

# Westchester Regional Emergency Medical Advisory Committee



Nicholas DeRobertis, MD, FACEP  
Chairperson

February 14, 2011

**To: All Regional Pre-Hospital ALS Providers, ALS Agency Officers, and Medical Directors**  
**From: Dr. Nicholas DeRobertis, REMAC Chair**  
**Re: REMAC Credential Renewals**

Please be reminded that although all Advanced Life Support (ALS) agencies have agreed to coordinate CME and credentialing activities on behalf of their primary affiliated ALS providers, it is the responsibility of the credentialed ALS provider to submit and maintain up-to-date credentialing paperwork with REMAC. The ALS provider will not be notified by the Westchester Regional EMS Office to do so. It is strongly recommended that providers utilize a traceable mailing system or confirm receipt with Regional EMS Office staff when submitting credentialing paperwork. It is unacceptable to drop off credentialing paperwork on or near a provider's expiration date without confirming it is received and processed by Regional EMS Office staff.

Submission of a [credential renewal support form](#) signed by the authorized EMS agency officer and medical director is required prior to the provider's regional ALS credential expiration date. This form is used to verify the provider's successful completion of all continuing medical education (CME) requirements. Additionally, the provider must submit a completed [application for credential renewal](#) and include an updated copy of their New York State EMS certification card and driver's license.

If the ALS Provider has applied for renewal through the NYSDOH CME recertification program, the renewal paperwork must still be submitted prior to the provider's REMAC credential expiration date. A provision for this scenario exists in the credential renewal process that allows the provider a period of 60 days to be able to receive a new State EMS certification card and submit it to the Regional EMS Office.

Failure to submit all credential renewal paperwork before the expiration date will result in a suspension of REMAC ALS provider credentials. Providers who voluntarily identify CME deficiencies will be granted 30 days to resolve the deficiencies and submit all required renewal paperwork. At the conclusion of this 30 day period, any provider who has not completed the credentialing renewal process will have their regional ALS credentials revoked for a mandatory 90 day period. In such cases, reinstatement of regional ALS credentials will only be possible after successful completion of the initial credentialing examination procedures following approval by the EMS agency medical director and regional medical director.

ALS agency officers are asked to routinely monitor the [regional provider credentialing list](#) on the Westchester REMSCO website for those paramedics and EMT-Intermediates whose certification expiration date is quickly approaching.

Thank you for your cooperation. For more information on regional ALS credentialing, refer to the [Westchester REMAC Credentialing Policy](#) or contact the Regional EMS Office at 914-231-1616.

Respectfully,

Dr. Nicholas DeRobertis, MD, FACEP  
Chair, Westchester Regional Emergency Medical Advisory Committee