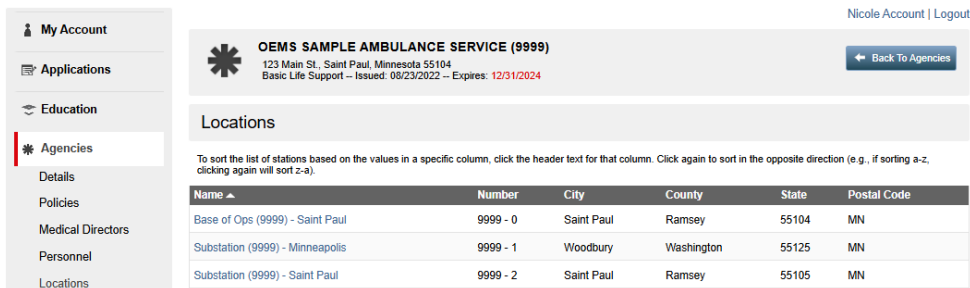


## Ambulance Service License Renewal Required Information

### ALL MUST BE VERIFIED PRIOR TO STARTING THE RENEWAL APPLICATION

Read through this document carefully prior to starting the renewal application. Ensure all following information is available, as some items must be uploaded into the application. If any vehicle or location information needs updating after the application is started, please contact your EMS Specialist, they will update your information and reset the application.

- Copy of all necessary Medical Director paperwork to upload with current signatures.
  - Medical Director Statement and Variance Renewal (all license levels)
    - Section A is to be filled out by all license levels;
    - Section B is only to be filled out if your license has been approved for variances.
  - Medical Control Agreement (PTALS and ALS license levels only)
  - Annual Skills Verification (all license levels, must be signed within last calendar year)
- Copy of Mutual Aid Agreements.
- Copy of Staffing Agreements – if applicable to your service. This is an agreement between two neighboring services to cover each other’s PSA while one is short staffed.
- Approximate square mileage of PSA.
- Approximate population in PSA.
- Previous full calendar years call volume.
- Assure all vehicles listed are accurate. ***\*If discrepancies exist, contact your EMS Specialist to update prior to starting application.\****
- Assure all locations are accurate and in the required format as shown below. ***\*If discrepancies exist, contact your EMS Specialist to update prior to starting application.\****



Nicole Account | Logout

**OEMS SAMPLE AMBULANCE SERVICE (9999)**  
123 Main St., Saint Paul, Minnesota 55104  
Basic Life Support – Issued: 08/23/2022 – Expires: 12/31/2024

← Back To Agencies

Locations

To sort the list of stations based on the values in a specific column, click the header text for that column. Click again to sort in the opposite direction (e.g., if sorting a-z, clicking again will sort z-a).

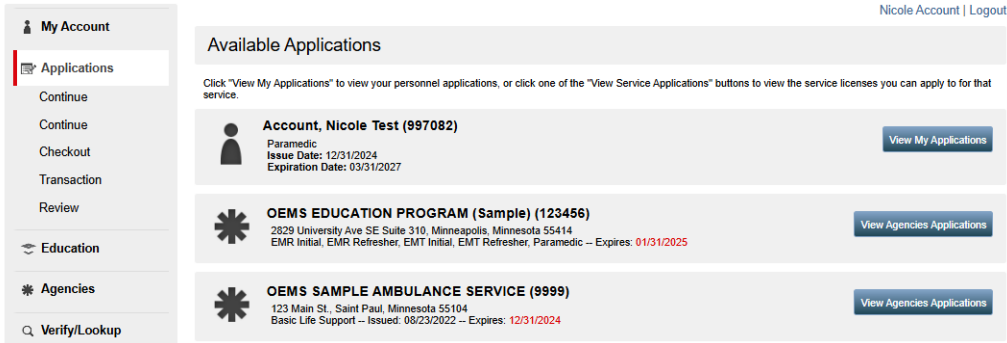
Name ▲	Number	City	County	State	Postal Code
Base of Ops (9999) - Saint Paul	9999 - 0	Saint Paul	Ramsey	55104	MN
Substation (9999) - Minneapolis	9999 - 1	Woodbury	Washington	55125	MN
Substation (9999) - Saint Paul	9999 - 2	Saint Paul	Ramsey	55105	MN

- Method of payment. If paying by check, email your EMS Specialist for an invoice once application has been submitted. You must allow ample mailing time to ensure the payment received no later than 30 days prior to license expiration date.

# Renewal Application Instructions

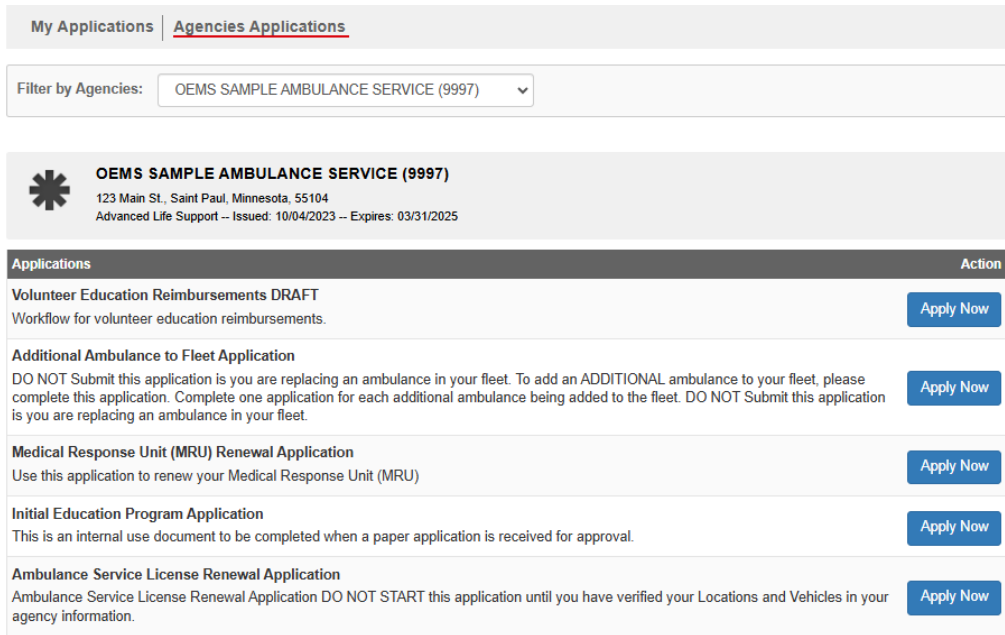
**ENSURE ALL ITEMS FROM PREVIOUS PAGE ARE ACCURATE PRIOR TO STARTING APPLICATION**

1. Select **Applications** from the menu on the left then **View Agency Applications**.



The screenshot shows a user account dashboard for Nicole Account. On the left is a navigation menu with 'Applications' highlighted. The main area is titled 'Available Applications' and lists three items: 'Account, Nicole Test (997082)', 'OEMS EDUCATION PROGRAM (Sample) (123456)', and 'OEMS SAMPLE AMBULANCE SERVICE (9999)'. Each item has a 'View My Applications' or 'View Agencies Applications' button. A blue arrow points to the 'Applications' menu item, and another blue arrow points to the 'View Agencies Applications' button for the ambulance service.

2. Click **Apply Now** next to Ambulance Service License Renewal Application.

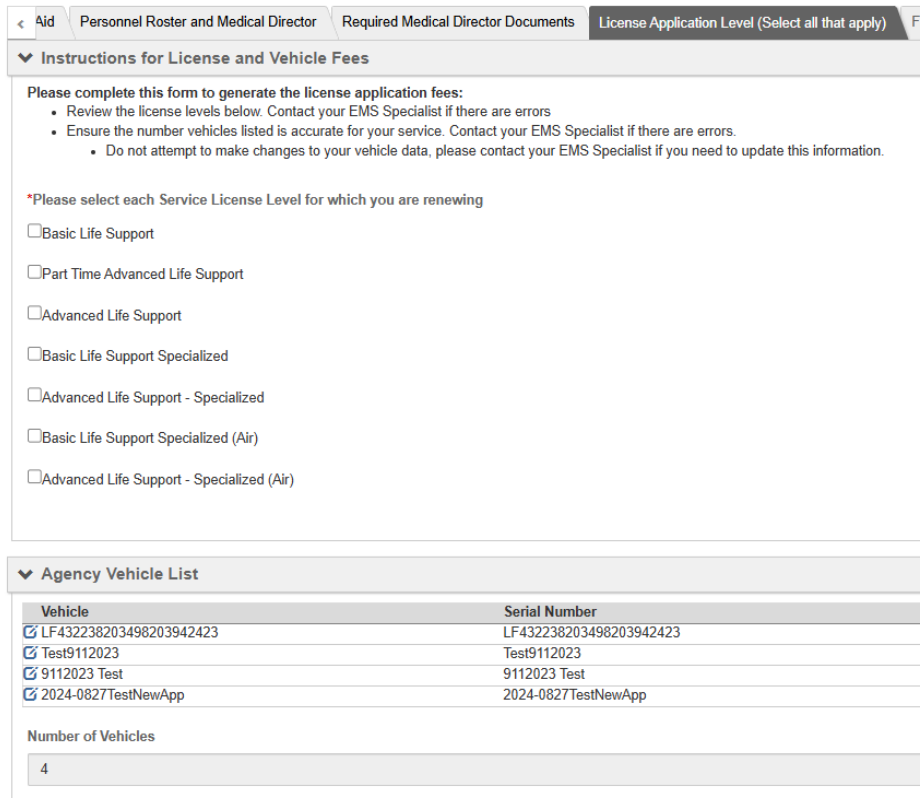


The screenshot shows the 'Agencies Applications' page for 'OEMS SAMPLE AMBULANCE SERVICE (9997)'. It features a filter dropdown set to 'OEMS SAMPLE AMBULANCE SERVICE (9997)'. Below the agency information, there is a table of applications with an 'Action' column. The 'Ambulance Service License Renewal Application' is highlighted, and a blue arrow points to its 'Apply Now' button.

Applications	Action
<b>Volunteer Education Reimbursements DRAFT</b> Workflow for volunteer education reimbursements.	Apply Now
<b>Additional Ambulance to Fleet Application</b> DO NOT Submit this application is you are replacing an ambulance in your fleet. To add an ADDITIONAL ambulance to your fleet, please complete this application. Complete one application for each additional ambulance being added to the fleet. DO NOT Submit this application is you are replacing an ambulance in your fleet.	Apply Now
<b>Medical Response Unit (MRU) Renewal Application</b> Use this application to renew your Medical Response Unit (MRU)	Apply Now
<b>Initial Education Program Application</b> This is an internal use document to be completed when a paper application is received for approval.	Apply Now
<b>Ambulance Service License Renewal Application</b> Ambulance Service License Renewal Application DO NOT START this application until you have verified your Locations and Vehicles in your agency information.	Apply Now

3. Work through all tabs of the application ensuring to click **Save and Continue** at the bottom of each tab.

4. All license levels the service is currently approved for will be auto selected on the **License Application Level** tab. Please contact your EMS Specialist if there is a discrepancy. The number of vehicles must be a numerical value. i.e. 4 and not “four”.



The screenshot shows a web form with the following sections:

- Instructions for License and Vehicle Fees:** Includes instructions to review license levels and ensure vehicle counts are accurate. A note states: "\*Please select each Service License Level for which you are renewing".
- License Levels:** A list of checkboxes for various service levels: Basic Life Support, Part Time Advanced Life Support, Advanced Life Support, Basic Life Support Specialized, Advanced Life Support - Specialized, Basic Life Support Specialized (Air), and Advanced Life Support - Specialized (Air).
- Agency Vehicle List:** A table with columns for Vehicle and Serial Number. It lists four vehicles, each with a checked checkbox in the first column.
- Number of Vehicles:** A text input field containing the number "4". A blue arrow points to this field from the left.

Vehicle	Serial Number
<input checked="" type="checkbox"/> LF432238203498203942423	LF432238203498203942423
<input checked="" type="checkbox"/> Test9112023	Test9112023
<input checked="" type="checkbox"/> 9112023 Test	9112023 Test
<input checked="" type="checkbox"/> 2024-0827TestNewApp	2024-0827TestNewApp

5. Select payment method on **Fee Payment & Confirmation** tab. If paying by check, email your EMS Specialist for an invoice once application has been submitted. You must allow ample mailing time to ensure the payment received no later than 30 days prior to license expiration date.

**\*\*Note: Services with an approved staffing hardship variance must submit the Staffing Hardship Renewal Application via email to their EMS Specialist for reapproval by the director.\*\***

If you require further assistance, please contact your EMS Specialist.