

(651) 201-2800 | (800) 747-2011 | FAX (651) 201-2812 | TTY (800) 627-3529

www.emsrb.state.mn.us

Cooper/Sams Claim Credit Application Instructions

Each year through the Cooper/Sams Volunteer Ambulance Award Program, all Ambulance Services in Minnesota are able to submit their rosters of eligible personnel to receive a credit for their service over the past year. Eligible personnel are ambulance attendants, drivers, or ambulance service medical directors or medical advisors who were paid less than \$7,854 since July 1, 2017. Please follow the below steps to claim longevity credits for all eligible members of your service.

- Login to the eLicensing Portal at the following link: <u>eLicensing Portal</u> (or visit <u>http://emsrblm.mn.gov</u>).
- 2. Select **Agencies** along the left sidebar.

Minnesota Emer Services Regu		Minnesota Emer
My Account Profile	My Account	
Issued Application Documents		
Training	Jobe wa-Paramedic Number: 1000011 Issue: 07/14/2017 Expiration: 07/14/2019	No fo 1 Ap
* Agencies	Explored, or (web1)	
Q Verify/Lookup	O New training added Upcoming training this week Upcoming test this week	Q Pers

3. Select the name of the service that you wish to claim credits on behalf.

	-				Valcomo Jr	ohn Doe Logout
My Account	All Service				veloonie, so	out poe l'rogout
P Applications	All Service					
	Click the name of the service to view a specific letter.	dditional details about it. Use the search box to find	inc service or click the alphat	pet links to look fo	or services be	eginning with a
🗢 Training						
	0	@ @!!!				
* Agencies	Agencies 🔺	Service Permit Level	Physical Address	City	County	Phone
Q Verify/Lookup	EMSRB SAMPLE EDUCATION		2829 University Ave SE	Minneapolis	Hennepin	651-201-2801
	ImageTrend Test (1231231231) 🚨		123 Fake St	Minneapolis	Hennepin	
			Records 1-2 of 2 First	Previous Nex	t Last Pe	r Page 10 •

The Mission of the EMSRB is to protect the public's health and safety through regulation and support of the EMS system.

4. Select **Personnel** along the left sidebar.

Minnesota Emer Services Regu		Minnesota Emerg
My Account	123 Fake St 23, M	Test (1231231231) Winneapolis, Minnesota 55408 upport – issued 20/90/2017 – Expires: 03/31/2018
🗢 Training	Agencies Details	
* Agencies	Click the arrows beside a b	to expand or collapse each section of information.
Details		
Policies	Der graphics Orga	anization Staff
Medical Directo	Details (3)	
Personnel	Name:	ImageTrend Test
Locations	Sync Method:	No Sync
Vehicles	Active:	Yes
Documents	Agency Classification:	Ambulance Service
Service Areas	Daylight Savings Time Use:	No
Inspections	Time Zone:	GMT-6:00 Central Time
	Email:	
Q Verify/Lookup	Phone:	
	Fax:	
	Website:	
	Physical Address:	123 Fake St

- 5. On the **Personnel** page, review the roster of your agency. If your roster is up to date, please skip steps 6 and 7. To add a member of your service, please follow the steps below.
- 6. Enter the EMSRB number of the individual (but do not hit the enter key) in the box below **Add an Existing Personnel to Agencies Roster**.

	gency Medical Service Regulat Iatory Board
Account lications	Welcome, John Doc Image Trend Test (1231231231) 123 Fake St 23, Minneapolis, Minnesota 55408 Advanced Life Support – Issued. 02/09/2017 – Expires: 03/31/2018
ning	Personnel
ncies	Use the Position drop down menu and the search box to search for personnel perceptific positions or names. To view all personnel agian, click Clear.
ls ies	Click the arrow to the right of each person's name to view additional details yout them. To view a list of documents submitted for that person, click the icon in the <i>Documents</i> column. Add an Existing Personnel to Agencies France.
cal Directors onnel	Personnel: 1000012] Add Existing Personnel to ImageTrend Test Search by Personel name or License number
tions	
les	- Position -
ments	■ Name Positions ▼ Number Level Issued Expiration

 Wait for the name to populate and select the individual. Afterwards, select the Add Existing Personnel to "Your Service" Button. Repeat step 6 and 7 until all eligible personnel are included on your online roster.

Minnesota Emer		
Services Regu	latory Board	
My Account	Image Trend Test (1231231231)	
Applications	123 Fake St 23, Minneapolis, Minnesota 55408	
	Advanced Life Support Issued: 02/09/2017 Expires: 03/31/2018	
🗢 Training	Personnel	
* Agencies		
. Ageneice	Use the Position drop down menu and the search box to search for personnel with	
Details	Click the arrow to the right of each person's name to view additional details about t	
Policies	the Documents column.	
Medical Directors	Add an Existing Personnel to Agencies Roster	
	Personnel: Add	
Personnel	Search by Personnel name or License number	
Locations		
Vehicles	- Position -	
Decumente		

8. After updating your roster, select **Applications** along the left sidebar.

9. Select the **View Agencies Application** button next to the name of the agency that you wish to claim credits on behalf.

linnesota Emer Services Regu	gency Medical	ency Medical Service Regulatory Boa eLicense Port
My Account	Aurilekte Anglisations	Welcome, John Doe Logout
Continue	Available Applications Click: "View My Applications" to view your personnel applications, or click one of the "View Applications" to service.	uttons to view the service licenses you can apply to for that
Checkout Transaction Review 1	Doe, John Smith (1000011) PARA-Paramotic Issue Date: 07/14/2019 Expiration Date: 07/14/2019	View My Applications
🗢 Training	Image Trend Test (1231231231) 123 Faix St 23, Minnapolit, Minesota 5500 Avanced Life Support - Issued 2002/017 - Expires: 01/01/2018	View Agencies Applications
# Agencies		
Q Verify/Lookup		

10. Select the **Apply Now** button next to the **Cooper Sams Longevity Credit Submission Application**.

- Check the box next to all eligble individual's names. As a reminder, eligible personnel appeared on your roster between July 1, 2017 and June 30, 2018 and has not been payed more than &7,854 during that time.
- 12. After checking each individual, next select the **Submit** button at the botton of the application.

After successfully submitting the application, you should receive a confirmation email informing you your application has been submitted. Please retain a copy of this email for your records.

If you have any questions while completing the above steps, please contact our main office at (651) 201-2801 or by email at emsrb@state.mn.us.