



**PARAMEDIC INTERN ONBOARDING**  
Operational Policy

**Initial onboarding request may be emailed from FD Admin to OEM EMS Education manager**

**Onboarding Files:**

1. All necessary documents
2. Attestation letter(s) from EMS liaison
3. Competency evaluation
4. Medical Director recommendation

**Intern Target Solutions Assignments**

- Protocols
- Last CE review
- Recent OEM Numbered Notices

**Competency Evaluations:**

- Scenario Simulation
- Protocol Review Exam
- Medical Director Interview

**FD Responsibility**

- Submit registration form
- Assign Onboarding Education
- Review & readiness for evaluation
- Schedule evaluation
- Attestation letter(s)
  - FD member in good standing
  - Positioned to succeed
  - Studied, trained, prepared
  - FD supports member
- Facilitates remediation plan
- Confirm intern status in ePCR
- OPIQ account/fingerprinting

**OEM:**

- Confirms license and certifications
- Notifies RRC
- Confirms TS assignment completion
- Assists with remediation plan as needed
- Completes affiliation in e-licensing
- Creates paramedic number
- Mails credential letter confirming Intern Paramedic Status

**\*NOTE: Applicants must obtain NREMT-Paramedic certification within 6 months of establishing OEM-EMS Paramedic Intern status.**

