



Ministry of Health
and Long-Term Care

Emergency Health Services Branch

Advanced Care Paramedic Recognition Application Package

Please retain this package for reference purposes. The Ministry of Health and Long-Term Care Advanced Care Paramedic (ACP) examination was first offered in May 2001. Paramedics who have graduated from an MOHLTC approved Advanced Care Paramedic training program prior to May 1st 2001 need to register with Emergency Health Services Branch (EHSB) in order to be recognized as an ACP.

Application packages can be obtained from and returned to:

Ministry of Health and Long-Term Care
Emergency Health Services Branch
Education and Patient Care Standards
5700 Yonge Street, 6th floor
Toronto ON M2M 4K5

Telephone: 416 327-7820
Toll free: 1 800 461-6431

Registration Information

- Application forms must be completed fully in ink, with originals submitted. Photocopies or faxes will not be accepted.
- Please note that the name that appears on your certificate will be exactly as you have recorded it on your Advanced Care Paramedic Recognition Application Form – your full name, including your middle name(s) and/or initial(s).
- The registration fee is \$50.00 payable to the Minister of Finance by **certified cheque or money order**.
- Cash or personal cheques will not be accepted.
- Proof of successful completion of an MOHLTC approved Advanced Care Paramedic training program **prior to May 1st, 2001**, is required. Applicants need to provide either an official transcript or original letter on institutional letterhead confirming graduation.
- Please provide your Advanced Emergency Medical Care Assistant (AEMCA) certification number (e.g. 2002-01234) where indicated on the form.

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Page 2

Reporting Changes

Changes to applicant's information (address, phone number, name changes, etc.) will **not** be taken over the phone. Applicants are required to send a letter to this office including the following:

1. Name
2. Old address / Old name
3. New address / New name
4. Advanced Care Paramedic file number (if known)
5. Signature

Notification of Results

Once eligibility for ACP Recognition has been confirmed, an official letter and ACP certificate will be provided to the applicant, which confirms MOHLTC ACP status.

Applicants who are not eligible for ACP Recognition will be sent a letter with detailed information regarding their ineligibility and possible options accompanied by the money order or certified cheque they submitted.

Certificates

Certificates will be **sent by courier** to successful applicants. If you have a change in address or phone number, be sure to notify EHSB in writing as soon as possible to ensure proper receipt of your certificate.

A replacement of your original certificate (if it is ever lost or damaged) can be obtained for a fee of \$25.00. Please make your request in writing to EHSB and include a certified cheque or money order, payable to the Minister of Finance. A replacement photocopy or fax copy can be obtained for \$15.00.

Please note that the name that appears on your certificate will be exactly as you have recorded it on your Advanced Care Paramedic Recognition Application Form – your full name, including your middle name(s) and/or initial(s).