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TO: All Unaffiliated Region III EMTs Recertifying by 3/31/2016  
FROM: Kathy Ulrich, Program Manager, EMS Region III

Once you have created your Massachusetts EMS Training Profile on [www.massemt.org](http://www.massemt.org) and/or submitted your Recertification Packet, please call the EMS Region III office, or email and supply the following information.

Your Name (as it appears on your EMT certification card)  
Your MA EMT number  
Your full address  
Your primary phone number  
Your primary email address

You must also send the Regional Office copies of your course completion certificates and/or copies of the official OEMS rosters. *Just submitting your Recertification Packet through [massemt.org](http://massemt.org) is NOT the end of the process.* You must also send your course completion documentation to EMS Region III for evaluation and complete the State Application online at [www.mass.gov/dph/oems/licensing](http://www.mass.gov/dph/oems/licensing). You may email, fax or mail course completion documentation.

Also, make sure your course completion certificates include the following:

Your full name  
Course Instructor's full name and signature  
The title of the continuing education program  
The date of the program  
The OEMS or CECBEMS approval number with the corresponding number of credit hours.

If you have any questions please call 781.224.3344 or email [neems.org](mailto:neems.org).