



Missouri Department of Health and Senior Services

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Randall W. Williams, M.D., FACOG
Director



Michael L. Parson
Governor



To: All Ground and Air Medical EMS Agencies, EMS Training Entities, Emergency Medical Response Agencies and EMS Providers

From: Missouri Department of Health and Senior Services, Bureau of Emergency Medical Services

Date: March 26, 2020

Re: New Bureau of EMS License Management System

As of April 6, 2020 all **new initial EMT, AEMT, Paramedic and Community Paramedic applications** are required to submit through the new License Management System (LMS) portal on the Department of Health and Senior Services Bureau of EMS (DHSS BEMS) website. There is a link on the BEMS website: <https://missouri.imagetrendlicense.com/lms/public>

Please ensure you have the following information before submitting an **initial EMT, AEMT, Paramedic or Community Paramedic application** through the LMS portal. All requested documentation will need to be uploaded into the LMS system at the time of submission.

- **Valid email address** – all correspondence to the applicant will be sent via email (i.e., update on application, request for additional information, etc.).
 - **Please check your email or spam/junk file frequently for any messages.**
- **NREMT number** – the applicant will not be able to complete their application without their NREMT number.
- **Fingerprints need to be completed** – the applicant will not be able to complete the application if their fingerprints have not completed.
- **DD-214 or NGB-22 Form** – applicants with past military or National Guard service will need to have the discharge documents available for upload.
- **Current Military** – applicants will need to have their ***Common Access Card or Military ID card*** available to upload.
- **All criminal history documentation** (if applicable) – documentation will be requested if applicant has a criminal history (i.e., court documents, etc.). This will need to be uploaded before the application can be submitted.

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- **Demographic Changes** – any demographic changes (address, email address) will be made through your account in the LMS portal. Log on through the DHSS BEMS portal link, sign in with your user account and password, to make the necessary changes.
 - **For name changes (marriage or divorce)** – changes will have to be emailed to BEMS.
 - **It is IMPERATIVE you keep your email address up-to-date.** All communication will be sent to your email address (i.e., license expiration notices).

Renewal applications and EMS service applications will be available through the portal starting May 1, 2020. Please continue to submit your renewal and service applications in the current manner.

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