

Applying for a License

Applying for EMR

1. Login to your account, labems.ldh.la.gov

2. Select the option that says “[Revise your license application.....](#)”

- If you have previously selected this option then select “[Complete your license application....](#)”

3. Proceed through the application

◦ **License Details**

- Select “[yes](#)” to the question that states “[Do you wish to change your license level?](#)”
 - Select the option that says “[Emergency Medical Responder](#)”
- **The next question asks if you are a student and currently licensed**
 - If you are enrolled in a course to advance your license, please select “Yes”
 - If you are not enrolled in a course, please select “no”
- **EMRs are not required to have NREMT certification, please leave this information blank**
 - if you are NREMT certified, you are welcome to select the option that says “Click this link to refresh your NREMT details.”

◦ **Legal Questionnaire**

- Answer the questions to the best of your ability and upload supporting documents as necessary

◦ **Agency Affiliation**

- Please make sure you select the correct agency from the drop down box and click on “add agency”. The agency will appear in the white space below.
 - [Select “ \(Insert Agency Name \) ” from the drop down box.](#)
 - [Click “add agency”](#)
 - [If the agency you are currently employed with is unavailable, you will select the option that says “inactive” for employment type.](#)
- The agency affiliation can be updated later by revising the application. Please [CLICK HERE](#) for instructions.

4. Review the Application and Submit

- Review your license application
- Read and check the affidavit
- Submit your license application for verification
- **Applications will move through “Pending Employment Verification”, “Pending Payment”/ “Pending Agency Payment Waiver”, and “Pending Review”. Once applications reach “Pending Review”, they are reviewed and processed within 7 business days.**
 - Applicants are notified by email once the application has been approved. Please login to your account to print a copy of your card for your records.
 - [How to Print Licenses](#) from the public search.

*** Please note that applicants that receive compensation of any kind including t-shirts, uniforms, stipends, banquets, bonuses, equipment, etc. are not considered volunteers according to the law. Applicants that receive any form of compensation including but not limited to what was mentioned above will be responsible for paying the \$10 initial license fee or \$5 renewal fees.

[CLICK HERE](#) for Louisiana EMR Licensing requirements!

[CLICK HERE](#) for an instructional guide on how to renew your EMR license.

For questions about licensing please contact us!

225-925-7216 / EMS.Credentialing@la.gov