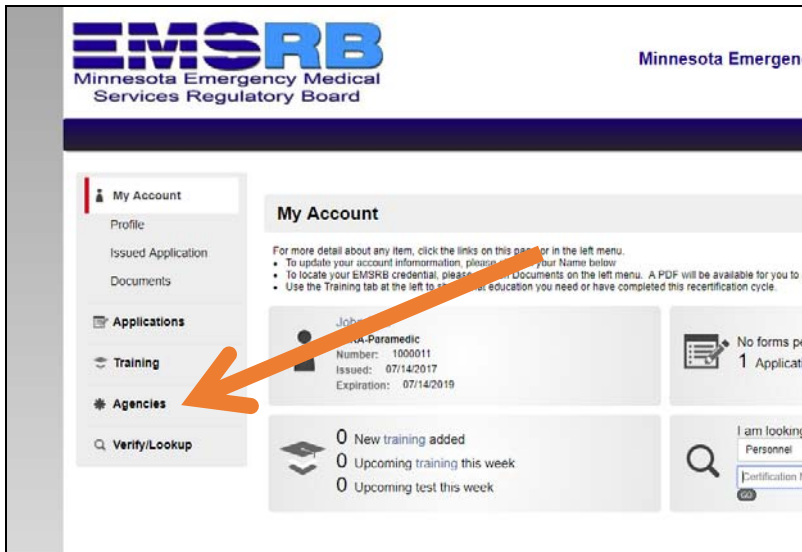


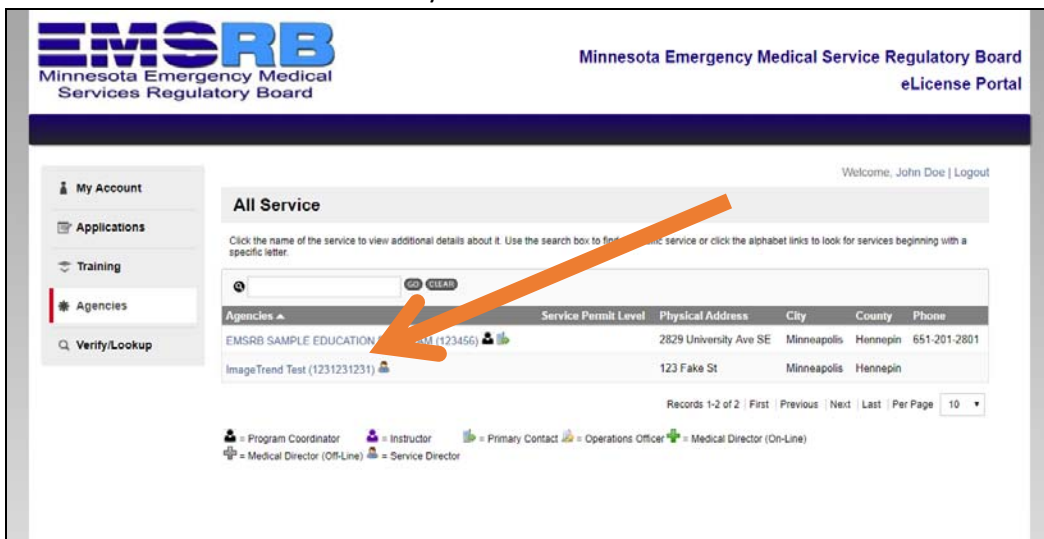
Cooper/Sams Claim Credit Application Instructions

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.

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



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



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.

EMSRB
Minnesota Emergency Medical Services Regulatory Board

Minnesota Emergency Medical Services Regulatory Board

My Account
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Service Areas
Inspections
Verify/Lookup

ImageTrend Test (1231231231)
123 Fake St 23, Minneapolis, Minnesota 55408
Advanced Life Support -- Issued: 02/09/2017 -- Expires: 03/31/2018

Agencies Details

Click the arrows beside a header to expand or collapse each section of information.

Demographics | Organization | Staff

Details

Name: ImageTrend Test
Sync Method: No Sync
Active: Yes
Agency Classification: Ambulance Service
Daylight Savings Time Use: No
Time Zone: GMT-6:00 Central Time
Email:
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**.

EMSRB
Minnesota Emergency Medical Services Regulatory Board

Minnesota Emergency Medical Services Regulatory Board

Welcome, John Doe

ImageTrend Test (1231231231)
123 Fake St 23, Minneapolis, Minnesota 55408
Advanced Life Support -- Issued: 02/09/2017 -- Expires: 03/31/2018

Personnel

Use the *Position* drop down menu and the search box to search for personnel by specific positions or names. To view all personnel again, click Clear.
Click the arrow to the right of each person's name to view additional details about them. To view a list of documents submitted for that person, click the icon in the *Documents* column.

Add an Existing Personnel to Agencies Roster

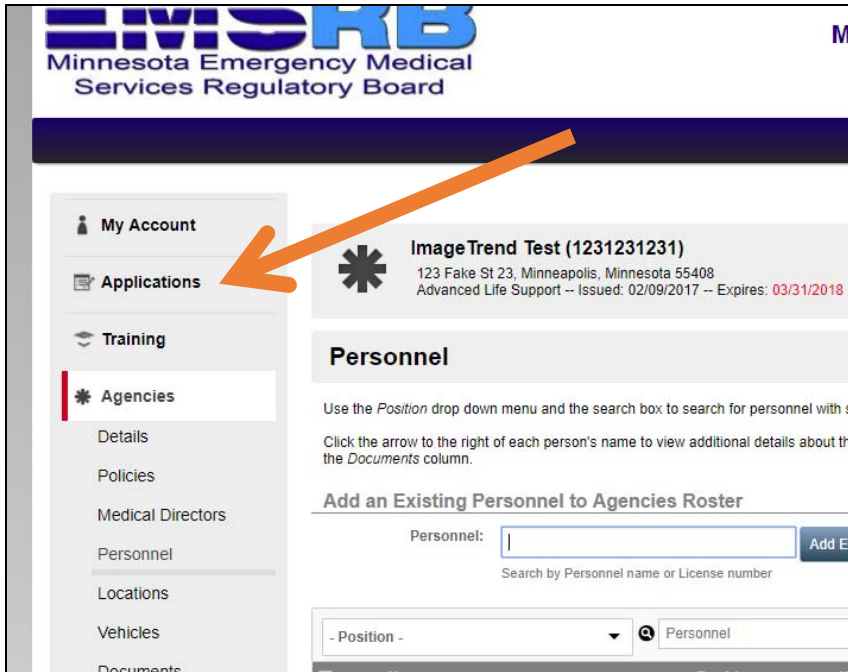
Personnel: 1000012 Add Existing Personnel to ImageTrend Test

Search by Personnel name or License number

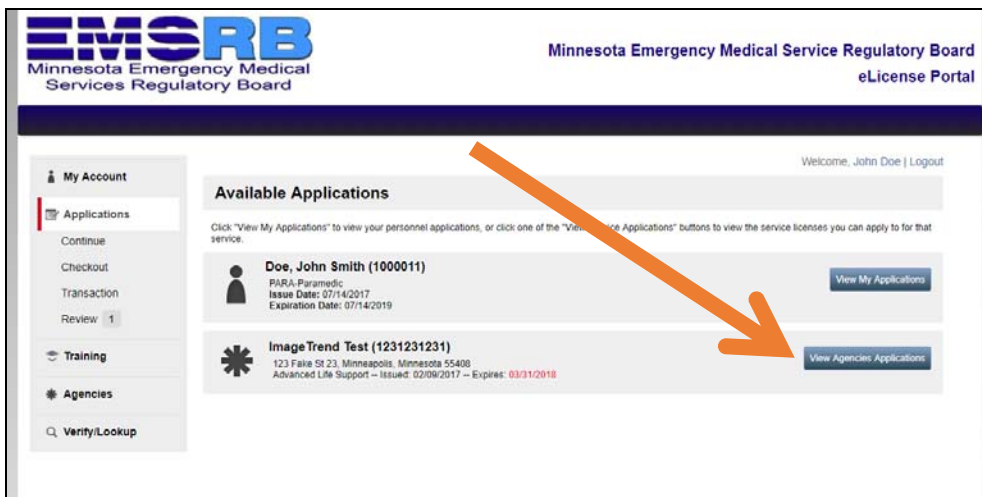
- Position - Personnel GO CLEAR

Name	Positions	Number	Level	Issued	Expiration
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- 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.
- After updating your roster, select **Applications** along the left sidebar.



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



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

11. Check the box next to all eligible 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.