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CELIA C. SUZUKI
LICENSING ADMINISTRATOR

October 5, 2015

MEMORANDUM

TO: EMT-Basics (EMT-B) Selected for Random Audit

FROM: Hawaii Medical Board

SUBJECT: 2016 Certification Renewal/Continuing Education ("CE") Audit

CERTIFICATION RENEWAL

The Hawaii Medical Board ("Board") would like to advise you that EMT-B certifications expire on January 31, 2016, unless renewed. In order to renew, EMT-Bs must meet the CE requirement as described on the subsequent pages of this memorandum.

RANDOM AUDIT

By law, the Board may conduct a random audit to determine whether the CE requirement has been met. Through a computer-generated program, you have been randomly selected for participation in the Board's audit. To this end, you are being asked to provide CE documentation when you renew your certificate.

RENEWAL NOTICE

In November 2015, you will receive a notice of renewal. Because you are being audited and required to submit documentation of CE with your renewal application, **you will not be able to renew online**. Instead, please **follow the instructions below**.

TO RENEW

1. Submit your completed renewal application (enclosed);
2. Renewal fee; and
3. CE documentation (as described below) to the Hawaii Medical Board, P.O. Box 3469, Honolulu, HI 96801.

DO NOT SUBMIT THE ITEMS SEPARATELY AS IT WILL CAUSE A DELAY IN YOUR RENEWAL.

RENEWAL DEADLINE

The deadline to renew is January 31, 2016. However, in order to receive your identification card by that date, we strongly encourage you to submit the information as early as possible due to the anticipated volume of renewals.

Thank you for your kind attention to this matter. If you have any questions regarding this memo, please call the Board's office at (808) 586-2699.

CE REQUIREMENT FOR EMT-BASICS INITIALLY CERTIFIED PRIOR TO 2/1/14

The CE requirement may be met by having a **current certificate** from the National Registry of Emergency Medical Technicians (NREMT).

If you do **not have a current NREMT certificate**, you will need to meet the **entire** CE requirement as contained in section 16-85-55(b)(1) below **between 2/1/14 – 1/31/16**.

CE REQUIREMENT FOR EMT-BASICS INITIALLY CERTIFIED BETWEEN 2/1/14 – 1/31/15

The CE requirement may be met by having a **current certificate** from the National Registry of Emergency Medical Technicians (NREMT).

If you do **not have a current NREMT certificate**, you will need to meet **half** the CE requirement as contained in section 16-85-55(b)(1) below **between 2/1/14 – 1/31/16**. (Only half of the CE is required for this initial renewal. Beginning with the 2016 renewal and thereafter, the entire CE will be required.)

SECTION 16-85-55(b)(1) requires EMT-Bs to:

- Complete a state approved EMT refresher training (24 hours minimum);
- Be currently certified in CPR; and
- Complete 48 hours of additional CE in any of the following:
 - Standards and policies of the emergency medical services system;
 - Human systems and patient assessment;
 - Respiratory emergencies;
 - Cardiovascular emergencies;
 - Neurological emergencies;
 - Musculoskeletal injuries;
 - Obstetrical and gynecological emergencies;
 - Pediatric emergencies;
 - Medical emergencies;
 - Trauma;
 - Shock;
 - Basic knowledge of behavioral disorders
 - Extrication and rescue techniques; and
 - Introduction to communications.

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DOCUMENTATION OF CE

Documentation is to consist of:

- A letter;
- Copy of transcripts;
- Computer printout; or
- Copy of certificates

from the CE provider which includes your name and the dates, title, and number of hours of the CE. If the employers offered the CE, we will accept documentation from them.