

# Guide to Applying for Reciprocal Certification in NYS

***All the forms and information necessary for filing are included. Please read the following instructions and follow them carefully. Failure to correctly submit your packet as instructed may cause delays or denial of your application.***

***STEP #1 - Determine eligibility for New York State reciprocity based on the information contained in this packet***

**The application *MUST* be returned notarized with original signatures.**

- STEP #2 - Fill out the form titled “**Application for New York State EMT Reciprocity**” DOH-2183 found in this booklet. Complete all questions legibly and carefully read the Personal Affirmation Statement (shaded area). If the statement is true, it must be signed and dated. If it is not true do not sign and see section on criminal convictions. In addition sign the application in the lower right corner in the presence of a Notary.
- STEP #3 - Complete the top portion of the “**EMT Sheet for Reciprocity**” DOH-2177  
**PLEASE PRINT NEATLY IN BLOCK CAPITAL LETTERS ONE LETTER OR NUMBER IN EACH BOX.**
- STEP #4 - Fill out the **TOP (un-shaded)** portion of the form titled “**Verification of EMT Certification**”. Leave the shaded portion and the bottom sections blank. Send this form to the EMS office of the state where you are currently certified or licensed along with a self-addressed, stamped envelope (not provided in packet). The state EMS office will complete the middle portion of the form to verify your certification or licensure status and will return the form to **you** in the envelope you provided.

**DO NOT OPEN THE ENVELOPE.** Leave the envelope sealed, and send it with the completed application. ***Applicants who hold only National Registry status DO NOT need to send this form to National Registry. Complete only the top portion of the verification form and submit it to NYS DOH with the rest of the packet.***

- STEP #5 - Make photocopies of your state or NREMT issued certification card or license and valid provider level CPR card. If the applicant has military training and National Registry status, include photocopies of military medical training certificates and all pertinent documents with your application. These documents are required to process the request for reciprocity and will **not be returned**.

**DO NOT submit original documents**

- STEP #6 - The application filing fee must be in the form of a certified check, money order, or other form of guaranteed funds. The fee is \$25.00 for EMR/CFR/EMT and \$50.00 for AEMT, Paramedic and Instructor. The fee must be made payable to **New York State Department of Health** and is not refundable for any reason regardless of the application determination.

***PERSONAL CHECKS or CASH WILL NOT BE ACCEPTED***

- STEP #7 - Mail the completed application packet to the address at the bottom of the checklist. You may use the address provided at the end of the checklist as your mailing label by cutting it out and taping it to the outside of the mailing envelope.