Instructions to apply for License/Certification on CT e-license

Step one – register to create an eLicense user account

- Go to www.elicense.ct.gov and click on “Register”. If you already have a license or certification in the state of CT (example: EMR, PTN, RN, etc), do not re-register.

- On the next screen, select “Individual”, and “No” if this is your first time using the E-License system, then click “Next”.

If you already have a license or certification in the state of CT, login using the information supplied to you the last time you renewed such license or certification. If you have forgotten your user ID or password, please utilize the password and user ID recovery tools.
Complete all information in the form and click “Create Account”.
• Once complete you will see the screen below, which directs you to check for a verification email

![User ID changed successfully.](image)

Once link is clicked, a browser window will open and you will see this screen:

![Your e-mail address has now been verified.](image)

Now you’re ready to login into eLicense and complete your application!
This is important as it enables OEMS to track your exam results

- Browse to the eLicense homepage under More Online Services and click on “Initial Application”.

- Scroll down and select “Emergency Medical Services”.

- Select “Start” next to appropriate license.
Click Next to the Application Instruction Page

- Fill in your demographic information (any fields with a red "*" are required)

6. Race

   * - select one -

7. Please provide your Date of Birth

   * _/___ (MM/DD/YYYY) Today

8. Gender

   * - select one -

9. Ethnicity: Please choose one

   * - select one -
Please be sure to upload recent photo

10. Please attach a recent photo of the applicant.

No document(s) uploaded for this question.

- File types accepted: bmp, doc, docs, fdoc, htm, jpeg, jpg, mht, msg, pdf, png, rtf, tif, txt, xsl, xls, xslx, xml

Select a document to upload:

Choose File: No file chosen

On the next screen, answer all questions, and upload any documentation you feel will help OEMS to determine your eligibility, then click “Next”.

IMPORTANT!! If, at any time, you need to exit your application BEFORE you are finished, click the “Close and Save” button. This will save your work so far in order to go back in at a later time.
Complete the Certification Information Page

21. EMT Cert No:

22. EMT Expiration date

23. AEMT Cert No

24. AEMT Expiration date

25. Paramedic Cert No

26. Paramedic Expiration date

Document upload screen

27. Please upload evidence of completion of an EMS I training course (diploma or certificate)

28. Evidence of completion of 25 hours of student teaching

29. Upload letters of support from two (2) currently certified Connecticut EMS Instructors

Click Next
If you have ever been certified in any state or territory, you will need to complete the Verification of EMS License/Certification Form, which is available on the EMT Certification by Examination page of the OEMS website.

By entering today's date you are formally signing your application, and attesting that all information is true and correct under penalties of perjury.
- By clicking “Next” you will be sent to a review screen, where you have the ability to make any changes prior to submitting your application.

- Once you review your application and click “Finish” in the review screen, your application is submitted. The application can be printed for your records by clicking “Print Receipt”.

Your application is now complete.

The processing time for EMS Provider applications is 4-6 weeks.

This 4-6 week processing time begins when OEMS has received all the documentation necessary for processing.