



Arkansas Department of Health

The Reciprocity Manual is a guideline on obtaining licensure in Arkansas as an Emergency Medical Service Provider. This manual does not contain all the needed items or materials to meet the reciprocity requirements for Arkansas. Please submit all Items required to the Section of EMS within 60 days of completion of the application.

Arkansas EMSP Reciprocity EMSP Reciprocity Manual

Arkansas Dept. of Health Section of EMS

Submit completed Reciprocity Packet to:
Arkansas Department of Health
Section of EMS
5800 West 10th St. Suite 800
Little Rock, AR 72204

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Arkansas Department of Health

4815 West Markham Street • Little Rock, Arkansas 72205-3867 • Telephone (501) 661-2000

Governor Mike Beebe

Nathaniel Smith, MD, MPH, Director and State Health Officer

To: Arkansas EMSP Reciprocity Candidates

From: Section of Emergency Medical Services

Ref: Requirements for Arkansas Reciprocity Licensure

Thank you for seeking reciprocity as a Licensed Emergency Medical Service Provider (EMSP) in state of Arkansas. With your cooperation, we will make every effort to expedite your application.

1. Once the materials are submitted to the Section of EMS, the candidate has **60 days** to complete all requirements for Reciprocity Licensure. The Reciprocity specialist will contact the candidate to inform them of all items required to complete the process. After 60 days has passed with no attempt to complete the process or submit missing items the candidate will be purged from the system and must restart process including all fees.
2. If your address has changed or you no longer want to pursue Arkansas Licensure, please notify the Section.
3. Application for Reciprocity Licensure can be completed online at the following link.
<https://webdata.emsdata.com/ArkansasCert/InitialLicensure/>
 - **All requirements must be met prior to applying online.** Once requirements are fulfilled candidate can apply online. Additional requirements (e.g. military and RN) can be found in manual or online at www.healthy.arkansas.gov. Mandatory requirements include current:
 - **State card**
 - **NREMT**
 - **CPR**
 - **ACLS (Paramedics)**

If applying please read this entire manual first, it will answer most questions.

If you need additional information or have questions, please contact the Section of Emergency Medical Services at 501-661-2262

Arkansas EMSP Reciprocity

The Arkansas Department of Health, Section of Emergency Medical Services, is the regulatory agency responsible for the testing and licensing of the state's Emergency Medical Service Providers (EMSP). This manual is provided to assist you in gaining Arkansas EMSP licensure. EMSP Licensure is available to out-of-state transfer (OST) applicants and Military EMSP's in three levels:

EMT
Advanced EMT
Paramedic

The evaluation and licensing requirements for each level are outlined in this manual. As stated in the current EMS Rules and Regulations, "The Section is authorized to recognize and honor licenses issued by other states if it is assured that the licensure standards of such states are of at least equal quality as the standards of this State." Arkansas requires documentation of state EMSP licensure for OST applicants from the state in which they are currently providing patient care.

Training of EMSP's in Arkansas is conducted through vocational technical schools, community colleges, universities, and hospitals. Contact one of these institutions, or the Section of EMS if you have questions about training or refresher courses.

Please read this manual and follow the directions provided. A Field Evaluation date, if needed, cannot be scheduled until all requirements are completed. For employment opportunities, you should contact the ambulance providers personally. If you have any questions, or if you would like a list of providers or the name and numbers of providers in the area, please see our website at www.healthy.arkansas.gov/ems or the Arkansas Ambulance Association at www.aaaintouch.com. You may also contact the Section of EMS for additional information at 501-661-2262.

Out of State Transfers

Reciprocity is not automatically granted between states. While National Standard Curriculum training is adhered to in most states, there are varied requirements for licensure.

In order to perform patient care in the state of Arkansas, Emergency Medical Service Providers must possess a current Arkansas EMSP license.

In accordance with the Arkansas Department of Health, Rules and Regulations for Emergency Medical Services, Section IX, F your licensure “will be equal to your pre-existing certification, not to exceed two (2) years.”

Current licensure/renewal period is March and September of each year.

The Reciprocity Manual is a guideline on obtaining licensure in Arkansas as an Emergency Medical Service Provider. This manual does not contain all the needed items or materials to meet the reciprocity requirements for Arkansas. Please see page 9 for a full list of requirements associated with your level of licensure.

****NOTE: Applicants must maintain their current state licensure and NREMT certification throughout the reciprocity process.***

General Requirements for All EMSP Levels

The following items are required for reciprocity candidates of every level, and must be sent in via mail or email within 60 days of completion of the online application.

1. A completed Verification of EMT Status Form (Page 9).
2. An application fee in the form of a money order or check made payable to the Arkansas Department of Health. (all fees can be paid online as part of the application process)
Note: licensure fees are not refundable.
3. Copy of a current **signed** Healthcare Provider CPR card (Must follow current American Heart Association Guidelines and require hands on skills component).
4. Copies of all current State and National Registry certification cards.
****Note:** If you are not currently a National Registry cardholder, you must acquire one before obtaining Arkansas licensure. If you do not currently possess a state card but have been licensed in the state of Arkansas within the last two renewal cycles (4 years) you are still eligible for reciprocity if you agree to an EMSP skills validation process.*
5. Arkansas requires a criminal background check (which includes a State and FBI check) for all EMSP reciprocity candidates. The Arkansas Criminal History form can be found on our website and must be completed and notarized before submitted to the section. If you do not reside in the state of Arkansas, or your permanent address has not been in the state of Arkansas for the past 5 years or longer you must obtain a FBI criminal history fingerprint card from your local police station. The FBI fingerprint card must be completed with candidate information and fingerprints and submitted to the Section of EMS for processing.
****Note:** If you are a licensed **RN/EMSP** or **LPN/EMSP**, within the Nurse Licensure Compact (NLC) State agreement, complete the appropriate background check forms. Submit a copy of your nursing license. **No fee is required.** Contact the Section if you need further clarification.*

Emergency Medical Technician (EMT)

All state licensed and Nationally Registered EMT's seeking Arkansas licensure must provide all **General** requirements as well as a Reciprocity Field Evaluation processes.

1. The candidate may undergo a Reciprocity Field Evaluation by a Section of EMS approved Paramedic instructor affiliated with an Arkansas Reciprocity Field Evaluation Site. The candidate must complete the EMSP Reciprocity Field Evaluation Request form (pg 13) and submit with the initial packet for scheduling. The Section of EMS will contact the school of your choice (from the ALS training sight map on our website) to provide necessary paperwork and contact the reciprocity candidate to provide correct contact information for scheduling. Once completed the Training site will submit results directly to our office for processing.

RN-EMT/Paramedic

All RN-EMT/Paramedic reciprocity candidates must provide all **General** requirements and **EMT** level requirements as well as a copy of a RN license from a compact state. This will waive these candidates for the Criminal History check (total cost will be \$20.00).

Note: If you are a licensed **RN/EMSP or **LPN/EMSP**, within the Nurse Licensure Compact (NLC) State agreement, complete the appropriate background check forms. Submit a copy of your nursing license. **No fee is required.** Contact the Section if you need further clarification.*

Advanced EMT

All Advanced EMT reciprocity candidates must provide all **General** requirements as well as provide a NREMT card at the level of Advanced EMT.

Paramedic

All Paramedic reciprocity candidates must provide all **General** requirements as provide a NREMT card at the level of Paramedic. Paramedic reciprocity candidates must also provide a **signed** copy (Front and Back) of a current **American Heart Association** Advanced Cardiac Life Support (ACLS) card.

Military Personnel/Federal Employee

Arkansas Act 1674 of 2005 gives The Arkansas Department of Health, Section of EMS authority to grant initial licensure to Emergency Medical Service Providers who received training and certification while on active duty.

Military trained/certified personnel and federal employees will be eligible for licensure based on current National Registry Emergency Medical Technician certification level. Active Military Personnel must submit a **DD form 214** listing a medical MOS, AFSC, or NEC. Reserve Military Personnel must provide training information from their **201 file**. No Field Evaluation will be required for military trained personnel.

1. General requirements fulfilled.
2. Submit a copy of DD Form 214 or 201 training file
Or
3. Submit 201 file advising EMS training.
4. Arkansas requires a criminal background check (which includes a State and FBI check) for all OST EMSPs. The Arkansas Criminal History form can be found on our website and must be completed and notarized before submitted to the section. If you do not reside in the state of Arkansas, or your permanent address has not been in the state of Arkansas for the past 5 years or longer you must obtain a FBI criminal history fingerprint card from your local police station. The FBI fingerprint card must be completed with candidate information and fingerprints and submitted to the Section of EMS for processing.
Note: Military personnel who maintained their Arkansas residency during active duty need to complete only the state background check. Please see local police or state police to complete fingerprint card. Completed fingerprint cards are to be returned with completed reciprocity packet.
5. Application fee is waived in honor of your service by Section of EMS.

Total cost: Military Personnel/ Federal Employee

Arkansas Residence for 5 years or longer = **\$22.00**

Arkansas Residence for less than 5 years = **\$38.50**

Out of State candidate = **\$38.50**

Reciprocity Verification Form

Name: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Email: _____
 Phone: _____
 Select Level: EMT RN Advanced EMT/Paramedic Military

General Requirements

Candidate ✓	Online	Item	Official use only
		Bubble form completed (signed and dated)	
		\$20.00 Licensure fee	
		Verification form completed (page 9 in manual)	
		Copy of current CPR card (signed front and back) Exp:	
		Copy of current National Registry card Exp: NR Number:	
		Copy of current State Licensure card Exp: State Number:	
		Criminal History paperwork and money. State(\$22.00) <input type="checkbox"/> FBI (\$16.50) <input type="checkbox"/>	
		Verification of EMSP Status From Transferring State Sent/online:	
		Criminal History Results	

EMT

	Successfully completed Arkansas EMT basic practical skills exam	
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RN

	Copy of State RN license (compact states only accepted)	
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Advanced EMT/Paramedic

	Hold a NREMT card at level of AEMT or Paramedic	
	Copy of AHA Advanced Cardiovascular Life Support Card (Signed) *PARAMEDIC ONLY* Exp:	

Military

	Copy of DD214 or 201 form	
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I, the undersigned, agree to participate in the Arkansas EMS System. I agree that by signing this form I am responsible to comply with all current EMS Rules and Regulations including meeting all Arkansas re-licensure requirements for my licensure level. Failure to comply can result in the loss of my Arkansas EMSP license.

_____ _____ _____
 Signature SSN Date

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EMT Reciprocity Field Evaluation

An EMT that meets all other requirements has the option to successfully complete the EMT Reciprocity Field Evaluation process. This evaluation has been designed to ensure EMT reciprocity candidates possess the basic working knowledge and skills to operate as a Licensed Arkansas EMT. Candidates will be required to know and understand the following skills:

- Patient Assessment Medical
- Patient Assessment Trauma
- Spinal Immobilization of a supine patient using a Long Spine Board
- Bleeding Control
- BVM of an adult Apneic patient
- CPR with AED
- Long Bone Immobilization
- Joint Immobilization
- Traction Splint
- Spinal Immobilization using a KED device

In an attempt to make this process less intensive on the candidate the Section of EMS recognizes all national accredited paramedic training sites in the state of Arkansas as Field Evaluation Sites. Visit our website for a full list of Reciprocity Field Evaluation sites to determine the school that is within your region. Candidates will always have the ability to attend the Section of EMS End of Month Evaluation that will be held the last Wednesday of every month. To schedule your field evaluation, complete the Field Evaluation Request form (pg 13) and submit it to the section of EMS. Once all other requirements are met the Section of EMS will provide you with the contact information needed to schedule your Field Evaluation with the Evaluation Site of your choosing.

** Digital copy of all forms locate on the website*
www.healthy.arkansas.gov

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Nathaniel Smith, MD, MPH, Interim Director and State Health Officer

EMT Reciprocity Field Evaluation Request Form

In order to be approved for a field evaluation each reciprocity candidate is required to complete, sign and return this form to the Section of EMS. Field evaluations will not be scheduled until this form has been received and all other required documentation has been submitted. Forms can be submitted either by Mail, Fax or email.

Fax number is 501-280-4801, Address: Section of EMS, c/o Reciprocity Specialist, 5800 W.10th Street, Ste. 800, Little Rock, AR 72204 Email: ADH.EMS@arkansas.org

Name: _____

Current Address: _____

City, State, & Zip Code: _____

Phone Number: _____
(Must be a good contact number)

Email Address: _____

Requested Training Site: _____
(Please go to the EMS page at www.healthy.arkansas.gov)

I understand if all of the information listed above is not completed the Section will not contact the training site to approve the field evaluation. By signing below I understand that:

- Failure to show for afield evaluation as scheduled with the training site without prior notification will be required to complete their evaluation with the Section of EMS.
- Results of the field evaluation will not be given to you by the evaluation coordinator at the field site. All results will be reviewed, approved and disseminated by the Section of EMS.

NAME

DATE

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Reciprocity Fee Schedule

The following is a list of charges associated with the reciprocity processes in gaining an Arkansas EMSP license. An application fee in the form of a money order or check made payable to the Arkansas Department of Health.

**Note: licensure fees are not refundable, and a processing fee is associated with online payment.*

Licensure Application Fee: All candidates applying for Arkansas Reciprocity that do not meet the military qualifications for exemptions must pay a licensure fee.

Licensure Fee	Online Payment	Check or Money order mail payment
Price:	\$22.00	\$20.00

Criminal History Fee: Arkansas requires a criminal background check (which includes a State and FBI check) for all EMSP reciprocity candidates. The attached forms must be completed and returned to the Section with the appropriate fees.

Note: If you are a licensed RN/EMSP or LPN/EMSP, within the Nurse Licensure Compact (NLC) State agreement, complete the appropriate background check forms. Submit a copy of your nursing license. **No fee is required. Contact the Section if you need further clarification.*

State only	Online Payment	Check or Money order mail payment
Price:	\$24.00	\$22.00
FBI + State	Online Payment	Check or Money order mail payment
Price:	\$40.66	\$38.50

Total cost: If the candidate is paying for the licensure Fee and both a state and FBI criminal history check the total online payment will be \$61.26 onetime fee at the time of application completion.

If the Candidate is submitting total cost of licensure fee an both state and FBI criminal history check the total amount to be mailed in will be \$58.50 in the form of a check or money order made payable to “Arkansas Department of Health”. These fees are subject to change, before mailing any fees contact the Section of EMS at (501) 661-2262 to verify the correct amounts.

