1 SUBMIT YOUR APPLICATION

If your application includes a disclosure, it is flagged for staff review.

*Make sure you complete all forms associated with your application. Your application is not fully submitted until all documents are complete.

2 STAFF REVIEW & RISK ASSESSMENT

OEMS staff verify your disclosure with court records and conduct a Risk of Harm Assessment. Additional documentation, such as court records or support letters, may be required.

3 COMPLIANCE SUPERVISOR REVIEW

The Compliance Supervisor reviews the Risk of Harm Assessment. If they determine you are safe to provide EMS, they will approve your application. If they determine there may be a need for action due to the severity of the convictions, they will forward the applications to the OEMS Review Panel for evaluation and possible action.

4 REVIEW PANEL ANALYSIS

The OEMS Review Panel will evaluate your application and relevant information compiled by staff. They will decide whether to approve or deny your application.

5 OUTCOME

- If approved, the disclosure is cleared and your application moves to education review.
- If denied, you can contest the decision through a hearing or reapply for your credential six months after your denial

Our Commitment to Fairness

Our compliance process is not meant to be punitive for things done in the past. We recognize that people can make mistakes. We also know that most people move forward after facing the consequences of their actions. Our goal is to ensure safety and fairness while supporting EMS providers ready to serve Minnesotans.

It's also important to note that our decisions apply only to OEMS and do not determine what other organizations, such as licensing boards or other states, may decide. Each organization has its own rules and processes, and their decisions may differ.

OEMS Law References

- Minnesota Statutes 144E—Office of EMS
- Chapter 13—Data Practices
- Chapter 14—Administrative Procedure

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Disclaimer: This pamphlet provides a general overview of self-disclosure expectations for EMS applicants and credentialed personnel. It is not a substitute for Minnesota law, administrative rules, or official OEMS policies. OEMS decisions are made in accordance with Minn. Stat. § 144E, the Administrative Procedure Act (§ 14), and other applicable law. Information collected in applications or investigations is handled under the Minnesota Government Data Practices Act (Minn. Stat. §§ 13.41) and may be public only as required by law.

Understanding Self-Disclosure Requirements

MINNESOTA

OFFICE OF EMERGENCY MEDICAL SERVICES

This pamphlet provides a general overview of the self-disclosure requirements for individuals applying for a credential with the Office of Emergency Medical Services (OEMS). It is designed to help you understand the process but is not a comprehensive guide. OEMS retains the authority to take actions allowed by law.

Mission: *To protect the public's health and safety through regulation and support of the EMS system.*

OEMS at a Glance

Emergency Medical Services (EMS) regulations have been in place since July 1, 1996, under the Emergency Medical Services Regulatory Board (EMSRB). On January 1, 2025, the EMSRB transitioned to the Minnesota Office of Emergency Medical Services (OEMS).

The OEMS continues to serve with the same mission and values, ensuring high-quality emergency medical care for all Minnesotans.

OEMS Values:

- Collaborative
- Inclusive
- Trusted
- Efficient
- Consistent
- Fair

We are committed to supporting EMS providers and ensuring the health and safety of our communities.

Self-Disclosure Requirement

When you apply for an emergency medical services credential in Minnesota through OEMS, state law requires you to provide specific criminal history information. This rule applies to everyone seeking registration or certification, no matter the level.

The Office of Emergency Medical Services (OEMS) has a Review Panel that examines these disclosures and decides the application status for each individual.

Emergency medical personnel often work with people experiencing severe trauma. OEMS ensures that only qualified and trustworthy individuals are certified to provide care in these high-pressure situations. *By disclosing your history honestly*, you help maintain the safety and integrity of Minnesota's emergency medical system.

What do I need to disclose?

You must report the following events on both initial applications and renewals. If you are convicted of any offenses after receiving your credential, you must also report them to the OEMS.

You are required to disclose if you:

Are convicted of, or plead guilty or no contest to:

- Any felony
- Any gross misdemeanor or misdemeanor involving assault, sexual misconduct, theft, or the illegal use of drugs or alcohol

Violated state or federal controlled substance laws

Have a substantiated finding of maltreatment of a child or vulnerable adult by federal, county, or state authorities

Have faced disciplinary action in another state or by another regulatory authority

OEMS expects you to report the following events:

EXPECTATIONS

- Stay of adjudication for any reportable offense.
- Dismissals of reportable offenses tied to a guilty plea with probation conditions.
- Careless driving convictions or guilty pleas related to illegal alcohol or drug use.
- Domestic Abuse No-Contact Order (DANCO) violations.
- Expunged convictions
- Underage drinking offenses charged as misdemeanors.

Scan the code to access Minnesota's Public Criminal History system. For other states, similar resources can often be found online.

What happens after the disclosure?

After submitting your application, OEMS staff reviews your disclosure and supporting documents. This information is used to complete a Risk of Harm Assessment (ROHA), which determines if your disclosure warrants further action.

If no concerns are identified: Your application is approved, and the ROHA is added to your record.

If concerns are identified: The disclosure is reviewed by the OEMS Review Panel. This team of senior staff determines if any action is necessary. Actions may include:

- Denying your application for the credential.
- Suspending or revoking your credential.
- Placing conditions or limits on your practice.
- Requiring supervision.
- Issuing a censure or reprimand.

You will be informed of the panel's decision within a week of it being finalized.

Your Rights

You have the right to consult with or be represented by an attorney at any stage of the self-disclosure or disciplinary review process. These hearings, if requested, follow rules set by the Court of Administrative Hearings.OEMS staff cannot provide legal advice or interpret laws on your behalf. If you have questions about your rights or responsibilities, you should consult an attorney or other qualified legal professional.

Data Privacy for Applications

In Minnesota, privacy laws protect certain information in applications. If an application requires an investigation, that information is safeguarded under the Minnesota Government Data Practices Act. The OEMS may share investigatory details only when permitted or required by law.

Actions taken by OEMS, including final disciplinary decisions and any agreements reached without a hearing, are public information. Public actions are reported to multiple entities, including the National Registry of Emergency Medical Technicians (NREMT), other EMS regulatory agencies, and employers. OEMS also reports these actions to the National Practitioner Data Bank (NPDB), which promotes patient safety and accountability by maintaining a centralized record of disciplinary actions such as license suspensions, revocations, or misconduct.