

August 14, 2020

National EMS Coordinated Database Changing Member State Access Policy

Purpose and Scope

This procedure details the roles and responsibilities for changing Member State access to the National EMS Coordinated Database.

Definitions

Commission – The national administrative body of which all states that have enacted the Interstate Recognition of Emergency Medical Services Personnel Licensure Interstate Compact (REPLICA) are members.

Compact – The Recognition of Emergency Medical Services Personnel Licensure Interstate Compact (REPLICA).

Member States – State EMS Offices that are members of the Compact or organizations authorized by Member States to submit data into NEMSCD on their behalf.

NEMSCD – National EMS Coordinated Database, a database and reporting system capable of collecting, storing, safeguarding, and accessing information related to the licensure of all licensed EMS professionals in Member States and any significant investigative information or adverse action taken against those persons or their licenses.

NEMSCD Administrator – The NREMT Director of Stakeholder Partnerships, appointed by the Executive Director as the delegated National Registry official responsible for the administration of NEMSCD.

Responsibilities

NEMSCD Administrator – Regulate the access permissions and supervise control of NEMSCD.

IT Department – Receive requests for access to NEMSCD and process changes as approved by the NEMSCD Administrator.

Procedures

Adding Member State Access (see form NEMSCD Onboarding)

1. The NEMSCD Administrator shall coordinate with Member States to establish and regulate access to NEMSCD.

2. To request access to the NEMSCD API, send an email to techsupport@nremt.org with the following information:
 - a. The name of your agency, company, or organization.
 - b. The name of the state, territory, or jurisdiction that your organization represents.
 - c. The name of the person who will serve as the point of contact.
 - d. The email address and phone number of the point of contact.
3. The request will be reviewed by the National Registry and a response will be communicated to the point of contact via email.
4. Following processing of the request, an email will be sent to the point of contact with a link and instructions for setting up a username and password that will be utilized for accessing the NEMSCD API. On the account creation page, the point of contact will create/enter a username and password. Note, the username is not case sensitive. The password is case sensitive.
5. In the interest of security, the NEMSCD API account creation page implements the following security measures:
 - a. The link contains a unique security code embedded in the link's query string. When the point of contact opens the link, the website verifies the security code. If the code is invalid, the website denies access and instructs the user to contact the National Registry. The security code is valid for one use and must be used within a 24-hour period.
 - b. The user is encouraged to select a strong password. At a minimum, passwords must be no less than 16 characters, and contain at least one lowercase letter, one uppercase letter, and one numeric digit.
 - c. The page includes the standard Google reCAPTCHA widget, which the user must click before submitting the form.
6. To access the NEMSCD API, clients must use the following procedure:
 - a. The client sends a POST request to <https://auth.NEMSCD.net/connect/token>. The body of the request is a JSON object, formatted as follows:

```

{
    "client_id" : "username",
    "client_secret" : "password",
    "grant_type" :
    "client_credentials",
    "scope" : "NEMSCD_api"
}

```

- b. The Identity Server returns a JWT token, as defined in [RFC 7519](#).
 - c. The client sends a request to the desired API method. The request must include the "Authorization" header, which must use "Bearer" as the type and the JWT token as the credentials.
 - d. Clients may reuse the same JWT token multiple times. However, tokens expire after an hour. The client must then reauthenticate in order to continue.
7. In addition to those already mentioned, additional security measures include:
 - a. Both the NEMSCD Identity Server and the NEMSCD API log all requests.
 - b. The NEMSCD API restricts accounts to no more than 1,000 requests per hour.
8. The NEMSCD API restricts the size of responses to 100 kilobytes.

9. All calls to both the NEMSCD Identity Server and the NEMSCD API must be sent using HTTPS using TLS 1.2 or higher.
10. When storing sensitive strings (including but not limited to passwords) in the database, the string is salted with a 32-byte salt, and then hashed using the PBKDF2 algorithm.

Denial or Termination of Member State Access

1. The NEMSCD Administrator may temporarily suspend Member State access immediately if necessary for data security subject to review with the Commission as soon as practical.
2. The NEMSCD Administrator shall confirm with the Commission the appropriate cause for denial or termination of Member State Access. Such decision for denial or termination shall be made jointly by NREMT and the Commission.
3. The NEMSCD Administrator will suspend access by the Member State if approved as indicated above.
4. The NEMSCD Administrator will communicate with the Member State and the Commission as to the status and needed steps for resolution of the suspension.
5. The NEMSCD Administrator will notify the Commission of the status of Member

State access. Reinstating Member State Access

1. The NEMSCD Administrator will confirm with the Commission the appropriate resolution of the causes for suspension of Member State Access.
2. The NEMSCD Administrator will reinstate access by the Member State upon resolution as stated above.
3. The NEMSCD Administrator will communicate with the Member State and the Commission as to the reinstatement to NEMSCD.
4. The NEMSCD Administrator will notify the Commission of the status of Member State access.

Rationale

These procedures are specific actions and notifications in relation to managing access to NEMSCD.

Related Policies, Procedures and Forms

NEMSCD Data Use Policy
NEMSCD Database Access Policy
NEMSCD Onboarding (form)

References

Agreement Between Interstate Commission for EMS Personnel Practice and National Registry of Emergency Medical Technicians, executed June 29, 2018

Rules of the Interstate Commission for EMS Personnel Practice, www.emscompact.gov



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