



# High Country Training Center

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## EMT AND Paramedic Renewal Guide Lines January 2016

### Overview

All medical certification renewals (NREMT, CDPHE) are completed electronically and HCTC is the clearing house for the process. HCTC staff maintains CE records via High Plains (HP), however it each provider's responsibility to submit renewal applications to the appropriate agencies and inform HCTC of the submission so CE's and skill check offs can be verified. The loop is considered closed up receipt of update certification.

### 1. Renewal Process

#### a. Colorado EMT

- i. Access and review Colorado EMT [HP Journal](#) to ensure all areas are completed
- ii. Log into the [OATH](#) web site to submit CE hours and renewal requirements
  1. Fill out all required background information
  2. Continuing Education Section
    - a. Select One of the following
      - i. "St Anthony Pre-Hospital Education Program"
      - ii. "I am Renewing using NREMT"
  3. Skills Competency
    - a. Select One of the following
      - i. "My Skills competency will be attested to a program representative for a Colorado recognized EMS education program"
      - ii. "I am Renewing using NREMT"
  4. Submit Journal to HCTC via website for final approval
    - a. Must fill out all required sections and include most recent Skills Check off
  5. St Anthony Pre-Hospital Education representative will review all documentation and submit for approval within 10 days
  6. Provider must submit update certification to HCTC upon receipt

#### b. NREMT

- i. Access and Review NREMT [HP Journal](#) to ensure all areas are completed
- ii. Log into the [NREMT](#) web site to submit CE hours under the Manage Education Section
- iii. Submit Journal to HCTC via website for final approval
- iv. Provider must submit updated certification to HCTC upon request