1. Policy Rationale & Purpose:

Under the EMA regulation, the licensing board may issue a licence in a category to a person who

a) is not licensed as an EMA in the category,

b) applies, in the form and manner approved by the licensing board, for a licence in the category, and

c) provides evidence, satisfactory to the licensing board, that the person

i. has successfully completed the training program or programs recognized by the licensing board for the category,

ii. has, no later than 12 months after the date the person completed the training program or programs referred to in subparagraph (i), passed the examinations approved by the licensing board for the category, and

iii. is of good character and fit to work as an EMA

The EMA regulation does not provide an avenue for EMAs to downgrade a current licence to a lower licence category without meeting the requirements laid out above.

2. Policy Scope

This policy applies to all EMAs seeking to downgrade their BC licence to the EMA FR licence category.

3. Policy Statement:

In order to downgrade a licence to the EMA FR licence category the following is required:

1. Submit proof of successful completion (certificate) of a Board recognized EMA FR initial or EMA FR recertification program to getanexam@gov.bc.ca

2. 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.)
3. Use your BCeID username and password to create a new account in the online learning system (see scheduling your exam below).
4. Complete and electronically submit the Application for Licence form.

How to obtain a BCeID

- Click on the link and register for a basic BCeID (permitted for BC residents and the only option if you reside outside of BC).
- Follow the registration instructions.

Scheduling your exam

Once you have obtained your BCeID, you need to request access to the FR licence renewal exam. The exam administrator will review your information and grant you access to the exam within two weeks of the request. Request Access.

Once you have logged in using your BCeID, you will need to create an account for the system. To do this please fill out the account form on the right-hand side of the screen (picture below). A request for access will be emailed to the branch. It can take up to two weeks for your account to be authorized and enrolled in the exam.

Legal Authority:

- Emergency Medical Assistants Regulation

4. Key Stakeholders:

- EMAs licensed in BC

Reviewed by the EMA Licensing Branch Director on: September 18, 2019

Approved (director name & signature): Amanda Saville

Date approved: September 18, 2019
Drafted by: Kim Fiege