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TO: Virginia Emergency Medical Services (EMS) agencies
Regional EMS Councils

FROM: Ronald D. Passmore, NRP
Manager – Regulation & Compliance Division

SUBJECT: Guidance Document for OEMS required FBI fingerprint based background checks

Guideline for EMS Agency affiliates (members) that require background checks

The purpose of this document is to provide guidance to EMS agencies as to which members are required by regulation to submit a fingerprint based criminal history (background check) record to the Office of EMS.

The following new members of any licensed EMS agency **must** submit to a fingerprint based FBI background check through the Virginia Office of EMS (OEMS) process. An EMS agency must receive an OEMS eligibility determination status for affiliation or certification within 60 days of the new member affiliation.

Certified EMS Provider – means any person who holds a valid certificate as an emergency medical services provider issued by the Commissioner.

Endorsed Operational Medical Director

Non-Certified Provider – means any person who applies to be affiliated with a licensed EMS Agency that does not hold a valid certificate as an emergency medical services provider and will be responding to calls on-board an OEMS permitted vehicle (*examples – driver or firefighter*); or any agency member who will not be responding to calls, but has access to Protected Health Information (PHI) or Protected Individual Information (PII) of patients treated and/or transported by the licensed EMS agency (*examples – agency administration or billing staff*).

Any agency member whose involvement is not included in the above definitions are not required to submit fingerprints for background checks, (*examples – grounds keepers, custodial staff, culinary crew, or fundraisers*).

Due to the budget bill amendment that was entered during the 2020 General Assembly session and signed into law by the Governor, effective July 1, 2020. Any fees associated with both certified and non-certified providers, as defined above, will be billed to and paid for by the Virginia Office of EMS.