

Emergency Medical Assistants Licensing Board

EMALB 2016-06 Licence Reinstatement	Reference Information (Manual, page number, chapter): n/a
Responsible Branch: Emergency Medical Assistants (EMA) Licensing Branch	Replaces former policy: n/a
Contact: Exam program area getanexam@gov.bc.ca	Date Effective: January 21, 2016
	Last Update: November 3, 2023
	Next review date: January 2025
Keywords	examinations, licensure, reinstatement

Policy Rationale & Purpose:

The purpose of this policy is to clarify the requirements for reinstating the expired licence of a former EMA (see [definitions](#)).

If a licence is expired, the EMA is no longer licensed to practice as an EMA in British Columbia. An EMA's licence may be reinstated if doing so would not create an undue risk to public health or safety.

Policy Scope

This policy applies to all former EMAs that were previously licensed in the EMA FR, EMR, PCP, ITT, ACP, or CCP categories in BC.

If an EMA's licence is relinquished or expires while the licence is suspended the EMA is required to complete the [Removing a Licence Suspension](#) requirements within three years of their licence suspension in order to have the licence reinstated. If the requirements are not completed within three years of the licence suspension, the EMA is required to reapply for licensure under [Section 2](#) of the EMA Regulation.

If an EMA's licence has been revoked by the Board, the EMA is required to complete the [Revoked Licence – Reapplication](#) requirements in order to have the licence reinstated.

Policy Statement:

There are different processes for reinstating an expired licence depending on if the former EMA is currently registered and practicing in another jurisdiction and/or the length of time a former EMA has been without an EMA licence in BC.

Reinstating a Licence where the EMA is currently registered and practicing in another jurisdiction

If an EMA licence has expired or was relinquished, but the EMA is registered and practicing in another jurisdiction or the EMA is a MedTech that is currently serving in the Canadian Armed Forces, the following is required:

- Complete to the Board's satisfaction a research paper on the importance of the legislation that governs EMA practice in BC and why it is important that all EMAs in BC follow the legislation that governs their practice. Please see [Appendix A](#) for the research paper guidelines.
- Complete Section A of the [COPR Labour Mobility form](#) (PDF, 288KB) **for each province you are currently** registered in and send it to your regulating body(s). The regulating body(s) will complete Section B and send it directly to our office.
- Submit a letter from a current employer verifying currency in practice with the average number of monthly patient contacts including the nature/type of contact (medical, trauma, cardiac, environmental etc.) for the last 6 months.
- Successfully complete the online jurisprudence exam
 - Obtain a [BCeID](#). **Please use only lowercase characters in your BCeID username.** If you already have a BCeID and password, you may skip this step.
 - Please use your BCeID username and password to create a new account in the online learning system [here](#). It may take up to 2 weeks to be granted access.
- Complete and electronically submit an [Application for Licence](#).
- Undergo a [criminal record check](#) within 12 months of the licence application

Reinstating a Licence that has been Expired or Relinquished for One Year or Less

If an EMA licence has been expired or the EMA has not practiced the profession for one year or less, the written and jurisprudence examinations are required to determine that the former EMA is safe to practice in BC. The following is required:

- Read the [BC provincial examination guidelines for PCPs and EMRs](#). ACPs review the [BCEHS Clinical Practice Guidelines](#).
- Submit electronically the [Application for Licence](#) form
- Obtain a [BCeID](#). Please use only lowercase characters in your BCeID username. If you already have a BCeID and password, you may skip this step.
- Please use your BCeID username and password to create a new account in the [online learning system](#). It may take up to 2 weeks to be granted access.
- Successfully complete the EMALB online written examination for the licence category.
- Successfully complete the jurisprudence examination.
- [Pay the applicable fees](#). Please Note: there are fees associated with licence applications when an exam is required for the EMR, PCP and ACP licence categories.
- Undergo a [criminal record check](#) within 12 months of the licence application. If licence expiration < 90 days at the time of reinstatement application, then the Board or Board delegate may consider waiving the CRC requirement.

Reinstating an Expired or Relinquished Licence after One year and up to Three years

If a former EMA's licence has been expired or the EMA has not practiced the profession for greater than one year, but less than three years, the practical, written and jurisprudence examinations are required to determine that the former EMA is safe to practice in BC. The following is required:

- Read the [BC provincial examination guidelines for PCPs and EMRs](#). ACPs review the [BCEHS Clinical Practice Guidelines](#)
- Submit electronically the [Application for Licence](#) form
- Obtain a [BCeID](#). Please use only lowercase characters in your BCeID username. If you already have a BCeID and password, you may skip this step.
- Please use your BCeID username and password to create a new account in the [online learning system](#). It may take up to 2 weeks to be granted access.
- Successfully complete the EMALB online written examination for the licence category.
- Successfully complete the practical examination for the licence category.
- Successfully complete the jurisprudence examination.
- [Pay the applicable fees](#). Please Note: there are fees associated with licence applications when an exam is required for the EMR, PCP and ACP licence categories.
- Undergo a [criminal record check](#) within 12 months of the licence application.

Reinstating an Expired or Relinquished EMA FR, EMR or PCP Licence after 3 years

If an EMA FR, EMR or PCP's licence has been expired or the EMA has not practiced the profession for 3 or more years, training and examinations are required to determine that the former EMA is safe to practice in BC. The following is required:

- Successfully complete a Board recognized training program for the licence category. All examinations must be completed within 1 year of training program completion.
- EMRs and PCPs read the [BC provincial examination guidelines for PCPs and EMRs](#).
- Contact your training provider and ensure they have your consent to send your certificate to getanexam@gov.bc.ca.
- Submit electronically the [Application for Licence](#) form.
- Obtain a [BCeID](#). Please use only lowercase characters in your BCeID username. If you already have a BCeID and password, you may skip this step.
- Please use your BCeID username and password to create a new account in the [online learning system](#). It may take up to 2 weeks to be granted access.
- Successfully complete the written examination for the licence category.
 - EMA FRs and EMRs – EMALB online written exam
 - PCPs – COPR entry to practice written exam
- Successfully complete the practical examination for the licence category.
- Successfully complete the jurisprudence examination.
- [Pay the applicable fees](#). Please Note: there are fees associated with licence applications when an exam is required for the EMR, PCP and ACP licence categories.
- Undergo a [criminal record check](#) within 12 months of the licence application.

Reinstating an Expired ACP Licence after 3 years

If an ACP's licence has been expired or the EMA has not practiced the profession for 3 or more years, training and examinations for the category of licence the EMA held are required to determine that the former ACP is safe to practice in BC. The following is required:

- Successfully complete a Board recognized training program for the licence category. All examinations must be completed within 1 year of training program completion. Review the [BCEHS Clinical Practice Guidelines](#).
- Contact your training provider and ensure they have your consent to send your certificate to getanexam@gov.bc.ca.
- Submit electronically the [Request for Evaluation](#) form.
- Obtain a [BCeID](#). Please use only lowercase characters in your BCeID username. If you already have a BCeID and password, you may skip this step.
- Please use your BCeID username and password to create a new account in the [online learning system](#). It may take up to 2 weeks to be granted access.
- Successfully complete the ACP COPR entry to practice written examination.
- Successfully complete the jurisprudence examination.
- Successfully complete the ACP practical examination.
- [Pay the applicable fees](#). Please Note: there are fees associated with licence applications when an exam is required.
- Undergo a [criminal record check](#) within 12 months of the licence application.

Legal Authority:

[Emergency Medical Assistants Regulation Section 9.2](#)

Key Stakeholders:

- Former BC EMAs

Definitions:

Practical Examination – EMALB invigilated practical examinations conducted by EMALB contract examiners at an EMALB examination site

Expired Licence – a licence in the category of EMA FR expires after 3 years, and EMR, PCP, ACP, CCP or ITT expires 5 years, after the date it was originally issued or renewed, or all licenses expire on the date they are voluntarily relinquished, whichever is earlier.

Practice (Verb):

1. perform (an activity) or exercise (a skill) repeatedly or regularly to improve or maintain one's proficiency, e.g. "I need to practice my French"
carry out or perform (a particular activity, method, or custom) habitually or regularly, e.g., "we still practice some of these rituals today".

Reviewed by the EMA Licensing Board on: January 20, 2016. **Approved:**



Date approved: January 20, 2016 | **Drafted by:** Kim Fiege

Guidelines for Preparing Research Paper

1. Cover Page (provide the following information on the cover page):
 - Full Name
 - EMA License Number
 - Email Address
 - Date Paper Submitted
2. Background Information
 - Provide a brief overview of the Act and Regulations that govern EMA practice in BC. Outline what you expect to accomplish with your research.
3. Body of Paper
 - The body of the paper should contain research analyzing the areas in question you identified above.
 - When using charts, diagrams, or other visual aids in your paper, please ensure they are clearly labelled and indicate the sources.
 - When using direct quotations, please provide the correct information for the person you are quoting. Please cite your quotations using the APA style format. You can find further information and help with using this style [here](#).
 - Plagiarism (outright copying or failure to properly credit ideas) will not be tolerated and will result in an incomplete evaluation.
 - The paper should show how knowledge gained through the development of the paper could be applied to your practice as an Emergency Medical Assistant.
4. Conclusion
 - Summarize the material that has been presented and provide a concluding statement based on your research. Demonstrate how your future practice will change with future situations and patients based on your research.
5. Bibliography
 - Ensure that the paper is appropriately supported through references.
 - Provide a complete bibliography for all material used (textbooks, websites, etc.) Please use the APA style format when providing references. You can find further information and help with using this style [here](#).
 - When using a website reference, please include the complete web address or link in order that reference can be verified.
6. Submission of Research Paper
 - Please submit papers by email to getanexam@gov.bc.ca for review.

Change Index

Date	Author	Details
2016-01-16	Kim Fiege	Policy effective date
2019-07-12	Kim Fiege	Added provisions for EMAs registered outside of BC
2019-11-20	Kim Fiege	Added exemption and instructions for Active Med Techs
2020-03-11	Kim Fiege	Added EMA FRs to the policy and updated the requirements so all licence category requirements are equal.
2020-04-23	Kim Fiege	Updated CRC link and corrected EMA FR licence length
2020-05-29	Kim Fiege	Update information regarding the requirement for practice within the last 3 years.
2020-06-02	Kim Fiege	Added board decision regarding CRC requirement for reinstatements completed within 90 days of expiry.
2020-06-03	Kim Fiege	Added "or board delegate" to board decision regarding CRC requirement for reinstatements completed within 90 days of expiry.
2020-06-12	Kim Fiege	Updated link to request for evaluation form
2020-08-05	Kim Fiege	Corrected last updated date to remove duplicate year
2020-08-13	Kim Fiege	Changed good standing requirements to be COPR Form
2020-08-20	Kim Fiege	Removed requirement for request for eval form is expired less than one year.
2020-09-16	Kim Fiege	Added definition for practical examination to clarify that all EMALB practical examinations are conducted by EMALB at an EMALB examination location.
2021-07-09	Kim Fiege	Updating the requirements for those applicants licensed in another jurisdiction.
2023-03-01	Sam Creamer	<p>Removed jurisprudence manual.</p> <p>Reinstated practical exam requirement for ACPs expired over 3 years.</p> <p>Included CPG link for ACP study reference.</p> <p>Included requirements in letter from employer for those that are</p>

		registered in another jurisdiction.
2023-11-03	Screamer	Policy reviewed and updated application links