

# How to Apply for New Jersey EMT-Basic Reciprocity

All forms and information necessary for filing are included on the New Jersey Office of Emergency Medical Services (NJ-OEMS) Learning Management System (LMS) at [www.njoemscert.com](http://www.njoemscert.com).

**Please read the following instructions and follow them carefully.**

STEP #1- Once logged on to [www.njoemscert.com](http://www.njoemscert.com), click on the “Reciprocity Application” link and select “EMT-B”. Complete all questions, click submit and print out the form, carefully read the affirmation statement, and sign where it says “Applicant Signature”.

STEP #2- On the “Reciprocity Application”, leave the area below “THIS SECTION IS TO BE COMPLETED BY CERTIFYING AGENCY” blank. **This form must be sent to each and every state EMS office (and/or NREMT) that has certified you as an EMT (currently or in the past).** If you have been certified by more than one state or NREMT, please make additional copies of this form as needed. Please include a stamped self-addressed envelope, so these forms will be returned to you, after the verification section has been completed by the certifying agency. When you receive the envelope(s) back from your certifying state(s), **DO NOT OPEN THE ENVELOPE.** Leave the envelope(s) sealed, and include with your **COMPLETE** application package.

STEP #3- Make photocopies of your state issued and/or NREMT certification cards (front and back), and a valid CPR card of the professional / healthcare provider level. Online CPR courses are not accepted for the purposes of reciprocity, recertification or CEU credit, in New Jersey.

STEP #4- Assemble and mail your **COMPLETE** application package to the address provided. Sending an incomplete application package will delay processing.

Your complete package should include . . .

- EMT-Basic Reciprocity Application and Verification form(s), in sealed envelope(s), from every agency that has ever certified you as an EMT.
- A copy of your valid CPR card (Professional / Healthcare Provider Level).
- A copy of your current EMT card(s).

Mail to:

Reciprocity Applications – EMT-Basic  
New Jersey Department of Health & Senior Services  
Office of Emergency Medical Services  
Post Office Box 360  
Trenton, NJ 08625-0360

STEP #5- Once your application package has been received and approved, you will be eligible to register for a NJ-OEMS approved Core #13 Refresher program. Once eligible, you will find a list of these classes in the “Course Catalog” section of [www.njoemscert.com](http://www.njoemscert.com). **ALL** reciprocity applicants are required to successfully complete a NJ-OEMS approved Core 13 Refresher program. Please do not register for a Core 13 Refresher until you application package has been approved.

STEP #6- Once you have successfully completed a NJ-OEMS approved Core 13 Refresher, you will be made eligible to register for a New Jersey EMT-Basic Certification Examination. Once eligible, you will find a list of these exams in the “Course Catalog” section of [www.njoemscert.com](http://www.njoemscert.com).

## **YOUR CURRENT EMT-BASIC CERTIFICATION MUST REMAIN CURRENT THROUGHOUT THE ENTIRE RECIPROCITY PROCESS.**

Should you have any questions or concerns, please contact NJ-OEMS at (609) 633-7777.

### **Exemptions from taking the New Jersey State EMT-Basic Written Certification Examination**

Reciprocity applicants validly certified as an EMT-Basic by a member state of the Atlantic EMS Council (currently Delaware, the District of Columbia, Maryland, Pennsylvania, Virginia and West Virginia) or the NREMT will be permitted to obtain a New Jersey EMT-Basic certification without taking the state written examination.

Reciprocity applicants validly certified as an EMT-Basic by an agency other than a member state of the Atlantic EMS Council or NREMT **MUST** successfully complete the New Jersey State EMT-Basic Written Certification Examination, with a score of 70% or higher.

### **EMT-BASIC CERTIFICATION EXAMINATION**

The New Jersey EMT-Basic certification process includes practical skills verification and a written examination. These examinations adhere to the goals and objectives of the United States Department of Transportation, Emergency Medical Technician Training Program.

Reciprocity candidates will be permitted three attempts at the written examination. If unsuccessful after all three attempts, successful completion of an additional Core #13 Refresher program will afford the candidate three additional attempts at the exam (for a total of six attempts). All six attempts must be completed within one year from the completion date of the initial Core #13 Refresher program. If the candidate is still unsuccessful after six attempts, or exceeds one year, he or she must register for, and successfully complete a full 120 hour EMT-Basic training class.

**Examination accommodations-** All requests for accommodations relating to the Americans with Disabilities Act must be submitted to NJ-OEMS in writing with proper documentation from a qualified professional at least 30 days prior to the scheduled examination date.

### **WRITTEN EXAMINATION**

The EMT-Basic written examination is a 100 question, multiple-choice examination. A passing score is 70% or greater. The examination includes questions covering all aspects of the USDOT EMT course curriculum, and is divided into the following categories:

1. Preparatory
2. Airway
3. Patient Assessment
4. Medical/Behavioral Emergencies and OB-GYN
5. Trauma
6. Infants & Children
7. Operations

Candidates are encouraged to review the curriculum and their EMT-Basic textbooks prior to taking the written examination. (Taken after successful completion of the Core #13 Refresher program.)

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