

EDUCATION PROGRAMS INSTUCTIONS

1. Login to <https://emsrbm.mn.gov>
2. Using your personal login information, you are assigned to the appropriate Agency.
 - a. Education Program Coordinators and Primary Contacts have been set up. If this requires changing, please contact your EMSRB Specialist.

The screenshot shows the EMSRB eLicense Portal interface. The header includes the EMSRB logo and the text "Minnesota Emergency Medical Service Regulatory Board eLicense Portal". A navigation menu on the left includes "My Account", "Applications", "Training", "Agencies", and "Verify/Lookup". The "Agencies" menu item is highlighted with a blue arrow. The main content area displays a table of agencies under the heading "All Service".

Agencies	Service Permit Level	Physical Address	City	County	Phone
EMSRB SAMPLE AMBULANCE SERVICE		2829 University Ave SE	Minneapolis	Hennepin	
EMSRB SAMPLE EDUCATION PROGRAM		2829 University Ave SE	Minneapolis	Hennepin	

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Legend:
👤 = Program Coordinator
👤 = Primary Contact
👤 = Operations Officer
👤 = Medical Director (On-Line)
👤 = Medical Director (Off-Line)
👤 = Service Director

3. Review your program Demographic Information
 - a. Changes must be submitted via Update Application in the applications section

The screenshot shows the "Agencies Details" page for the "EMSRB SAMPLE EDUCATION PROGRAM". The left navigation menu has "Agencies" selected, and the "Personnel" sub-menu item is highlighted with a blue arrow. The main content area shows the "Personnel" section with a table of personnel.

Name	Positions	Number	Level	Issued	Expiration	Docs
BEAR, TED DEE	EMSR - Emergency Medical Responder				10/31/2017	
ZAPPERSON, MARY RECKER (1000032)	1000032 PARA - Paramedic			08/09/2017	08/09/2017	
AGAIN Ph.D., TANNER TRY'S (1000011)	1000011 PARA - Paramedic			07/14/2017	07/14/2019	
ACCOUNT HOLLY TEST (1000028)	1000028 Emergency Medical Responder			08/14/2017	10/31/2017	
EMSRB_TEST BOARD (1000021)	1000021 PARA - Paramedic			09/01/2017	03/31/2018	

Legend:
👤 = Program Coordinator
👤 = Primary Contact
👤 = Operations Officer
👤 = Medical Director (On-Line)
👤 = Medical Director (Off-Line)
👤 = Service Director
👤 = Inactive User

4. Add Personnel by selecting Personnel from the left menu under agencies
 - a. Personnel may be added by Name or Certification Number
5. Additional Modules such as Instructors, Inspections, and Program Renewal will be available in future phases of the eLicense system.