How To Apply For Special Credit (From Administrative Requirement 2-212

1.Other health profession courses, such as nursing, physician assistant, respiratory therapist, etc.

* + 1. It is the individual EMS personnel’s responsibility to take classes that have been pre-approved or understand that there is a chance any special credit submission may not be awarded credit.
    2. **In order to be eligible for special credit, courses must encompass content applicable to the provision of prehospital emergency medical care as an EMT working in connection with an ambulance service**
    3. **Submission of special credit requests to OEMS must include A) a completed form supplied by the Department , B) outline or syllabus showing course content, and C) proof of course completion. These courses may only be applied to the Local and Individual recertification requirements.**
  1. College (Undergraduate or Graduate level) courses with subjects that have related EMS content as outlined
     1. **Credits can be applied for courses that relate to the role and practice of an EMT, and are awarded credit based on an individual review by the OEMS. 8 hours of credit is awarded for each credit hour of course (2 credit course is issued 16 hours of credit). These courses could include, but are not limited to, anatomy, physiology, biology and pharmacology.**
     2. **Submission of Special Credit requests by OEMS must include A) a completed form supplied by the Department, B) outline or syllabus showing course content, and C) proof of course completion. These courses may only be applied to the Local and Individual recertification requirements.**

Please note: there is no ‘form supplied by the Department”, instead, you must send a letter of request with your documents. The letter must include your name, current address and contact information, and EMT number. “ Proof of course completion” would normally be an official transcript but in some circumstances could be a certificate of completion.

Mail to : OEMS Continuing Education

67 Forest St

Marlborough MA 01752

OR Fax: 617-753-7320

OR email to: [aggelos.r.paicopoulous@state.ma.us](mailto:aggelos.r.paicopoulous@state.ma.us)

**Do not delay! Special Credit reviews can take a couple of months. If you wait until February or March you may not receive credit in time to renew!**