

Emergency Medical Assistants Licensing Board

EMALB 2016-06 Licence Reinstatement Responsible Branch: Emergency Medical Assistants (EMA) Licensing Branch Contact: Manager, Branch Operations 250-952-1211	Reference Information (Manual, page number, chapter):
	Replaces former policy: N/A
	Date Effective: January 21, 2016
	Last Update: February 28, 2018
	Next Review Date: February 2019
Keywords	E.g. examinations, regulation, licensure etc.

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 may be reinstated if it would not be an undue risk to public health or safety. This is determined by reviewing:

- how long the EMA has been out of practice;
- how long the EMA held an EMA licence prior to expiry; and
- the kind of relevant learning and practical experiences the EMA successfully completed during that time.

2. Policy Scope

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

This policy does not apply to EMA First Responders (EMA FRs). An EMA FR can reinstate their licence by following the [EMALB 2016-05 Licensure - EMA FR Initial Renewal and Reinstatement Licensing Requirements policy](#).

3. Policy Statement:

If an EMA's licence is relinquished or expires while the EMA's licence is suspended, the EMA is required to complete the [Removing a Licence Suspension](#) requirements within 3 years in order to have the licence reinstated.

If an EMA's licence has been revoked by the Board, the EMA is required to complete the [Revoked Licence – Reapplication](#) requirements in order to have the licence reinstated.

There are different processes for reinstating an expired licence depending on the length of time a former EMA has been without an EMA licence in BC, and/or the continuing education and patient contacts that an EMA has completed during the three years previous to the reinstatement request.

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

If an EMA licence has been expired or relinquished for one year or less then the EMA's experience and education for the 3 years previous to licence expiry or relinquishment will be reviewed to determine what steps are necessary in order to have the EMA licence reinstated. In order for the branch to review a request for reinstatement the following is required:

- Submit the [Request for Reinstatement](#) form (online submission).
- 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 verification from an employer verifying the number of patient contacts on average for the last 3 years for review to keepalicense@gov.bc.ca.

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 an Expired Licence after 1 year and up to 3 years

If an EMA has not practiced in BC for greater than 1 year, examinations are required to determine that the former EMA is safe to practice in BC. The following is required:

- [apply for the examination process](#)
- 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)

Reinstating an Expired EMR Licence after 3 years

If an EMA has not practiced in BC for 3 or more years, training for the category of licence the EMA held 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
- [apply for the examination process](#) (all examinations must be completed within 1 year of training program completion)
- successfully complete the 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)

Reinstating an Expired PCP or ACP Licence after 3 years

If an EMA has not practiced in BC for 3 or more years, training for the category of licence the EMA held 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
- [apply for the examination process](#) (all examinations must be completed within 1 year of training program completion)
- successfully complete the COPR entry to practice 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)

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 EMR, PCP, ACP, CCP or ITT expires 5 years after the date it was originally issued or renewed, or on the date it is voluntarily relinquished, whichever is earlier

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

Approved:



Date approved: January 20, 2016

Drafted by: Kim Fiege