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 $8,109.00 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 (or visit http://emsrbm.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.

An Equal Opportunity Employer
4. Select **Personnel** along the left sidebar.

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**.
7. 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.

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.

10. 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 of last year and June 30 of this year, and has not been payed more than $8,109.00 during that time.

12. After checking each individual, next select the **Submit** button at the bottom 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.