

RULES AND REGULATIONS FOR
EMERGENCY MEDICAL SERVICES

CHAPTER 5

PERSONNEL LICENSURE REQUIREMENTS

Section 1. License Required.

(a) No person shall represent themselves to be an Emergency Medical Responder or any level of EMT without obtaining a license in one of the categories listed below from the Division:

- (i) Emergency Medical Responder (EMR); or
- (ii) Emergency Medical Technician (EMT); or
- (iii) Advanced Emergency Medical Technician (AEMT); or
- (iv) Intermediate Emergency Medical Technician (IEMT); or
- (v) Paramedic.

(b) No person shall act in the capacity of an attendant or represent that they are licensed to do so without obtaining a license as specified under (a) of this Section and affiliating with an ambulance service licensed under Chapter 2, of these rules.

(c) Should the license be revoked or suspended, the license holder shall not act in the capacity of an EMR or EMT unless reinstated or relicensed at the discretion of the Division.

Section 2. Qualifications for Licensure.

(a) The Division shall grant a license to an applicant who meets the provisions of these rules. The Division shall not authorize, examine or subsequently license any person as an EMR or any level of EMT unless that person has successfully completed the requirements, as specified by the Division, appropriate for the licensure category except as provided under Section 14 of this chapter.

(b) An applicant for licensure shall;

- (i) Complete an application as provided for in this chapter.

(ii) Provide evidence of successful completion of a course of education appropriate for the category of licensure.

(iii) Be at least sixteen (16) years of age when applying for a license as an EMR or be at least eighteen (18) years of age when applying for a license for any level of EMT.

(iv) Successfully complete the Division Licensure Exam appropriate for the level of licensure or the equivalent exam administered by the National Registry of Emergency Medical Technicians unless the applicant qualifies for licensure under Section 5(c) of this chapter; and

(v) Not have been convicted of a criminal offense against a person, a felony, or an offense against morals, decency and family. The Division may, at its sole discretion, waive this after review by the Division of the following:

(A) The nature and seriousness of the crime;

(B) The length of time since the crime was committed;

(C) Additional arrests;

(D) The applicant's actions and conduct since the crime occurred;

(E) Compliance with court orders associated with the conviction (court issued documents demonstrating fulfillment of the court's orders must be submitted with the request for consideration); and

(F) Any other information reasonably related to the applicant's character and fitness to serve as an emergency medical services provider.

(G) Reviews shall not attempt to determine whether the applicant was duly convicted.

(vi) Verify whether the applicant has been the subject of limitation, suspension, or termination of their right to practice in a health care occupation or

voluntarily surrendered a health care certification or license in any state or an agency authorizing the legal right to work.

Section 3. Application.

(a) Any individual desiring to be licensed under this chapter shall submit an application in the format prescribed by the Division to the Division. The application shall contain the following information:

- (i) Full name and address of legal residence;
- (ii) Age, height, weight, color of eyes and hair;
- (iii) Proof of current medical certification or license, if applicable;
- (iv) Category of license desired;
- (v) Whether the applicant has been convicted of a crime against a person, a felony, or an offense against morals, decency and family;
- (vi) Whether the applicant has been the subject of limitation, suspension, or termination of their right to practice in a health care occupation or voluntarily surrendered a health care certification or license in any state or to an agency authorizing the legal right to work;
- (vii) Social Security Number;
- (viii) If the applicant desires to affiliate with an ambulance service and function in an attendant capacity, the applicant will indicate such on the application and submit the Attendant Affiliation Fee of two dollars (\$2.00) payable to the State of Wyoming. The fee shall only be required once per licensure period, regardless of the number of affiliations. The Division shall provide a separate affiliation form for use when a licensed individual desires to affiliate with more than one ambulance service or changes affiliation.
- (ix) Proof of current certification in American Heart Association BLS (Basic Life Support) for Healthcare Providers or equivalent; and
- (x) Proof of current certification in American Heart Association Advanced Cardiac Life Support if the applicant is applying for licensure at the IEMT or Paramedic level.

(xi) Any other information the Division determines is necessary to establish the person's qualification for licensure.

(b) Any individual desiring to be licensed as an EMT shall complete and submit to a criminal history screening as directed by the Department. The criminal history screening must contain federal and state criminal information, Costs of all necessary background checks and fingerprinting are the sole responsibility of the applicant.

(c) The Division may contact agencies or entities including, but not limited to, other state agencies, law enforcement agencies, national provider databanks, and medical personnel to verify information in the application.

Section 4. Educational Requirements.

(a) Applicants for licensure shall provide evidence of education specific to the category of license for which they are applying. Such evidence shall be:

(i) Records of completion of a course of instruction approved by the Division; or

(ii) Records of completion of a course of instruction conducted in another state. Such records must reflect the course description, topics, hours of instruction, and clinical practice time to allow the Division to determine acceptability of the course. Courses conducted in other states or through other means must be substantively equivalent to those conducted within this state to be acceptable for licensure; or

(iii) Proof of course completion through forms and records of the Department of Defense (DoD) if the applicant received their training through the DoD.

(b) The Division may accept alternate documentation of course completion if the applicant cannot fulfill (a) of this section, if other reliable means exist to verify that appropriate education was completed.

(c) The Division shall not license an applicant at the paramedic level who attended a paramedic course of instruction after January 1, 2013, unless the applicant is a graduate of a paramedic course of instruction accredited by the Commission on

Accreditation of Allied Health Education Programs (CAAHEP) or that had received a Letter of Review from the Committee on Accreditation of Educational Programs for the emergency Medical Services Professions (CoAEMSP) at the time that the applicant completed the program.

Section 5. Examination of Personnel.

(a) The Division may examine any individual applying for, or holding a license. The examination may be a practical demonstration of skills, a written examination, or a combination of the two to test the individual's educational qualifications and patient care skills.

(b) Applicants shall have a total of six attempts to pass the examination. Successive attempts must occur more than seven (7) and fewer than thirty (30) days after the previous attempt. Following the third failure of the examination, the Division may direct a course of remediation, and allow the applicant an additional three attempts. Failure of the six attempts, or failure to take the retests, shall be grounds for revocation or denial of the license until the person retakes the formal Division approved training program, specific to the level applied for or held. Applicants shall not function as an EMR or EMT pending successful retesting.

(c) Applicants for licensure who are licensed or certified in another state, or through the National Registry of EMTs, shall not be required to take the Division Licensure Exam if they meet all other requirements for licensure under this chapter.

Section 6. Decision. The Division shall grant or deny an application for licensure within forty-five (45) days after receiving a complete and verifiable application. If the Division grants the license, it shall send a wallet size card (license) to the applicant. If the Division denies licensure, it shall send written notice to the applicant. The written notice shall contain a statement of reasons for denial.

Section 7. Initial License Terms.

(a) For the purposes of these rules, an "initial license" shall be the first license issued to a person under these rules.

(b) An initial license shall expire no sooner than two (2) years from the date of issuance, but no later than December 31st of the third year following the date of issuance; unless the Division revokes or suspends the license. An initial license may be granted to an applicant who meets the education and training requirements under this chapter.

Section 8. Upgrade or Downgrade of a License.

(a) For the purposes of this chapter the following definitions shall apply:

(i) An “upgrade” to a license shall be the issuance of a license allowing a scope of practice greater than that of the license already held by an applicant.

(ii) A “downgrade” to a license shall be the issuance of a license allowing a scope of practice more limited than that of the license already held by an applicant.

(b) Upgrading a license.

(i) An applicant for the upgrade of a license shall meet all requirements for the requested level under this chapter.

(ii) If the applicant completed a course of education required for an upgrade during the renewal cycle of their current license, the applicant will be considered to have met the continuing education renewal requirements for the upgraded level for that period. The Division shall issue the upgraded license with an expiration date matching the expiration date of the applicant’s current license, and upon application for renewal, issue a new license at the upgraded level if all other renewal requirements have been met.

(c) Downgrading a license.

(i) A license holder under this chapter may request the downgrade of a license from the Division. Applicants for a downgraded license shall not be the subject of any current investigations or be under any administrative actions by the division.

(ii) The Division shall issue the requested license with an expiration matching the expiration date of the current license.

(iii) A downgraded license issued under the provisions of this section shall not be considered a punitive action under these rules.

Section 9. Licensure Renewal.

(a) The Division may renew a license only if the license holder has completed the renewal requirements as set forth in Chapter 8 of these rules. To ensure continuous

licensure, the renewal applicant shall submit the following documentation to the Division not less than thirty (30) days, but not more than ninety (90) days, before the license expires:

- (i) A renewal application form,
 - (ii) Proof of completion of all required continuing medical education,
- and
- (iii) The attendant affiliation fee, if applicable.

(b) The Division may require submission of renewal documentation through electronic means.

(c) A renewal license shall be valid for two (2) years from the expiration date of the previous license. A license shall remain valid unless the Division revokes or suspends the license.

(d) Should the license expire, the license holder shall not act in the capacity of an EMR, EMT, AEMT, IEMT, or Paramedic.

Section 10. Licensure Renewal Through Recovery Process.

(a) An individual licensed under this chapter whose license has expired, may recover the license within one (1) year of the expiration date, by completing the Division required continuing medical education and other renewal requirements.

(b) An individual licensed under this chapter whose license has been expired, more than one (1), but less than four (4) years, may have the license reinstated by:

- (i) Completing a Division approved refresher course appropriate for the category of license;
- (ii) Completing any other requirements required for licensure at the level requested.

(c) An individual licensed under this chapter whose license has been expired, more than four (4) years and has not maintained a comparable license or certification in another state or through the National Registry of EMTs shall be required to complete the initial education and training requirements required for the license category.

Section 11. Warning, Revocation, Suspension, or Denial of a License.

(a) If the Division becomes aware of any act of noncompliance with these rules by a holder of a license, which the Division determines does not require revocation or suspension, the Division may, at its sole discretion, give a warning notice to the holder concerning the act. Failure to correct this act of noncompliance within the terms of the warning may result in revocation, suspension, or refusal to renew a license, as provided below.

(b) The Division may deny, revoke, suspend, limit, or refuse to issue a license or skills authorization or take other appropriate disciplinary action on the following grounds:

(i) Fraud, bribery, or misrepresentation in applying for or procuring a certificate of training, initial or renewal license or other authorization under these rules;

(ii) Fraud or deceit, including, but not limited to, omission of required information or submission of false information written or verbal;

(iii) Fraudulent submission of patient care reports;

(iv) Drug diversion for use by self or others;

(v) Sale, unauthorized use, or manufacturing of controlled or illicit drugs;

(vi) Failure to comply or maintain compliance with these rules or the Act;

(vii) Aiding, abetting or conspiring with another in the violation of these rules or the Act;

(viii) Conviction of a crime against a person, a felony, or an offense against morals, decency and family;

(ix) Becoming subject to the limitation, suspension, or termination of the right to practice in a health care occupation or voluntarily surrendering a health care certification or license in any state or to an agency authorizing the legal right to work;

- (x) Manifest incapacity or incompetence to render emergency medical care;
- (xi) Exceeding the scope of practice authorized for the appropriate license;
- (xii) Gross negligence, gross malpractice, or repeated malpractice;
- (xiii) Unprofessional, unethical, dishonorable or repeated disruptive conduct;
- (xiv) Failure to comply with request for criminal background check and fingerprints;
- (xv) Based upon information contained in a criminal background check that identifies the individual as a potential danger to the health, safety, and welfare to the citizens of Wyoming if the person were allowed to serve as an EMT;
- (xvi) Inability to function with reasonable skill and safety for the following reasons, including but not limited to:
 - (A) Physical or mental disability;
 - (B) Substance abuse/dependency;
 - (C) Patient abandonment;
 - (D) Patient abuse, including sexual abuse;
 - (E) Patient neglect;
- (xvii) Violation of patient privacy or confidentiality in any form, written, verbal, or technological;
- (xviii) Misappropriation of patient property;
- (xix) Failure to comply with reasonable requests from the Division including, but not limited to:
 - (A) Responses to administrative complaints;

(B) Responses to formal pleadings such as a notice of hearing or petition and complaint;

(C) Written response to request for explanation for failure to disclose required information;

(D) Failure to cooperate in an investigation;

(E) Failure to appear at properly noticed hearings;

(xx) Failure to conform to the standards of acceptable and prevailing practice appropriate for the level of licensure, in which case actual injury need not be established; or

(xxi) Failure to supervise or to monitor the performance of acts by any EMR or EMT.

(c) The Division shall not return the application fee upon revocation, suspension, or denial of a license.

(d) The Division may initiate investigations or proceedings under this Section on its own motion, or on the written complaint of any person. Reasonable effort shall be made to protect the identity of the complainant. Identifying information shall not be divulged by the Division except upon waiver by the complainant, court order, request of law enforcement officers, or the Attorney General's Office.

Section 12. Authorized Acts or Scope of Practice.

(a) Except as otherwise provided in these rules, the authorized acts or scope of practice for an EMR or EMT in this state shall be those described in the United States Department of Transportation, National Highway Traffic and Safety Administration (NHTSA) National EMS Scope of Practice Model, DOT HS 810 657, February, 2007. Copies are available from the Division upon request, and may be obtained through the NHTSA at: <http://www.ems.gov/education/EMSScope.pdf>. This adoption does not include later amendments or editions of the incorporated matter.

(b) EMRs may:

- (i) Administer up to 324 milligrams of aspirin orally to patients complaining of chest pain.
 - (ii) Utilize nasopharyngeal airways.
 - (iii) Utilize mechanical devices approved by the Division for the provision of CPR.
 - (iv) Utilize electronic devices for the measurement of vital signs.
 - (v) Provide immobilization of the spinal column through manual means and the use of appropriate equipment.
 - (vi) Provide splinting of extremities to include the use of traction splints for the femur.
 - (vii) Utilize a tourniquet in the management of hemorrhage.
- (c) EMTs shall not utilize automatic transport ventilators.
- (d) EMTs may:
- (i) Administer up to 324 milligrams of aspirin orally to patients complaining of chest pain.
 - (ii) Utilize auto-injection devices for the administration of epinephrine in the treatment of anaphylaxis.
 - (iii) Perform capillary blood glucose testing.
 - (iv) Utilize twelve (12) lead electrocardiograph (ECG) machines to capture and transmit a patient's ECG to a receiving facility;
- (e) In addition to the authorizations for the EMT, AEMTs may:
- (i) Provide nebulized ipratropium (Atrovent) or combinations of albuterol and ipratropium.
 - (ii) Utilize continuous positive airway pressure (CPAP) devices.

(f) The scope of practice for the IEMT shall be that of the AEMT and the following additional authorizations:

- (i) Administer medications as authorized for the IEMT by the Division;
- (ii) Perform manual defibrillation;
- (iii) Apply non-invasive patient monitoring devices, to include the application of cardiac monitoring devices;
- (iv) Perform needle thoracotomy;
- (v) Perform endotracheal intubation if specifically authorized by the Division.

(g) Individuals that were certified or licensed at an Intermediate level that exceeds the scope of practice for that of the EMT level in this section prior to the adoption of this Chapter, shall be considered to be “grandfathered” and shall retain the authorization to perform those specific skills unless one of the following occurs:

- (i) The license is revoked subsequent to a disciplinary action.
- (ii) The license is upgraded as specified in Section 8 of this Chapter.
- (iii) The licensee completes a Transition Course approved by the Division. Transition Courses shall not be considered to meet the entirety of the Continuing Education Requirements for license renewal under Chapter 8.
- (iv) The licensee is granted a voluntary downgrade under Section 8 of this Chapter.
- (v) The license has been expired more than one (1) year. In these circumstances, the applicant may only recover an EMT level license as specified in Section 10(b).

(h) Irrespective of the employment or service setting, EMTs shall not practice beyond the scope of practice outlined in this Chapter unless licensed or certified to do so by another board or agency under Title 33 of the Wyoming Statutes.

(i) EMS personnel may only perform within their scope of practice based on the written or verbal order of a physician. Written orders shall be through one of the following means:

(i) Standing orders authorizing an EMT at any level to perform a skill or administer a medication; or

(ii) Protocols that address unforeseen or unusual circumstances and authorize an EMT to perform a skill or administer a medication when not previously addressed in a set of standing orders.

(iii) A written order on the appropriate patient care forms utilized by a medical facility.

(j) Physician medical directors of EMS Agencies, as defined by Chapter 4, Section 1 of these rules or supervising physicians in a place of employment shall promulgate written protocols and standing orders as defined by this Section.

(k) Physician medical directors and supervising physicians shall:

(i) Indicate by signature, that written protocols and standing orders have been reviewed and approved at least every two years.

(ii) Indicate by signature, approval of amendments to written protocols and standing orders at the time that amendments are adopted.

(iii) Indicate by signature approval of written protocols and standing orders upon the assumption of duties as a physician medical director or as a supervising physician.

Section 13. Displaying of Licensure. EMTs shall display their licensure level by means of the Division approved insignia or patch, or similar means approved by the Division on their outer clothing when responding as a member or employee of an EMS Agency.

Section 14. Emergency Licensing of Ambulance Services and Individuals.

(a) Authority. Pursuant to the authority of W.S. § 35-4-114, and at the direction of the State Health Officer, the Division may issue licenses to ambulance

services and EMS personnel in order to manage public health emergencies within the state. “Public health emergency” means those emergencies defined by W.S. § 35-4-115(a)(i).

(i) The Division may grant an Emergency Ambulance Business License to ambulance services not licensed in this state, based on written or electronic confirmation that the ambulance service is licensed within the state of origin; and

(ii) The Division may grant Emergency Licenses to individuals as an EMR, EMT, AEMT, IEMT or Paramedic based on written or electronic confirmation that the individual is currently licensed at the comparable level in another state.

(b) Emergency Licenses for ambulance services or individuals shall terminate upon the Governor’s declaration that the public health emergency has ended.

Section 15. Conditional Licensing.

(a) Definition. For the purposes of this Section, a “conditional license” is a license issued to an applicant for licensure as one of the levels defined under Section 1 of this chapter. A conditional license shall be issued only to applicants who have satisfied all other requirements for licensure under this chapter while the results of a criminal background check are pending.

(b) Scope of Practice under a Conditional License. Persons granted a conditional license under this Section may provide care consistent with the scope of practice established for the level of licensure for which they have applied. Entities employing or utilizing persons with conditional licenses shall retain the right to limit the practice of persons with conditional licenses as a condition of employment.

(c) Qualification for Conditional Licensure. Any applicant for licensure under this chapter may request that the Division issue a conditional license if he meets the following criteria:

(i) All other conditions for licensure prescribed under this chapter have been satisfactorily met with the exception of the criminal background check requirements under Section 3(b) of this chapter; and

(ii) No fact or circumstance is presented in the application that would otherwise prohibit the issue of a license; and

(iii) The applicant, by notarized signature, attests that he has not been convicted of nor has pending charges of a felony; or a crime against a person; or morals, decency and the family as defined by Wyoming law.

(d) Conditional License Time Limit. A conditional license shall expire ninety (90) days after the date of issuance. The Division, at its sole discretion, may grant a single extension of a conditional license of ninety (90) days after the date of expiration if the Division determines that circumstances beyond the control of the applicant prohibited the processing of the criminal background check.

(e) Revocation. A conditional license shall be immediately revoked if the Division gains knowledge of any fact that would disqualify the applicant from licensure. Revocation of a conditional license shall be grounds for permanent denial of licensure under this chapter.