

# CME RECERTIFICATION APPLICATION SUBMISSION PORTAL

The NYSDOH Bureau of EMS has a portal to submit CME Recertification applications.

The portal can be accessed at:

<https://apps.health.ny.gov/pubpal/builder/survey/cmeportal>

The attached instruction manual shows the process of how to submit individuals that are recertifying via the CME Recertification Program. A few important things to note are:

- The 45-day rule still applies with the online portal.
- You may submit for up to 6 individuals at a time, but **they all must be the same level of care**. Additionally, if you are vouchering for these individuals, you may only include **6 individuals** on one voucher.
- When submitting, the following documents will need to be uploaded as PDF's:
  - The Recertification Form
    - [DOH-5295 CFR Recertification Form](#)
    - [DOH-5065 EMT Recertification Form](#)
    - [DOH-5067 AEMT Recertification Form](#)
    - [DOH-5066 EMT Critical Care Recertification Form](#)
    - [DOH-4231 Paramedic Recertification Form](#)
  - Copy of CPR card
  - Copy of ACLS and PALS cards for EMT-Critical Care and Paramedic
  - Voucher (if your agency or course sponsor is seeking reimbursement)
    - [Agency Claim Voucher - AC3253-S](#)
    - [Course Sponsor Claim Voucher - AC3253-S](#)
- CME Certificates and Skills Sheets are **not** to be uploaded as all the relevant information is completed on the Recertification Form. CME Certificates and Skill Sheets should be kept on file at your agency or course sponsor.
- The email address that you list under the “Contact Information for EMS Agency” is the email address that will receive confirmation of the submission. **Please ensure this is entered accurately.**

If you have any questions, please contact us.