How to use the Online Licensure Application For Emergency Medical Technician Applicants

Online Licensure Application

- You DO NOT have to complete the application in one sitting
- Information you will need:
 - Valid email address
 - · Valid Mailing and Physical address
 - School Name and Graduation date, CPR course information and NREMT candidate number
 - Credit or debit card for payment

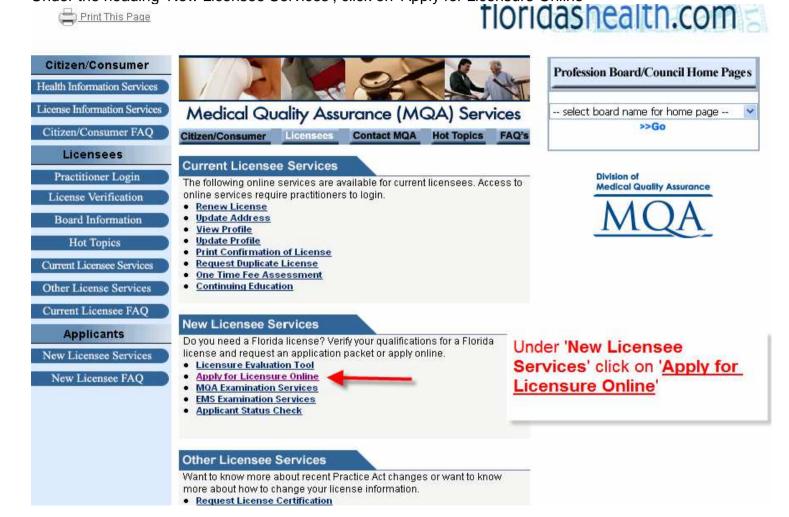
How does it work?

Go to www.FLHealthsource.com and select 'Licensee/Provider'



New Licensee Services

Under the heading 'New Licensee Services', click on 'Apply for Licensure Online'



Creating an account

New applicants will need to select the 'Create Account' button



Exam Re-Take Applicants: If you are applying to re-take an examination, please click here.

Creating an account

To create an account: select the profession, enter in your email address, and create a password.

Important: Use an email address that you regularly check. At the end of the application process, a confirmation email and additional instructions will be sent to this address by our automated system.

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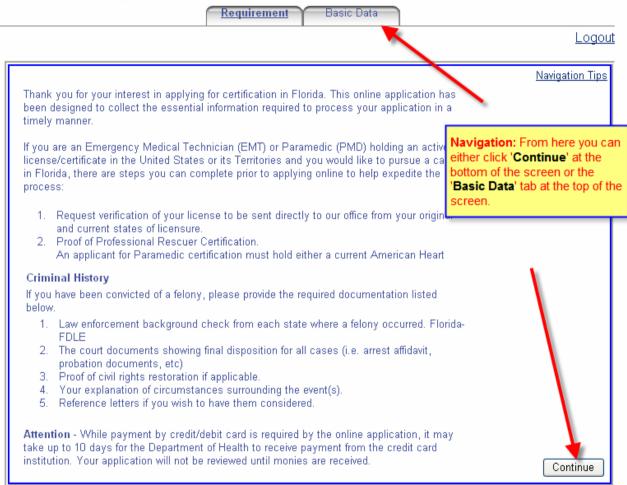
In order to access your application information, please select your profession, enter your email address and password.

Create Your Acc	ount and Password	Important: Use an email address that you regularly check. Your confirmation email and additional instructions will be sent to this
*Profession:	Paramedic	address by our automated system.
*Email Address:	TestEMT@yahoo.com	Example mike@doh.state.fl.us
*Password:	•••••	Must be at least 8 characters in length, and must contain one character (a to z), one numeral (0 to 9), and one of the following special characters =, !, \$, @ . Example: Permal3277
*Password Confirm:	•••••	Retype password.

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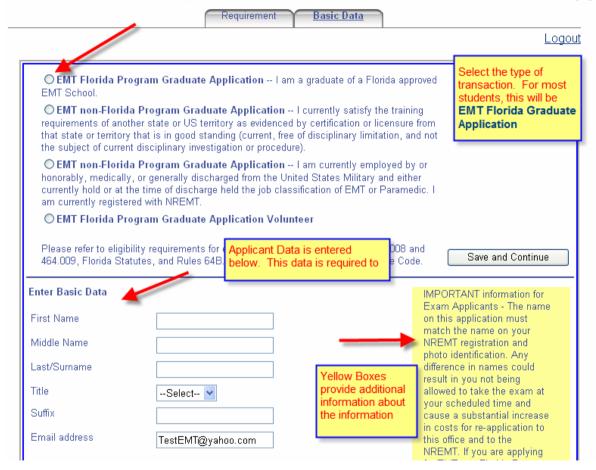
Requirements Screen

Once you are logged in, you will be directed the requirements page. You can navigate away by either clicking the 'Basic Data' tab at the top of the screen or the continue button at the bottom of the screen.



Basic Data Screen

Select the type of transaction. For most students, this will be **EMT Florida Graduate Application**. Below the 'Enter basic Data' header the data fields are required to move to the next screen. Yellow Information Boxes provide additional information about the information being gathered.



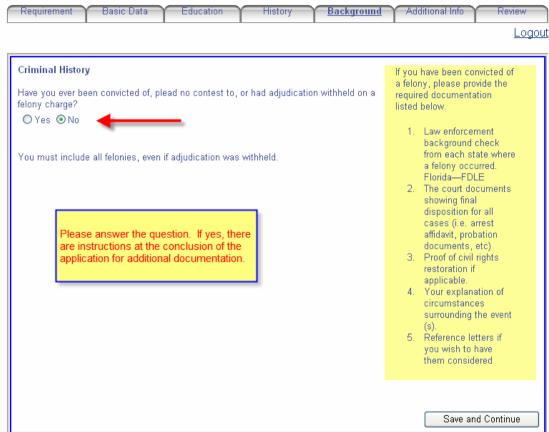
Education Screen

You must have registered with the **NREMT** to complete this section so that you can list your candidate number. Provide the information requested and then click the '**ADD**' button



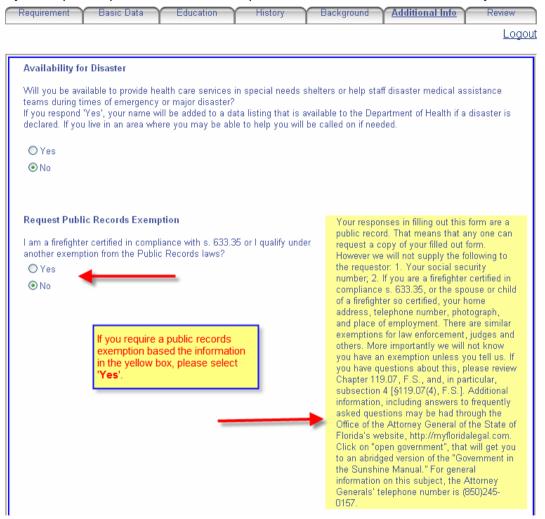
Background Information Screen

Please answer 'Yes' or 'No' to the criminal history question. If yes, there are instructions at the conclusion of the application for additional documentation.



Additional Information Screen:

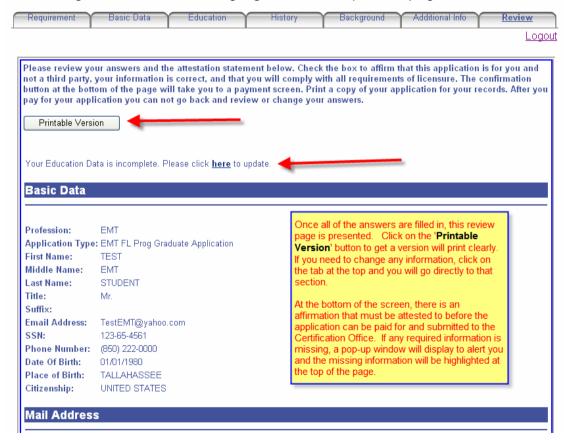
If you require a public records exemption based the information in the yellow box, please select 'Yes'.



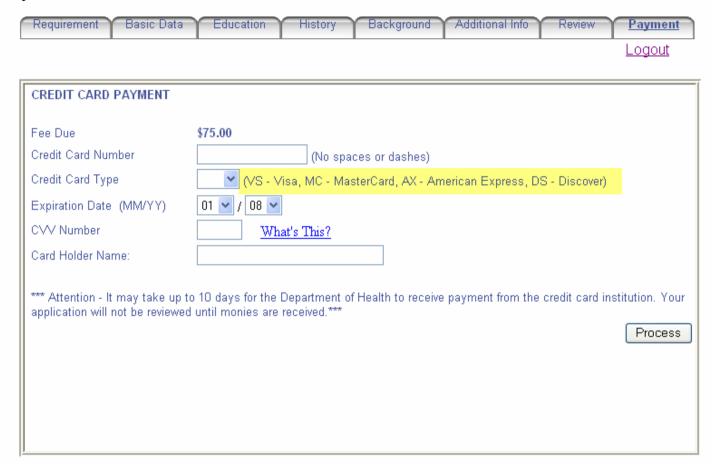
Review Screen

Once all of the answers are filled in, this review page is presented. Click on the '**Printable Version**' button to get a version will print clearly. If you need to change any information, click on the tab at the top and you will go directly to that section.

At the bottom of the screen, there is an affirmation that must be attested to before the application can be paid for and submitted to the Certification Office. If any required information is missing, a pop-up window will display to alert you and the missing information will be highlighted at the top of the page.



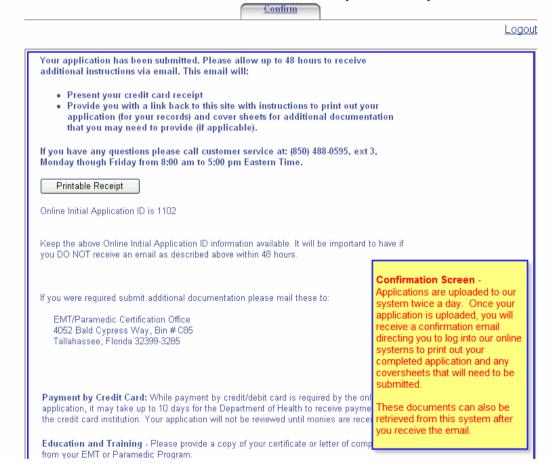
Payment Screen



Confirmation Screen

Applications are uploaded to our system twice a day. Once your application is uploaded, you will receive a confirmation email directing you to log into our online systems to print out your completed application and any coversheets that will need to be submitted.

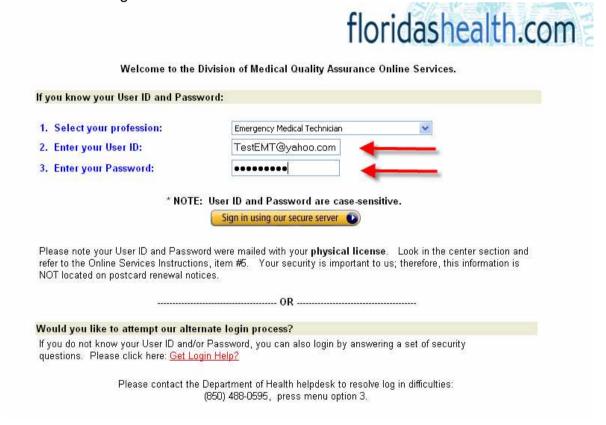
These documents can also be retrieved from this system after you receive the email.



Online Application Status Check

- Allows applicants to check application status in real time via www.FLHeathsource.com
- Implemented in January 2009 for EMTs and Paramedics

Applicants will log in using their UserID and password. Please note that if they lose this information they will need to call the call center to get this information.

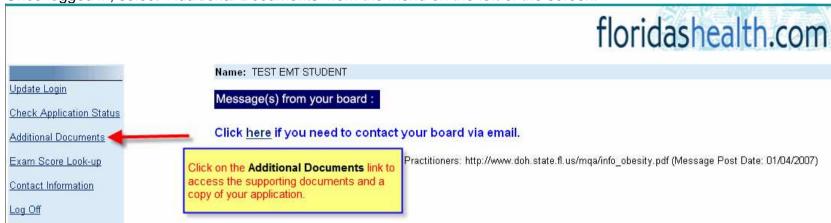


Applicants using their email address will need to create a New UserID and Password for MQA's online system.

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t your account id and password to continue. A suggested account h. Please enter the requested information and click the Update
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Update
een 8 and 10 characters long. Your new password must be at least 1 uppercase character.
Services only. If you need to access the Online Initial email address UserID and corresponding password.

Additional Documents

Once logged in, select 'Additional Documents' from the menu on the left of the screen.



Navigate through until the links for Initial Application and Supporting Documents display. These links will launch Adobe Reader.

