1. **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 it would not be an undue risk to public health or safety.

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If an EMA’s licence has been revoked by the Board, the EMA is required to complete the [Revoked Licence – Reapplication](#) requirements in order to have the licence reinstated.

3. **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, then the EMA’s experience and education for the past 3 years will be reviewed to determine what steps are necessary to have the EMA licence reinstated. For the branch to review a request for reinstatement, the following is required:

- Submit all course certificates or proof of course completion for all continuing education completed for the last 3 years for review to keepalicense@gov.bc.ca
- Submit confirmation from an employer verifying the number of patient contacts on average for the last 3 years for review to keepalicense@gov.bc.ca
- Submit proof of current consecutive practice for the last 3 years in another jurisdiction
- Submit proof of good standing for each jurisdiction you are licensed in
- Undergo a criminal record check within 3 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.)

The branch will review the request, certificates, and proof of patient contacts, and determine what, if any, training and/or examinations need to be completed before the licence can be reinstated.

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
- 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)
- Review the Applicant Guide to the B.C. Jurisprudence Examination
- Successfully complete the EMALB online written examination for the licence category
- Successfully complete the jurisprudence examination
- Apply for a licence (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 3 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
- 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)
- Review the Applicant Guide to the B.C. Jurisprudence Examination
- 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
- Apply for a licence (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 3 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 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)
- Review the Applicant Guide to the B.C. Jurisprudence Examination
- Successfully complete the written examination for the licence category
  o EMA FRs and EMRs – EMALB online written exam
  o PCPs – COPR entry to practice written exam
- Successfully complete the practical examination for the licence category
- Successfully complete the jurisprudence examination
- Apply for a licence (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 3 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)
- Read the Board examination policies
- 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)
- Review the Applicant Guide to the B.C. Jurisprudence Examination
- Successfully complete the ACP COPR entry to practice written examination
- Successfully complete the jurisprudence examination
- Apply for a licence (Please Note: there are fees associated with licence applications when an exam is required)
- Undergo a criminal record check within 3 months of the licence application

4. Legal Authority:
   Emergency Medical Assistants Regulation Section 9.2

5. Key Stakeholders:
   - Former BC EMAs

6. Definitions:

   Expired Licence – a licence in the category of EMA FR expires 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 in order to improve or maintain one's proficiency.
"I need to practice my French"
   Similar:
2. carry out or perform (a particular activity, method, or custom) habitually or regularly.
"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
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<td>Policy effective date</td>
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<td>Added provisions for EMAs registered outside of BC</td>
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<td>Added exemption and instructions for Active Med Techs</td>
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<td>Added EMA FRs to the policy and updated the requirements so all licence category requirements are equal.</td>
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<td>Updated CRC link and corrected EMA FR licence length</td>
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<td>Update information regarding the requirement for practice within the last 3 years.</td>
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<td>Kim Fiege</td>
<td>Added board decision regarding CRC requirement for reinstatements completed within 90 days of expiry.</td>
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<tr>
<td>2020-06-03</td>
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<td>Added “or board delegate” to board decision regarding CRC requirement for reinstatements completed within 90 days of expiry.</td>
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