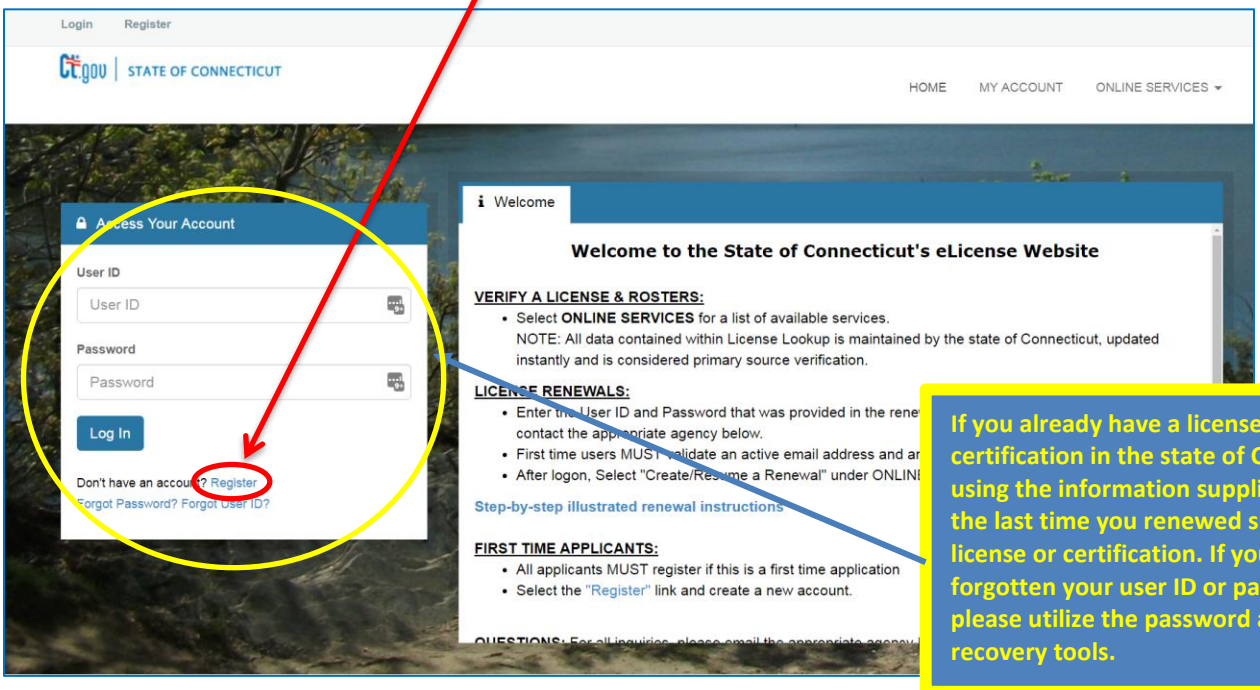
Instructions to apply for Initial EMT Certification on CT e-license

Step one – register to create an eLicense user account

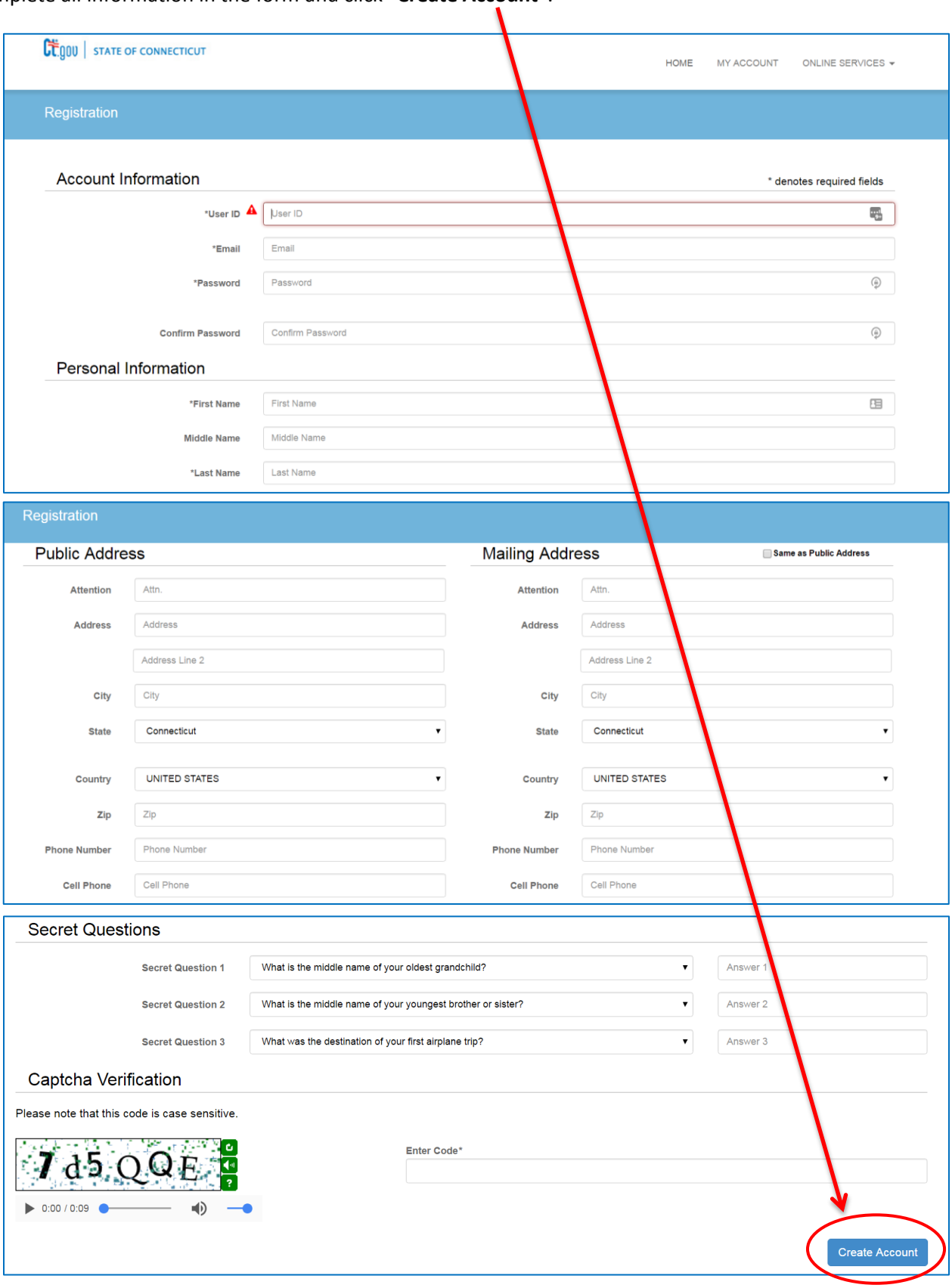
- Go to www.elicense.ct.gov and click on "**Register"** unless you already have a license or certifcation in the state of CT (example: EMR, PTN, RN, etc).



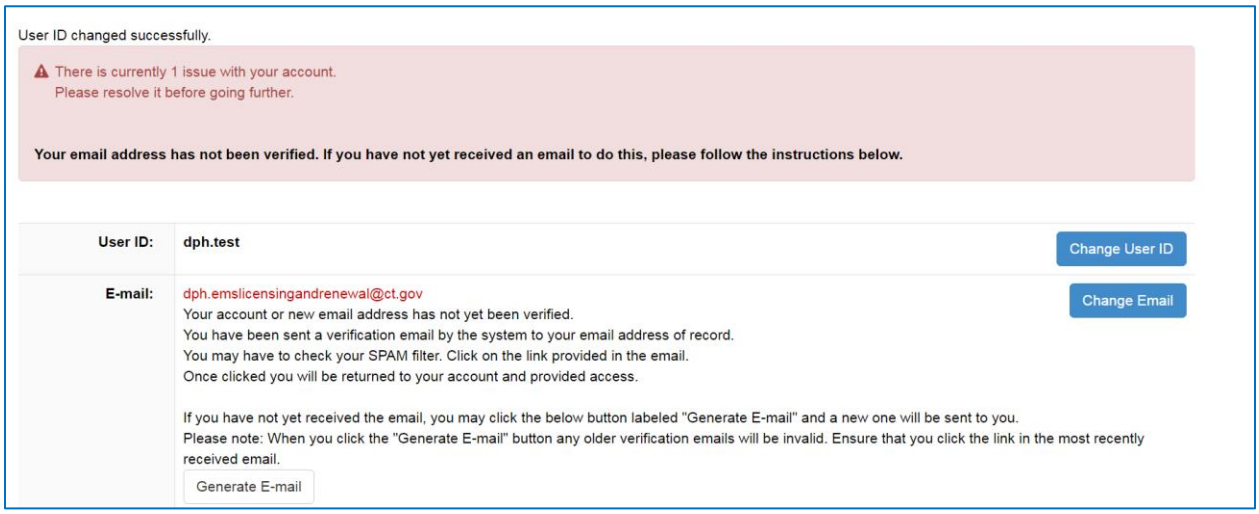
If you already have a license or certification in the state of CT, login using the information supplied to you the last time you renewed such license or certification. If you have forgotten your user ID or password, please utilize the password and user id recovery tools.

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

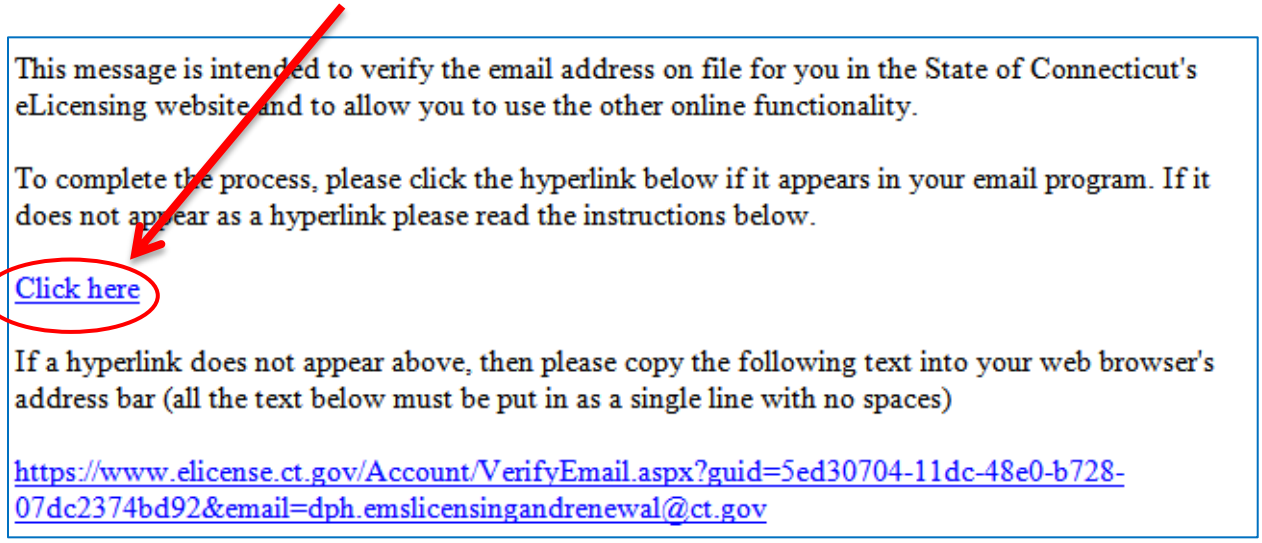
- Complete all information in the form and click "**Create Account**".



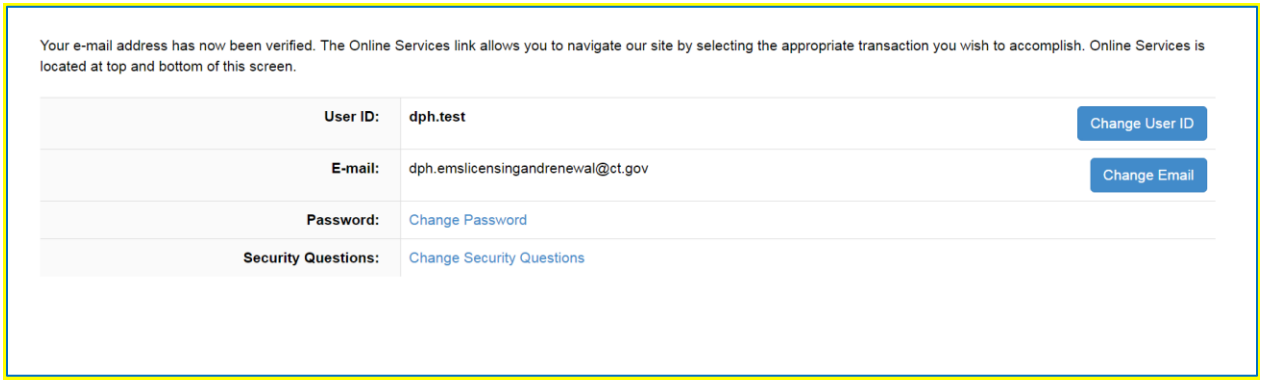
- Once complete you will see this screen, which will prompt you to check your email:



- Check your email for a verification email and click the link contained in it.



- Once you click the link, a browser window will open and you will see this screen:

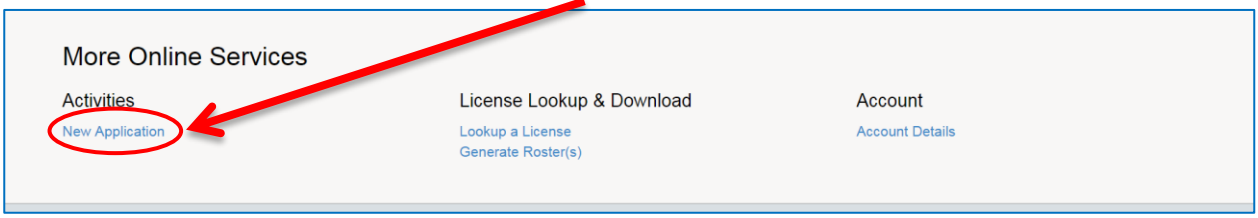


Now you're ready to login into eLicense and complete your application!

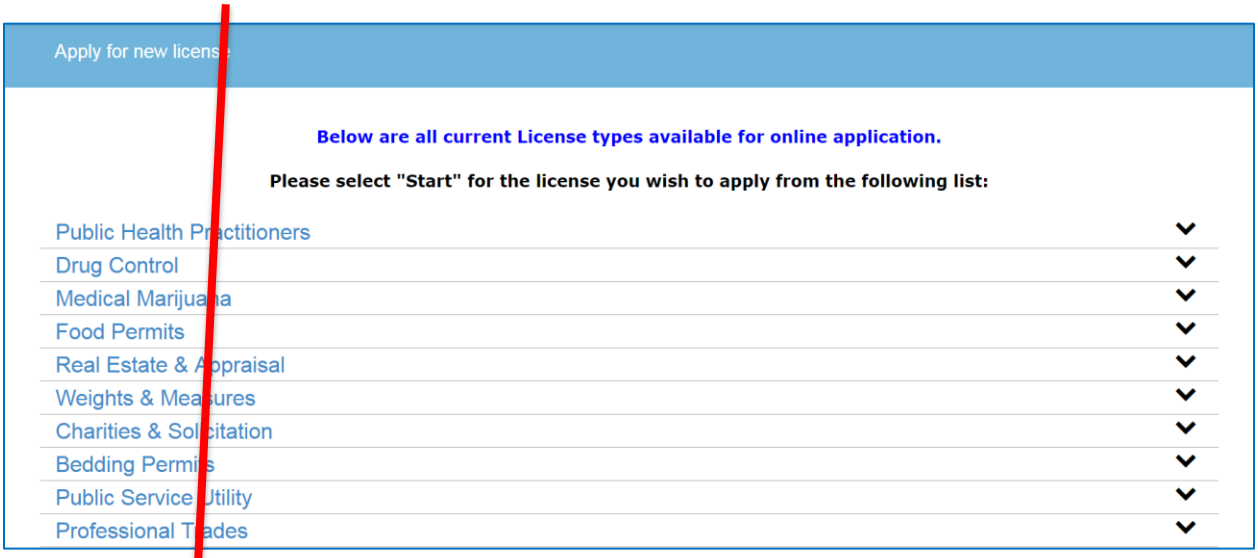
Step two – create, complete and submit your application

This is important as it enables OEMS to track your exam results when they start coming in.

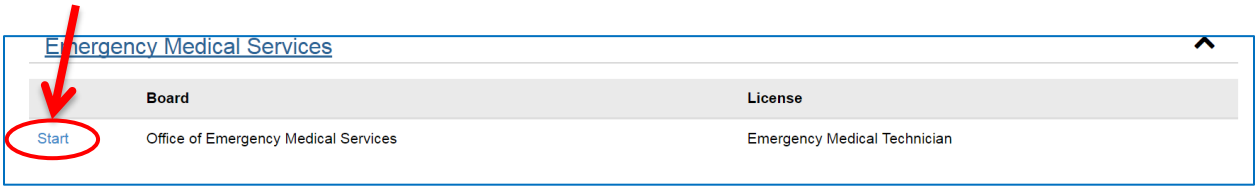
- Browse to the [eLicense homepage] and click on "**New Application".**



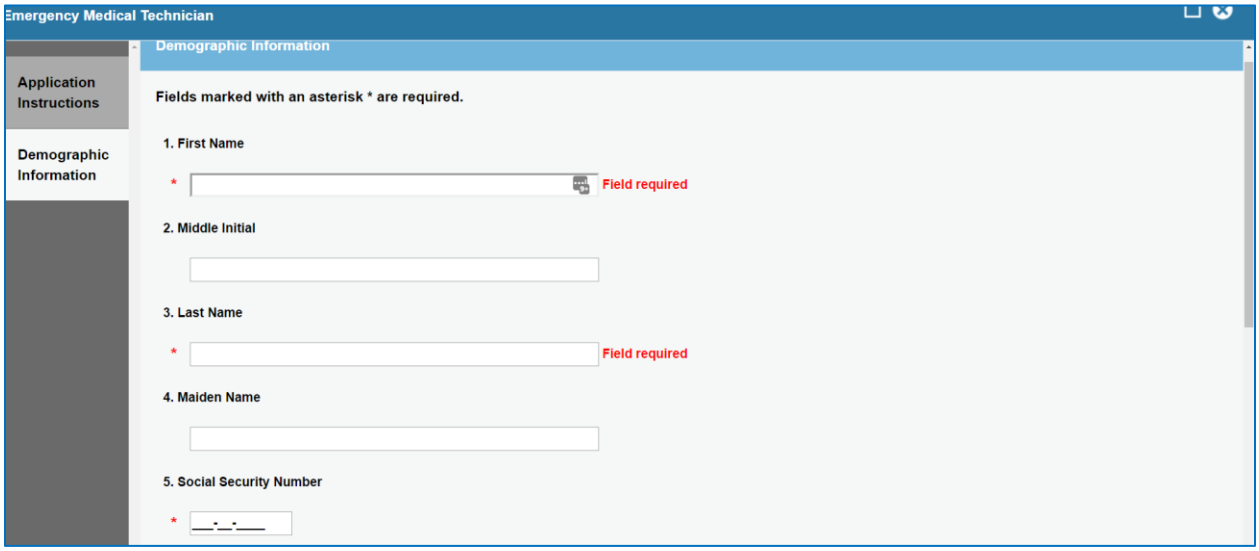
- Select "**Emergency Medical Services**".

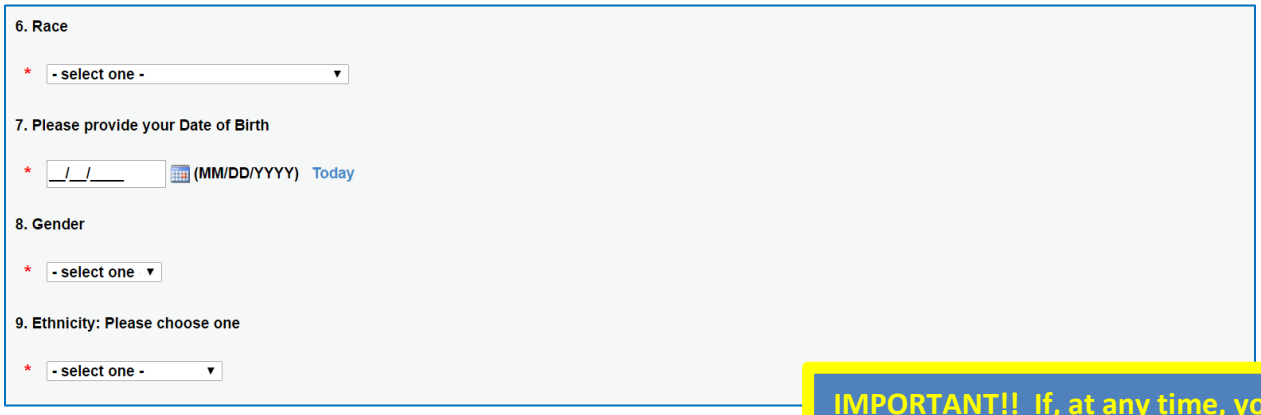


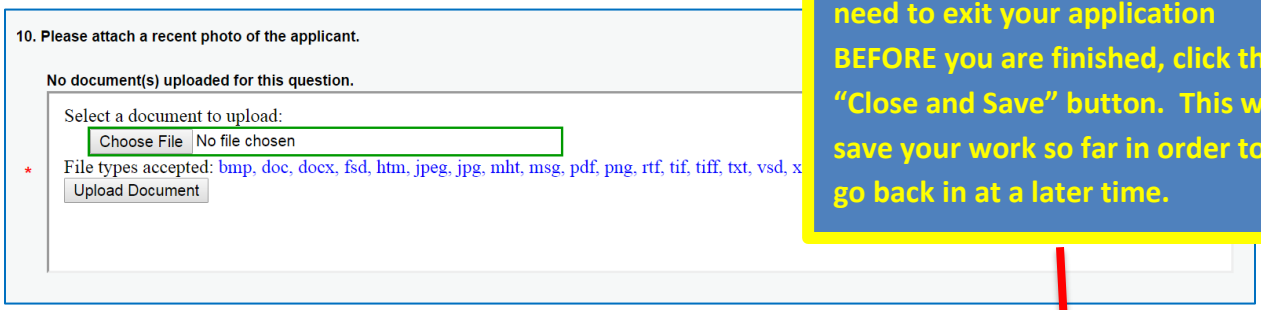
- Select "**Start**".



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

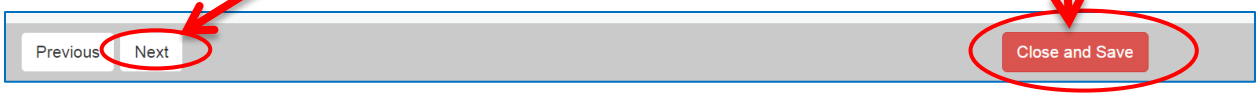




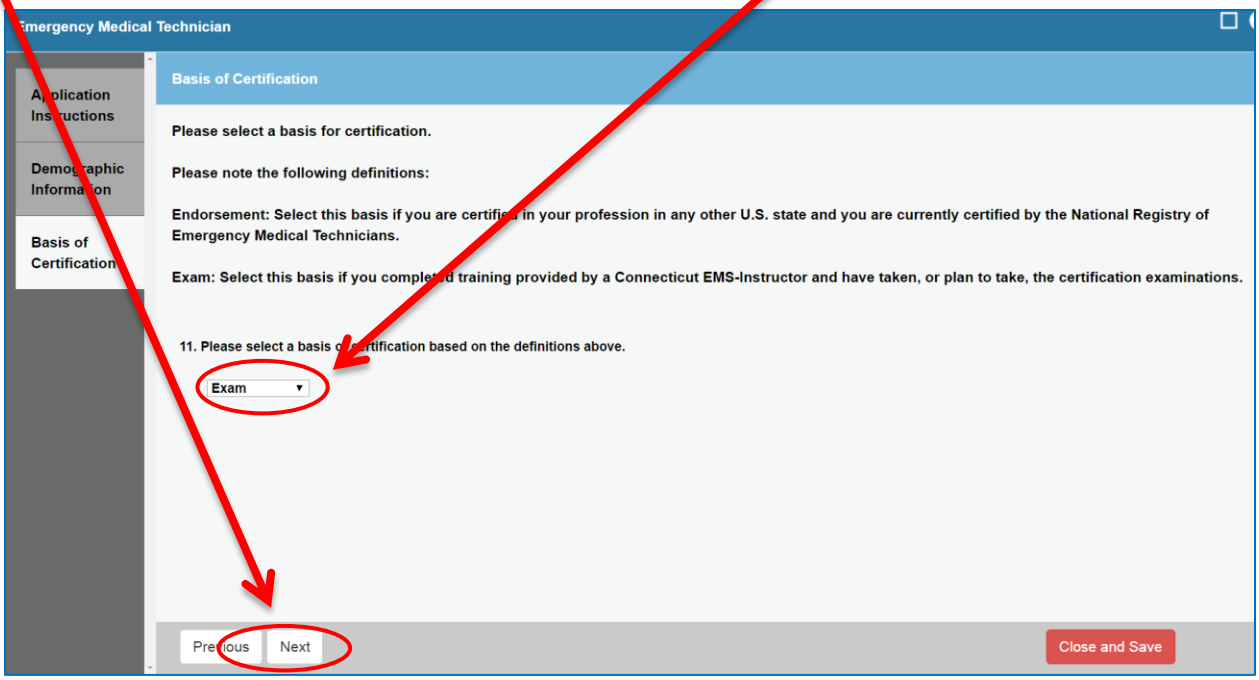


IMPORTANT!! If, at any time, you need to exit your application BEFORE you are finished, click the "Close and Save" button. This will save your work so far in order to go back in at a later time.

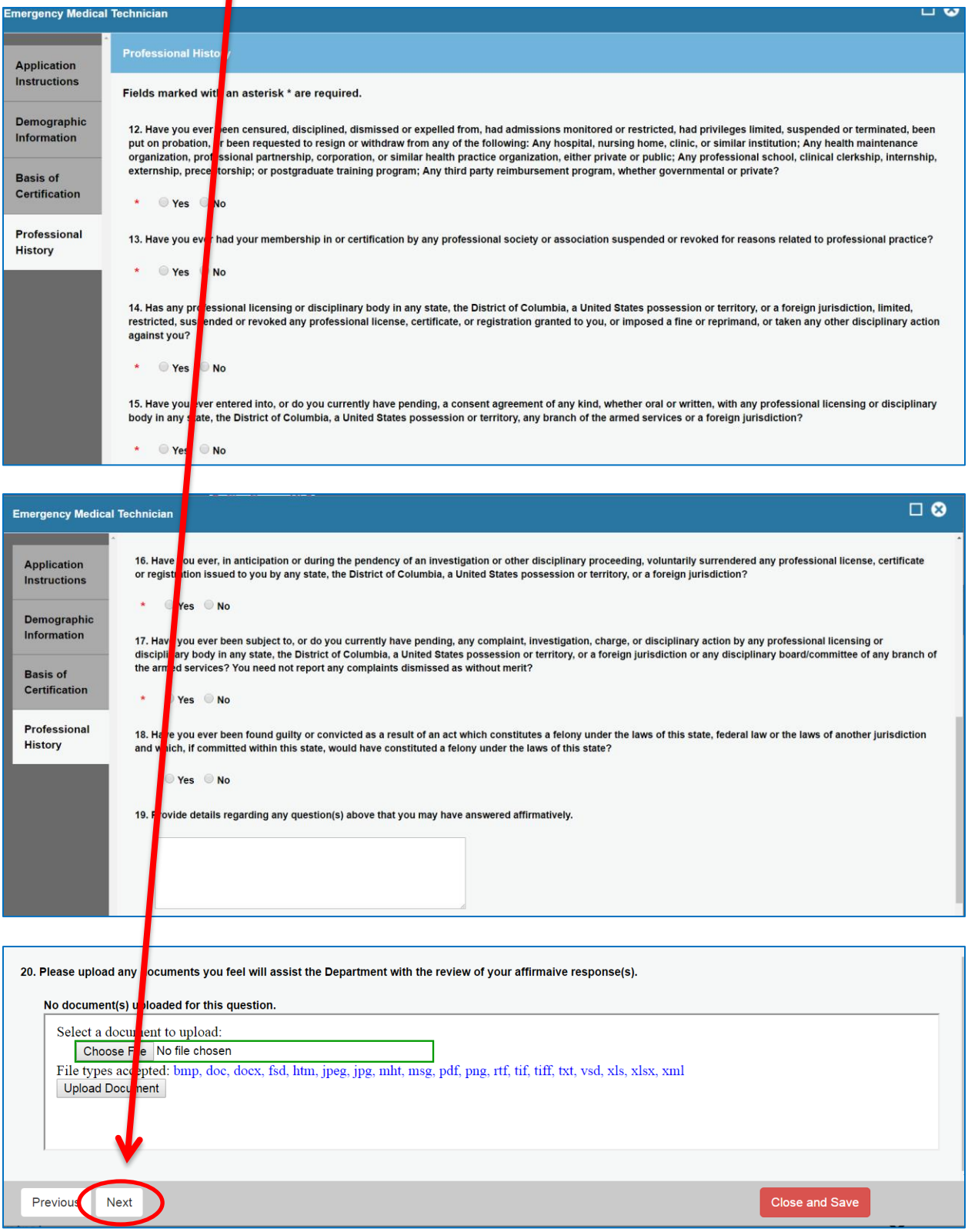
- Once complete select "**Next**".



- On this screen, if you took a course in the state of Connecticut, select "**Exam**" from the dropdown list, then click "**Next**".

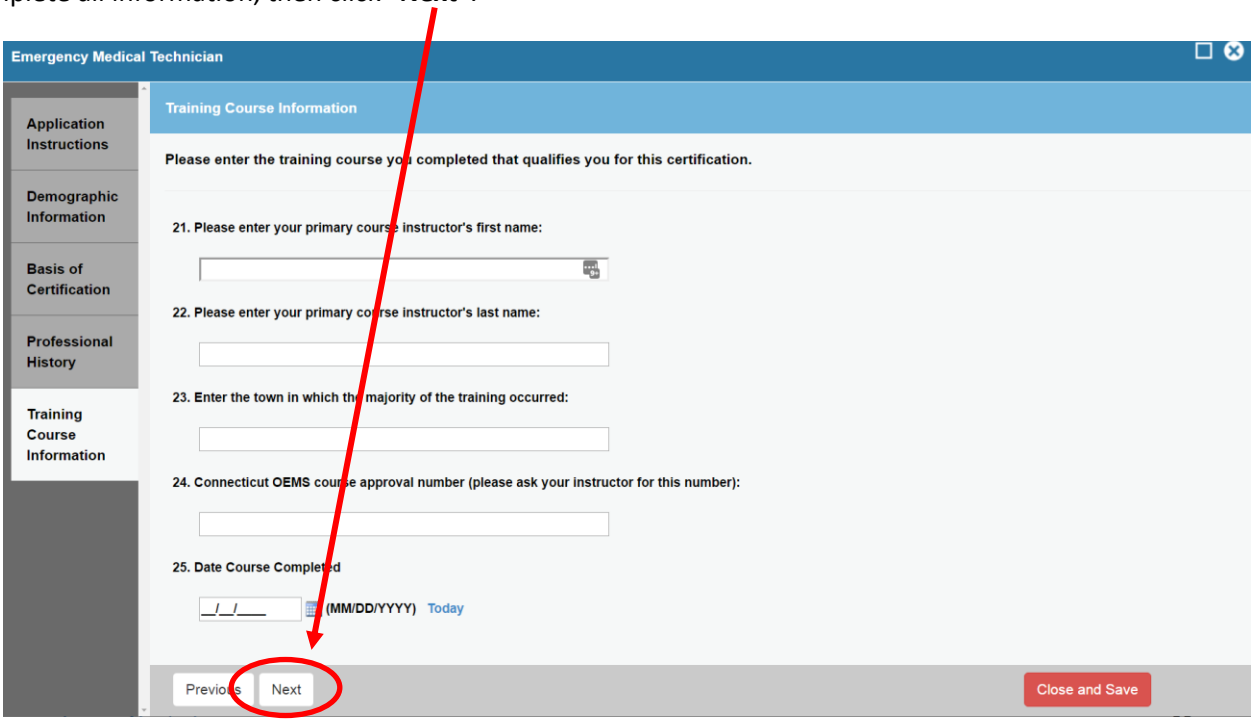


- On the next screen, answer all questions, and upload any documentation you feel will help OEMS to determine your eligibility, then click "**Next**".

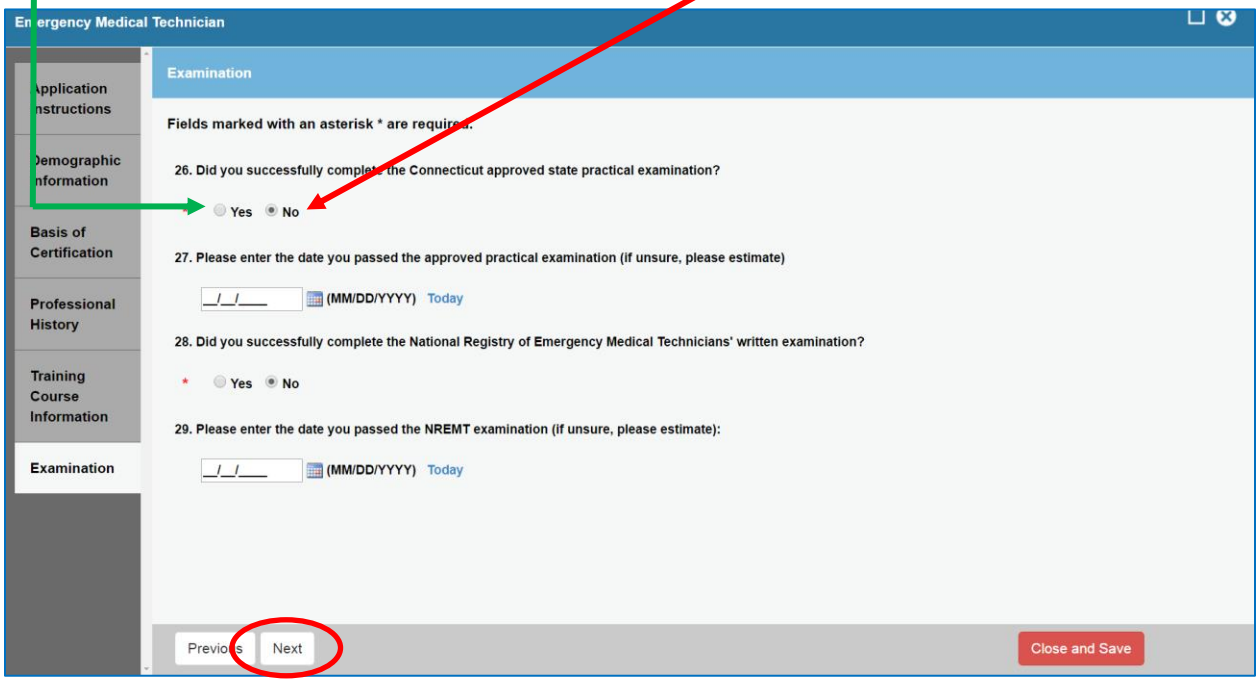


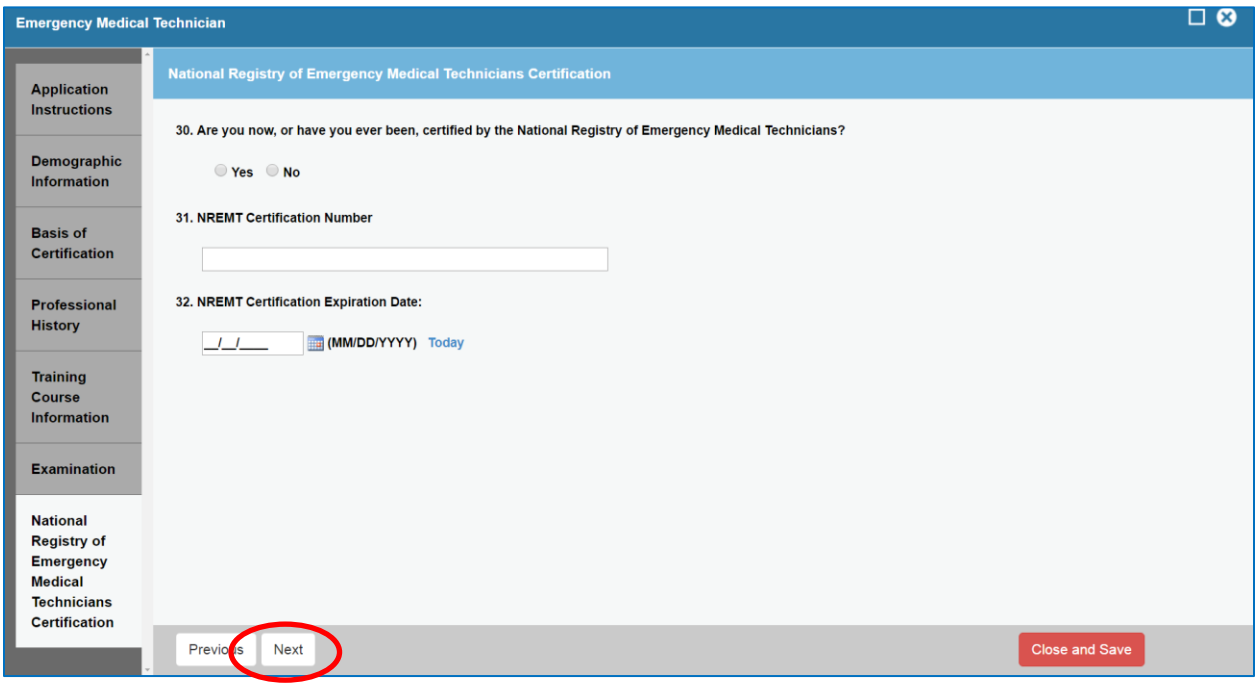
The next section is important as it is how OEMS will verify your training.

- Complete all information, then click "**Next**".

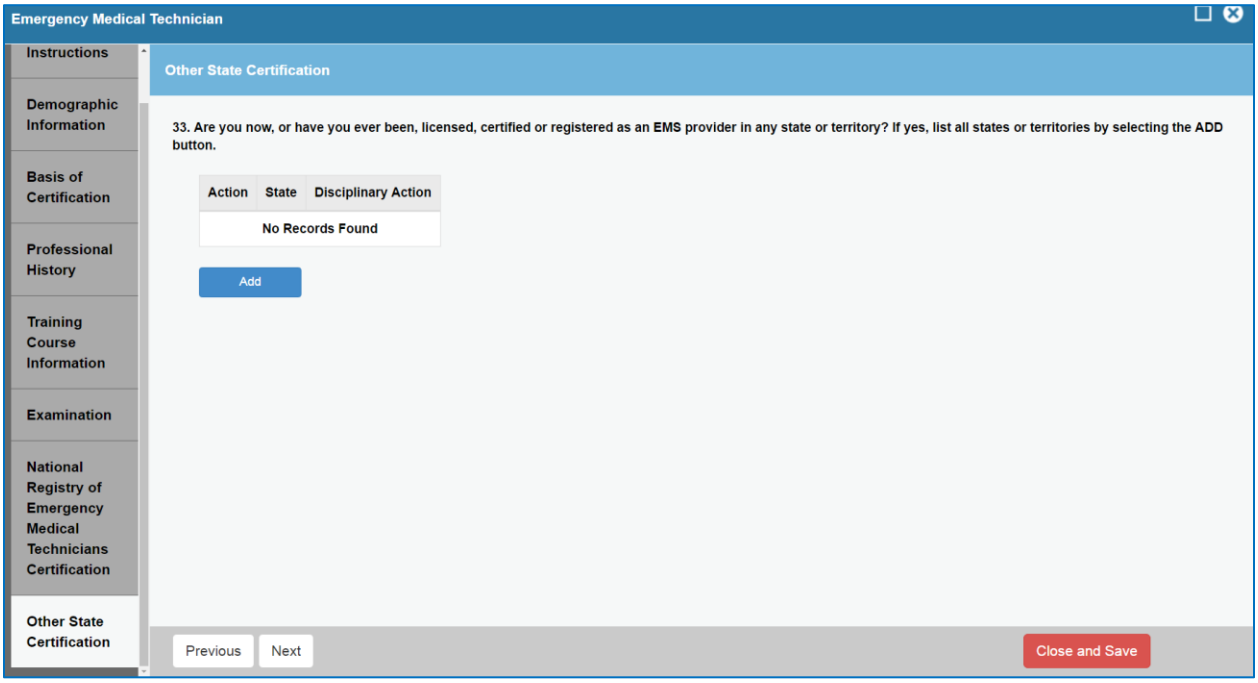


- These next 2 sections are the practical and NREMT examination sections.
  - *If you have completed both exams*, answer "**Yes**" to question #26, and complete both mandatory sections, then click "Next". If you leave any fields blank, ***your application will remain incomplete and will not be processed by OEMS.***
  - *If you have not completed both exams*, answer "**No**" and click "**Next**" on both screens.

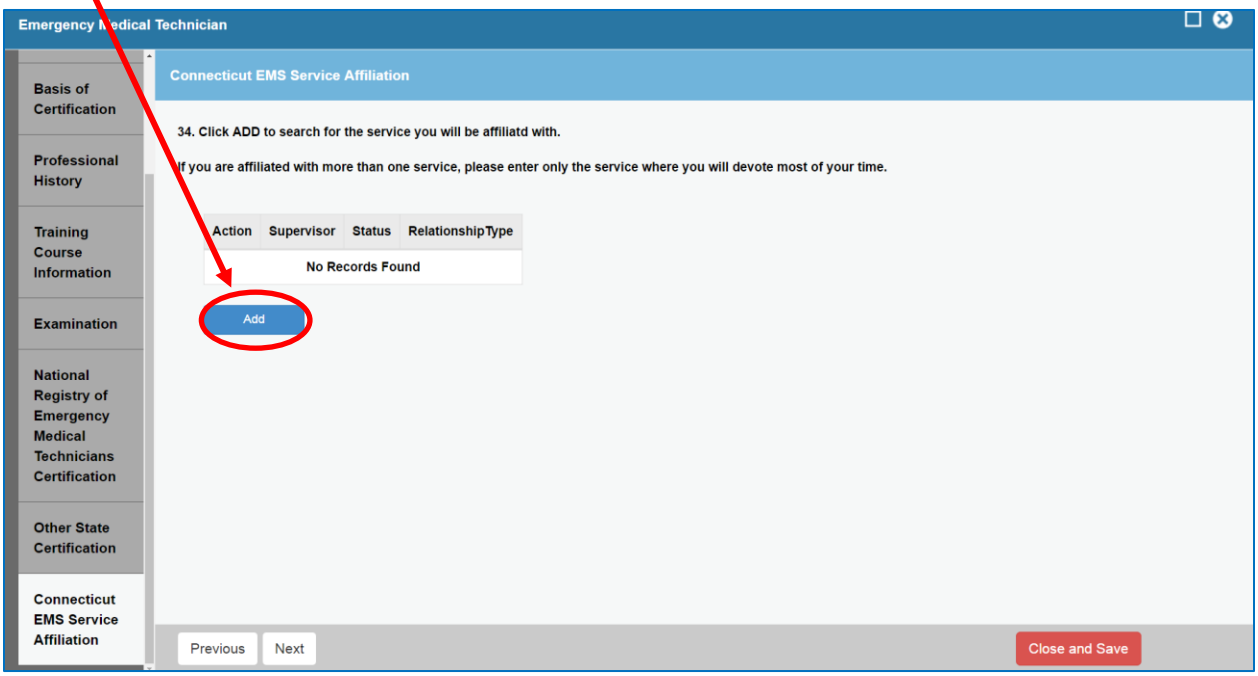




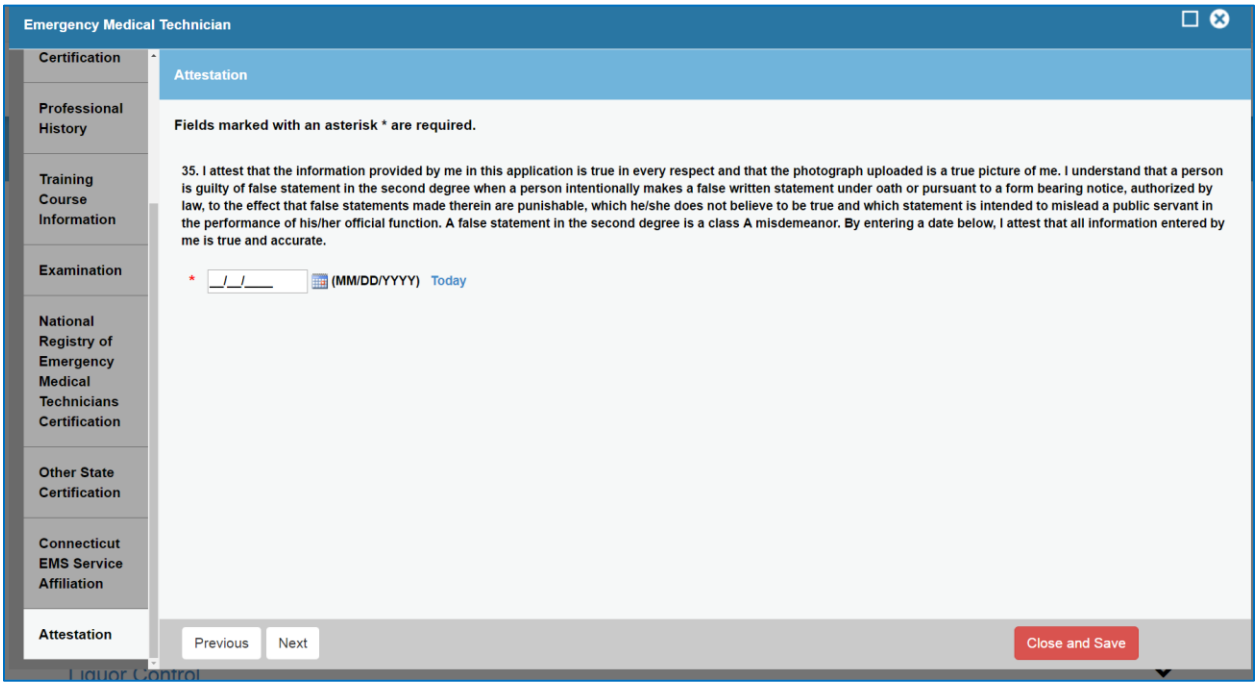
- If you have ever been certified in any state or territory, you will need to complete the Verification of EMS License/Certification Form, which is available on the [EMT Certification by Examination page] of the OEMS website.



- If you are currently affiliated with an EMS organization (volunteer, employed, etc), enter that information by clicking "**Add**" for a list of EMS organizations to choose from.

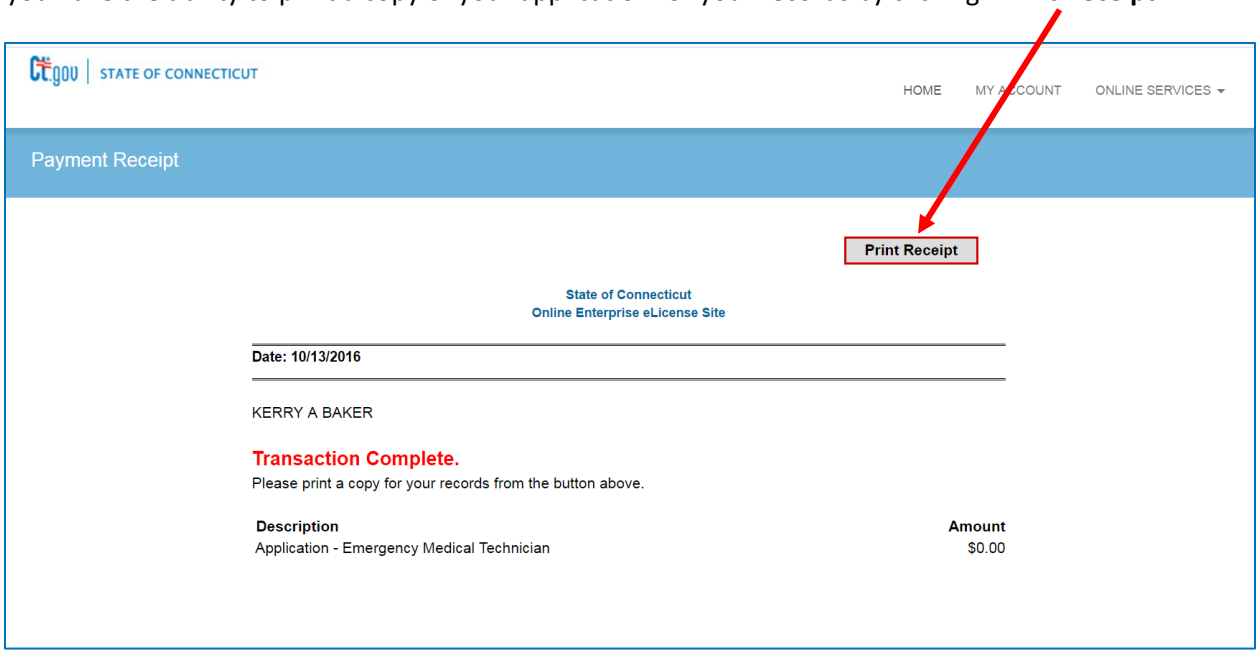


- By entering today's date you are formally signing your application, and attesting that all information is true and correct under penalties of perjury.



- 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, and you have the ability to print a copy of your application 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*.