

Annual Education Program Renewal Notification

Background

Each EMSRB approved Education Program in the State of Minnesota has a unique expiration that varies in day and month. Because of this there needs to be a **change** to the renewal process to ensure fair and consistent procedures for Education Programs that have completed transition applications to the EMS Education Standards and will be active programs after **April 2, 2014**.

Education Program Approval Renewal

Minnesota Statute, section 144E.285 Subdivision 4 states: “an education program shall apply to the board for re-approval at least three months prior to the expiration date of its approval...”. The dates of your program approval are clearly marked on the Certificate of Approval you receive from the EMSRB and in the e-licensing system (<https://mn.gov/elicense/gateway/>). Your Education Program Certificate of Approval must be kept on file.

In the past, you may have received multiple notifications from the EMSRB regarding the renewal of your program. Moving forward, notification reminders will be provided once annually.

1. Renewal applications for Education Program renewal in the e-licensing system will be opened accordingly:

MONTH OF EXPIRATION	RENEWAL DUE	APPLICATION OPENED
January	September	July 15 th
February	October	August 15 th
March	November	September 15 th
April	December	October 15 th
May	January	November 15 th
June	February	December 15 th
July	March	January 15 th
August	April	February 15 th
September	May	March 15 th
October	June	April 15 th
November	July	May 15 th
December	August	June 15 th

2. Applications must be **complete**, including payment, by the end of the month in which your program renewal application is due.

Note: Those programs that use the SWIFT system for payment (interagency payment) must provide the appropriate contact information to lauren.everett@state.mn.us so that the proper invoice may be sent and the fund transfers occur in a timely fashion.

3. If your renewal application is not **complete and received** by **your actual expiration date**, it will be assumed that you no longer wish to be an Approved Education Program in the State of Minnesota and your access to the e-license system will be terminated.

If you have any questions, please don't hesitate to contact the EMSRB EMS Specialist in your area ([EMSRB Contact Information](#)).

EMSRB Communication: The EMSRB will use e-mail as the primary means of communicating program approval information and other important information to Education programs. It is the responsibility of Education Program Coordinator to update the EMSRB if e-mail addresses change or important contact information changes for the Education Program. E-mail address information must be up-to-date in the e-licensing system at your program site.

Thank you for your attention to this important Education Program renewal information.