT certification.

1. **Recertify by NREMT** (2 different options):

- Use this link and click **Recertify by Exam** <https://www.nremt.org/AEMT/Recertification> **OR,**
- **Ensure your NREMT transcript reflects the required 50 hours of NCCP education.**
- Individuals wanting to maintain both an NREMT and MN certification must apply for both recertifications. One on the NREMT site and one in the MN eLicense portal.
  - i. You may submit the state AEMT renewal application at the same time as NREMT renewal application is submitted. Once the MN eLicense system can verify you hold a valid NREMT certification, the state application will advance for review and approval.
  - ii. When submitting your state application, select NREMT renewal on the education tab.



The screenshot shows the 'AEMT Renewal Application' form with the 'Education' tab selected. Under 'Section 2', there is a red instruction: 'Please choose your method for AEMT renewal below'. Below this, a note says '\*Please select the method for completing AEMT Renewal'. Three radio button options are listed: 'NREMT Renewal (Note: Please click Save and Continue)', 'NCCP Model (Note: Your Education Program will submit your NCCR hours - you must add LCCR and ICC)', and 'Continuing Education (Note: This must be submitted by you - see instructions below)'. A blue arrow points to the first option, 'NREMT Renewal'.

2. **National Continued Competency Program (NCCP)** 50 hours as defined by the NREMT. This includes:

- 25 hours of National Continued Competency Requirement (NCCR) taught by a Minnesota approved education program.
  - i. The education program is responsible for adding NCCR hours to your State of Minnesota education record.

- 12.5 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 12.5 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.*
- 12.5 hours of Individual Continued Competency Requirement (ICCR)
  - i. ICCR hours definition: The 12.5 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 ICCR hours for attendees, or if the attendee is responsible for obtaining and entering these hours.*
- The AEMT must login to the MN eLicense portal and submit the AEMT Renewal Application for final approval, select NCCP Model as the renewal option.

### 3. Continuing Education

**AEMT Renewal Application**

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

▼ Section 2

**Please choose your method for AEMT renewal below**

**\*Please select the method for completing AEMT Renewal**

NREMT Renewal (Note: Please click Save and Continue)

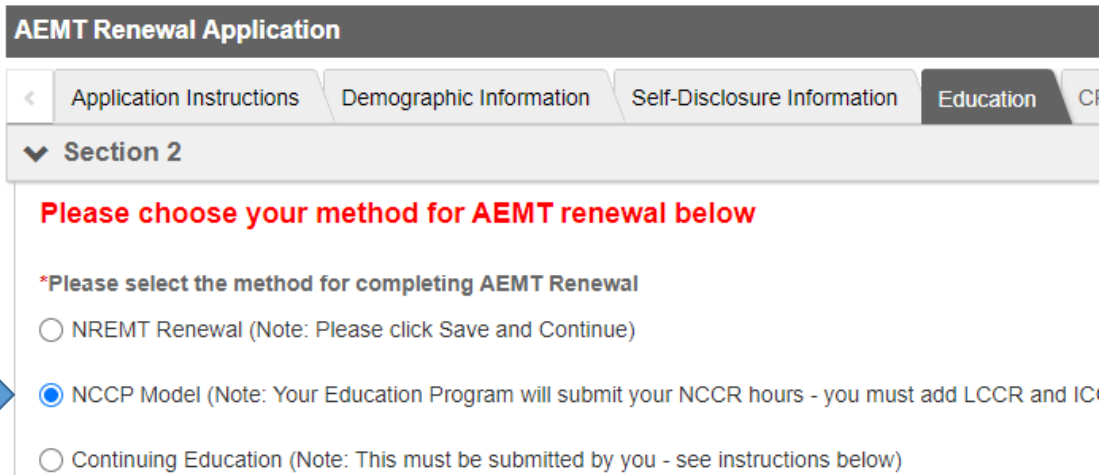
NCCP Model (Note: Your Education Program will submit your NCCR hours - you must add LCCR :

Continuing Education (Note: This must be submitted by you - see instructions below)

- Must successfully complete 48 hours of continuing education in topics approved by the director, the United States Department of Transportation National EMS Education Standards, or the AEMT’s ambulance service medical director.
- The AEMT must login to the MN eLicense portal and submit the AEMT Renewal Application for final approval.

## Entering LCCR and ICCR Hours Using NCCP Model

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



**AEMT Renewal Application**

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

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NREMT Renewal (Note: Please click Save and Continue)

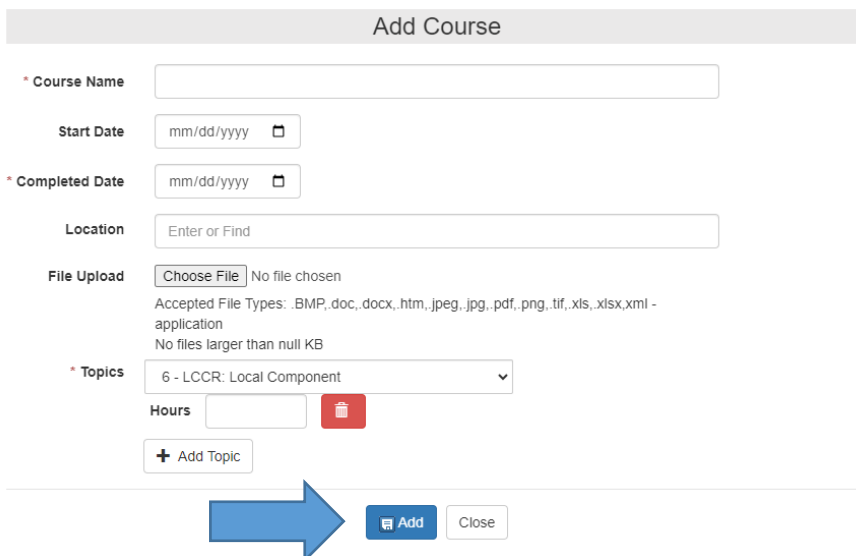
**NCCP Model** (Note: Your Education Program will submit your NCCR hours - you must add LCCR and ICCR)

Continuing Education (Note: This must be submitted by you - see instructions below)

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

<input type="radio"/> 6 - LCCR: Local Component	12.5	0.00	12.5	
<input type="radio"/> 7 - ICCR: Individual Component	12.5	0.00	12.5	

3. Fill out the required sections on the **Add Course** pop-up and click **Add**. Do this until you have entered 12.5 hours of LCCR and 12.5 hours of ICCR.



**Add Course**

\* Course Name


Start Date

\* Completed Date

Location

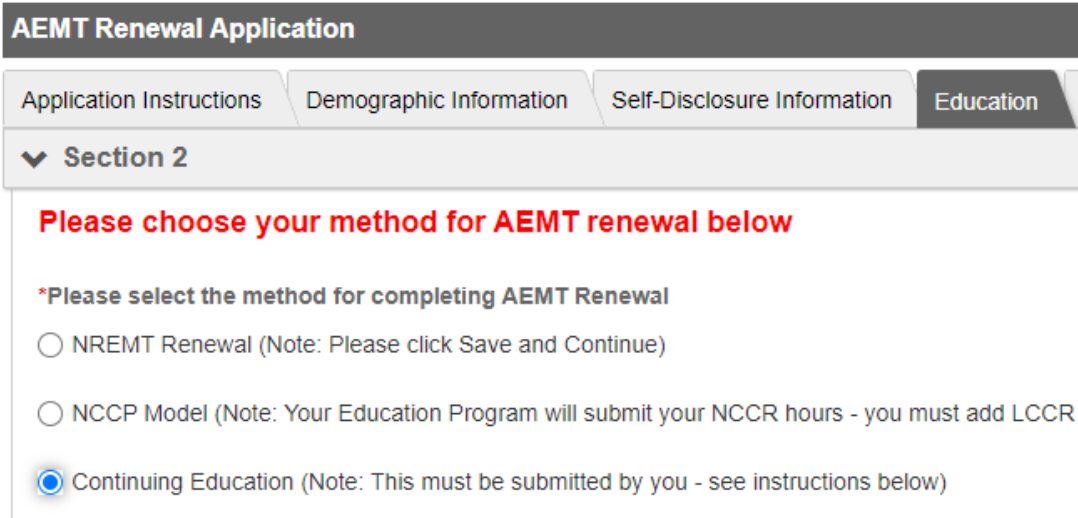
File Upload  No file chosen  
Accepted File Types: .BMP, .doc, .docx, .htm, .jpeg, .jpg, .pdf, .png, .tif, .xls, .xlsx, .xml - application  
No files larger than null KB

\* Topics

Hours  

## Entering Continuing Education

1. Select **Continuing Education** in the Education tab.



**AEMT Renewal Application**

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

▼ Section 2


**Please choose your method for AEMT renewal below**

**\*Please select the method for completing AEMT Renewal**

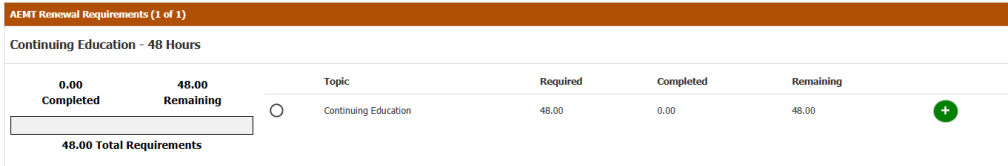
NREMT Renewal (Note: Please click Save and Continue)

NCCP Model (Note: Your Education Program will submit your NCCR hours - you must add LCCR ;

Continuing Education (Note: This must be submitted by you - see instructions below)




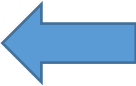
2. Scroll down to **Continuing Education** at bottom of page and click green + button.



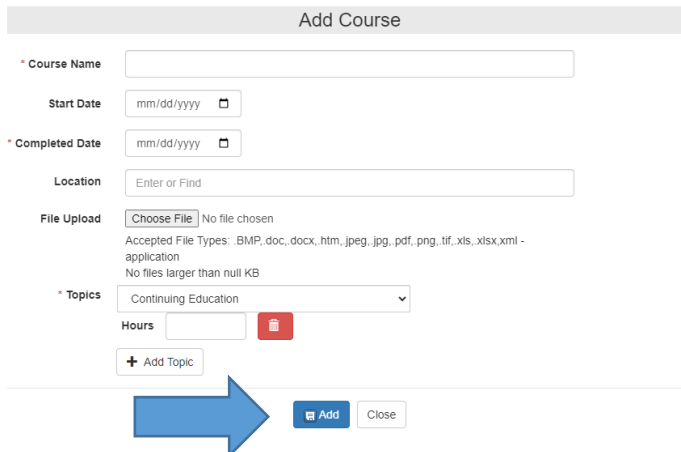
**AEMT Renewal Requirements (1 of 1)**

Continuing Education - 48 Hours

Completed	Remaining	Topic	Required	Completed	Remaining	
0.00	48.00	<input type="radio"/> Continuing Education	48.00	0.00	48.00	
48.00 Total Requirements						



3. Fill out the required sections on the **Add Course** pop-up and click **Add**. Do this until 48 hours of Continuing Education have been entered.



**Add Course**

\* Course Name


Start Date


\* Completed Date

Location

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

\* Topics

Hours  



## Confirmation of 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 MN eLicense 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**.

The screenshot shows the 'My Account' page. The left sidebar has a 'My Account' menu item highlighted with a blue arrow. The main content area shows the user's profile: Nicole Account, Paramedic, Number: 997082, Issued: 05/09/2024, Expiration: 03/31/2026. A 'Generate Card' button is visible next to the profile information, with a blue arrow pointing to it. To the right of the profile card is a summary of pending items: 4 Forms pending completion, 0 Items waiting in checkout, and 1 Application to be reviewed. Below the profile card is a section for 'Manage' with 0 items for each category: New courses requested, Upcoming courses this month, Upcoming tests this month, and Courses need to be signed off. A text box on the right states: 'Generated card will appear as a pop-up that can be printed, saved as PDF, or a screenshot. 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](mailto:info.oems@state.mn.us)