



COUNTY OF ORANGE HEALTH CARE AGENCY

HEALTH DISASTER MANAGEMENT EMERGENCY MEDICAL SERVICES

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June 19, 2013

TO: Orange County EMS System

FROM: Tammi McConnell, RN, MSN 
EMS Program Manager

SUBJECT: EMT LICENSING OFFICE – APPLICANT APPOINTMENT SCHEDULING

OCEMS is committed to providing a convenient, efficient, and timely EMT licensing process and have evaluated our business practices to ensure that we continue to provide the best services possible. Based on our evaluation and success of the online OC-MEDS licensure module we are modifying how and when we operate so that we may maximize the services in which we provide. Therefore, effective **Tuesday, July 9, 2013**, we will implement the following operational changes:

- The OCEMS Licensing Desk, located at our office in Santa Ana, will be **open every week for “Appointment Only” applicants from 8:00 a.m. through 4:00 p.m. every Tuesday and Thursday** (with the exception of county observed holidays). **EMT applicants must contact our office at (714) 834-3500 to schedule an appointment with the OCEMS Licensing Desk to submit their application for processing.**

IMPORTANT: Walk-in applicants **without an appointment will not** be able to complete the application process at our office unless there is an available appointment time on the day of their arrival.

- The office will be closed to “Walk-In” and “Appointment” applicants every Monday, Wednesday, and Friday. OCEMS Licensing Staff will continue to be available via telephone Monday through Friday to answer EMT licensing questions.
- OCEMS Licensing Staff **will no longer perform business services** (i.e. photo copies, faxes, etc.) on behalf of Certification/Accreditation applicants. Applicants must be prepared to bring copies of their supporting documents (i.e. Certifications, Continuing Education Records, Drivers License, etc.).

Emergency Medical Technician (EMT) applicants are welcome to use our online EMT Licensing system. The system is operational 24 hours per day / 7 days per week and may be accessed at: <https://www.oc-meds.org/licensure/public/orangecounty/>.

Questions or comments may be directed to Laurent Repass, OC-MEDS Project Leader, via email at lrepass@ochca.com.