



Arkansas Department of Health

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Governor Mike Beebe

Paul K. Halverson, DrPH, FACHE, Director and State Health Officer

MEMORANDUM

TO: EMS Training Sites
EMS Instructors

FROM: Norajean Miles Harrell, EMSP Licensure Administrator
Section of EMS

DATE: February 10, 2012

RE: Certificates for reporting Transition Course Completion

Attached find **important course completion certificates** for you to complete and give to your students as they finish the transition courses that you will/are teaching. This does NOT replace your end of course letter that you send to the section with all students' names and appropriate Training Site signatures.

Attached are:

A course completion form for the class attended ---check appropriate level.

- Please check the appropriate boxes for completion
- Fill in the student's name and EMT #
- Fill in the training site, date, class number and
- SIGN THE FORM – must have original signature

Two (2) NREMT verification forms for the transitions course (student gets only one)

- Fill in the appropriate form either EMT or Advance –student should receive **only one**.
- Fill in the student's name and NREMT #
- Fill in the training site, date and course number
- SIGN THE FORM.- must have original signature

The NREMT form has been designed to meet the requirements for EMSPs to document completion of the transition course to NREMT. Please DO NOT modify the form.

You should fill out and give 2 forms to each student to submit for renewal to NREMT and Section of EMS. Amy will be attaching these forms along with your transition/refresher approval when you apply for the class.

Complete your regular end of course letter on training site letter head and send to the Section within 10 day of completion of the course. Do not send copies of the forms to the Section.

Thank you for your dedication to EMS education.

