

CITY OF BEND FIRE & RESCUE  
POLICY, PROCEDURE, AND INSTRUCTION

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SECTION: Emergency Medical Services

TITLE: EMS Recertification Requirements

NUMBER: 1300-021

**A. POLICY**

- 1) It is the policy of Bend Fire & Rescue (BF&R) and per state statute to maintain copies of personnel EMS license of all levels in digital or hard copy format.

**B. PROCEDURES**

- 1) All EMT levels shall recertify through OHA's website. Upon completion of certification the department will pay for EMT-B and EMT-A recertification, per contract paramedics will pay for their own certification.
- 2) Paramedics/EMT-Advanced who meet the criteria to drop to a lower-level certification shall email the deputy chief of EMS with this request. Upon completion of certification level change email an attached PDF of new license to the EMS Training Captain to update records.
- 3) All paramedics are required to maintain current ACLS and Handtevy certification every two years. The department will provide these trainings and cover the cost of these courses and makeup sessions.
- 4) All EMS personnel are required to produce a copy of their OHA license to the EMS training captain 7 days prior to expiration. If unable to complete in this time frame, contact EMS training captain to arrange other options. This is to prevent disruption of service to the public. Failure to comply with this could result in suspension of practice until license is produced and/or disciplinary action.