

Initial EMS Agency Licensure Application Guide

Idaho Bureau of EMS and Preparedness

Before you start:

- Idaho EMS agency license regulations will not be covered in this guide. You can find these regulations in the **“Emergency Medical Services (EMS) Agency Licensing Requirements”** document located online under the **“Idaho Code and Rule”** link on our website (www.idahoems.org). It is highly recommended that you review these regulations prior to initiating an Idaho EMS Agency license application.
- The initial Idaho EMS agency licensure process can often take 2 months or more, depending on the availability of required documentation, required agreements, acquisition of vehicles and supplies, EMS Bureau administrative approvals, etc. New EMS agencies must be approved by several administrative levels, and they require an on-site inspection prior to a license being issued.
- **NOTE:** 911 Prehospital agency licenses can be very difficult to obtain due to the additional requirements for 911 EMS agencies. Before beginning an application for 911 Prehospital licensure, carefully research the Idaho 911 Prehospital agency requirements in the **“Idaho Code and Rule”** link on our website to see if your agency meets these qualifications.

To Get Started:

- The agency administrator must create a personal IGEMS account.
- The agency administrator must then contact the Idaho Bureau of EMS and Preparedness (208-334-4000) to create an initial EMS Agency application in IGEMS.
- After the application is created in IGEMS, it will be assigned to the agency administrator's personal IGEMS profile. Only the agency administrator will have access to the application.

You will need to provide the following information to the EMS Bureau when requesting an initial agency application:

- Name of the agency
- Address of the agency
- Administrator of the agency (who must have a personal IGEMS account)
- Time zone the agency will be operating in
- Contact email for the agency or the agency administrator
- Phone number of the agency or the agency administrator

An EMS Field Coordinator will create the Initial EMS Agency application in IGEMS and will assign the license application to the agency administrator's personal IGEMS account so the administrator can access it and complete the application.

The following instructions in this guide will apply after you have access to your Initial EMS Agency application.

Step 1: Go to www.idahoems.org

The screenshot shows the website for Idaho Emergency Medical Services. At the top, the browser address bar displays the URL: <https://healthandwelfare.idaho.gov/Medical/EmergencyMedicalServices/tabid/117/Default.aspx>. The page header includes the Idaho EMS logo and the text "Idaho Emergency Medical Services". Contact information is provided: "Contact Idaho EMS: 208-334-4000, 1-877-554-3367" and "Fax: (208) 334-4015, IdahoEMS@dhw.idaho.gov". A navigation menu contains links for EMS, EMS Advisory Committee, Physician Commission, State Communications, Public Health Preparedness, and Time Sensitive Emergency. The main content area features a large blue "Contact Us" banner with icons for location, phone, and email, and the subtitle "EMS Bureau Contact Information". Below the banner is a grid of resource buttons: REPLICA, FAQs, Find us on: facebook, NEWSLETTER, TRAIN, IGEMS, Investigations Complaint Form, Idaho Code & Rule, TOWN HALL, Public Records Request, what's new?, and RESOURCES. A red arrow points from a white callout box containing the text "Select 'IGEMS'" to the IGEMS button. At the bottom of the page, a footer message reads: "Got feedback about our website? Help us make it better by [completing a survey](#). It'll only take a couple of minutes."

Step 2: Log in to your personal IGEMS account

The screenshot shows the IGEMS website interface. At the top, there is a navigation bar with the IGEMS logo and the text "IDAHO'S GATEWAY FOR EMERGENCY MEDICAL SERVICES" and "BUREAU OF EMERGENCY MEDICAL SERVICES & PREPAREDNESS". Below this is a red navigation menu with links for IdahoEMS.org, NREMT, TRAIN Idaho, CHU Background Check, EMS Licensure, Education, EMSPC, EMSAC, and IGEMS-PCR. The main content area features a "Welcome to the Idaho Gateway for EMS (IGEMS) license management system for EMS Personnel and Agencies in the State of Idaho." message. A callout box with a blue border and white background contains the text "Login using your personal ID and password" in blue. Two red arrows point from this box to the "Login" and "Create Account" buttons in the login form. The login form includes a "Login" heading, a text input field with "paramedicP", a "Password" input field, a "Forgot Username or Forgot Password?" link, and "Login" and "Create Account" buttons. At the bottom of the page, there is a footer with contact information for the Idaho Bureau of EMS & Preparedness.

Account Login

Training

Lookup

Welcome to the Idaho Gateway for EMS (IGEMS) license management system for EMS Personnel and Agencies in the State of Idaho.

We are very excited about our new licensure system and the efficiencies it has created. As with any significant change, complications are to be expected. We ask that you will help us identify issues by communicating those to us as you experience them. Contact information is at the bottom of each page. With your help, we can streamline processes within IGEMS to make it the most user-friendly license management system.

****If you have been a student or licensed as an EMS provider prior to October 24th, 2016 you can use the Claim Account option to match your imported information to your IGEMS account.****

Check to see if you have information already imported to IGEMS. [Personnel Lookup](#)

If you do, then claim your account. [Claim my Account](#)

[IGEMS User Guide](#)

Login

paramedicP

Password

[Forgot Username or Forgot Password?](#)

[Login](#) [Create Account](#)

If you have any questions or concerns while using IGEMS, you can contact the Idaho Bureau of EMS & Preparedness at EMSPROVLIC@dhw.idaho.gov or 1-877-554-3367 toll free.

Step 3: Select “Applications”

The screenshot shows a web browser window with the URL <https://www.idahoemlicense.net/public/idaho/account/>. The browser tabs include '2019-6 Magic Valley Paramedic...', 'Infonet | Home', 'Emergency Medical Services', 'State of Idaho Public Portal', and 'ImageTrend Licensure'. The browser's address bar shows the URL and a search field. The browser's menu bar includes 'File', 'Edit', 'View', 'Favorites', 'Tools', and 'Help'. The browser's status bar shows 'ImageTrend Licensure', 'Investigations Continuity ...', 'In-State Training & Travel ...', 'Web Fax Compose', 'EMS Website', and 'Home - Bureau of EMS an...'. The main content area is the IGEMS website. The header features the IGEMS logo and the text 'IDAHO'S GATEWAY FOR EMERGENCY MEDICAL SERVICES' and 'BUREAU OF EMERGENCY MEDICAL SERVICES & PREPAREDNESS'. A navigation bar contains links for 'IdahoEMS.org', 'NREMT', 'TRAIN Idaho', 'CHU Background Check', 'EMS Licensure', 'Education', 'EMSPC', 'EMSAC', and 'IGEMS-PCR'. The main content area is titled 'My Account' and includes a sidebar with 'My Account', 'Profile', 'Applications', 'Training', 'Agency', and 'Lookup'. The main content area includes a 'Welcome, Pauline *Para-medical | Logout' message, a 'My Account' section with a red arrow pointing to the 'Applications' button, a 'Personnel Tools' section with buttons for 'Applications', 'Check App Status', 'Training Report', 'Pay Fees', 'What's New?', and 'Submit CE Hours', a 'Generate Card' button, a 'No forms pending' message, a '0 Application to be reviewed' message, a '0 New training added' message, a '0 Upcoming training this week' message, a '0 Upcoming test this week' message, and a search form for 'I am looking for...' with a dropdown menu for 'Personnel' and input fields for 'Last Name', 'First Name', and 'Name'. The footer includes the text '© 2019 ImageTrend, Inc.' and 'If you have any questions or concerns while using IGEMS, you can contact the Idaho Bureau of EMS & Preparedness at EMSPROVLIC@dhw.idaho.gov or 1-877-554-3367 toll free.' The bottom of the page features the text 'IDAHO DEPARTMENT OF HEALTH & WELFARE' and 'DIVISION OF PUBLIC HEALTH'. The browser's status bar shows '90%' zoom.

Step 4: Select "Service Applications"

The screenshot shows a web browser window with the URL https://www.idahoemslcense.net/public/idaho/applications/my_list/. The page is titled "Available Applications" and includes a navigation menu on the left with options like "My Account", "Applications", "Training", "Agency", and "Lookup". The "Applications" section is active, showing a list of application types with "Apply Now" buttons. A red arrow points to the "Service Applications" link in the "My Applications" tab.

Welcome, Pauline *Para-med | Logout

Available Applications

Begin a new application, or click one of the links in the left menu to work with an application you have already begun.

My Applications | Service Applications

***Para-med, Pauline (180704)**
Advanced 85
Issue Date: 04/13/2015
Expiration Date: 09/30/2018

Applications	Action
Provider BLS License - Initial EMT & EMR - Application for initial 3 year license based on Idaho EMS Course, Reciprocity, or National Registry. **Must have parental consent if 16 or 17 years old**	Apply Now
Copy of Provider BLS License - Initial EMT & EMR - Application for initial 3 year license based on Idaho EMS Course, Reciprocity, or National Registry. **Must have parental consent if 16 or 17 years old**	Apply Now
Provider ALS License - Initial AEMT & Paramedic - Application for initial 2 year license based on Idaho EMS Course, Reciprocity, or National Registry. **Must be 18 years old or older.**	Apply Now
Provider BLS License - Reinstatement EMT & EMR License reinstatement if license expired within the last 24 months.	Apply Now
AEMT 85/EMT 2011 Advanced EMT 85 who have updated their scope of practice to meet the floor skills of the EMT 2011.	Apply Now
Ambulance Based Clinician - Initial Ambulance Based Clinicians (ABC) are professionally licensed as an RN, PA, or APN and have completed the ABC Curriculum or EMT Initial Course. To obtain an ABC Certificate provide your qualifying license information and Idaho EMS Agency affiliation. The ABC Certificate will expire if your qualifying license expires or is revoked.	Apply Now
Instructor Certification - Renewal Application for state approved EMS Instructors of Initial EMS Courses to renew their Instructor Certification.	Apply Now
EMT Optional Modules	Apply Now
NREMT Cognitive Exam Voucher The Exam Voucher is intended for students attempting to become licensed volunteers. It requires course completion and doesn't cover re-testing costs.	Apply Now
EMS Support Staff	Apply Now

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Step 5: Select the Proper Application

https://www.idahoemlicense.net/public/idaho/applications/service_list/?serviceID=8D6C5A4B-BA7C-E911-80D6-001DD8B723FB

Infonet | Home | sco.idaho.gov | ImageTrend Licensure | Current Investigation Case File... | Emergency Medical Services | State of Idaho Public Portal

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ImageTrend Licensure | Investigations Continuity ... | In-State Training & Travel ... | Web Fax Compose | EMS Website | Home - Bureau of EMS an...

IGEMS

IDAHO'S GATEWAY FOR EMERGENCY MEDICAL SERVICES

BUREAU OF EMERGENCY MEDICAL SERVICES & PREPAREDNESS

IdahoEMS.org | NREMT | TRAIN Idaho | CHU Background Check | EMS Licensure | Education | EMSPC | EMSAC | IGEMS-PCR

Welcome, Pauline *Para-med | Logout

Available Applications

Click "Apply Now" next to one of the licenses to apply to that license for this service.

My Applications | Service Applications

Filter By Service: ACME Search and Rescue ***TEST*** (None) ▾

ACME Search and Rescue ***TEST***

Applications	Action
Agency License - Initial License for new agencies or agencies changing operational declarations.	Apply Now
Optional Modules Addendum Update optional modules approved for the agency.	Apply Now
Agency Roster: Personnel Updates Agency Administrators can update Providers and the positions held by agency Personnel when they become credentialed (Credentialed Provider), approved for OMs, Critical Care, or Agency Administrators.	Apply Now
Add a Vehicle Add a new vehicle to the agency.	Apply Now
Inactivate a Vehicle Inactivate a vehicle from active service.	Apply Now
Update Vehicle Information Update current vehicle information.	Apply Now
Add/Update Station Information	Apply Now

Step 6: Agency Demographics

Start the form. Items with an * are required, and the application will not process without the required information. As you answer the questions, continue to scroll down the form. At the end of the page, select "Next."

Make sure the name of the agency you are applying for appears here. If it does not, go back to Step 5 and make corrections.

Scroll down the page to continue.

Step 7: Service Types and Operational Declarations of your agency

Select the agency license types and operational declarations for which your agency is applying. Multiple declarations are allowed in each section, but your agency must meet the requirements for each prior to a license being issued.

NOTE: your agency can only be granted a license to perform the operational declarations listed here. Offering new services that are not selected in this application will require a new application.



County:

State:

Service Type, Clinical Level, Operational Declarations

SERVICE TYPES & OPERATIONAL DECLARATIONS

*Highest Operational Declaration Clinical Level to be offered:

Select the Operational Declarations with the highest clinical level you will offer for that Service Type.

Ex. If you select Paramedic-Prehospital, then you do NOT need to select EMT-Prehospital as it is covered by the higher level.
Ex. If you select Paramedic-Prehospital, but plan to have Standby only at the EMT level, then you do need to select EMT-Standby as well.

Ambulance License

Non-Transport License

Air Medical License

Select the highest level of care your agency will offer.

For specific definitions of each license type and operational declarations, see the **“Emergency Medical Services (EMS) Agency Licensing Requirements, EMS Agency License Models”** regulations under the **“Idaho Code and Rule”** link on our website.

After completing this page, click **“Next.”**

Step 8: Geographical Coverage Area

This is a free-text box. Assign a name to the agency's general coverage area, such as "Remote areas of Valley County and Idaho County," etc.

To select the counties and cities your agency will be operating in, scroll down the boxes on the left to find the applicable locations. Select the locations in the left box, and then click the "play" button to move the name to the box on the right. The boxes on the right will contain the counties / cities that you are planning to operate in. NOTE: multiple counties and cities can be selected if applicable.

This application only applies to IDAHO. You will need to contact any other states you plan to operate in.

Scroll down this page to continue.

The screenshot shows a web browser window with the URL '64566d2-4d7e-e911-80d6-001dd88723fb/response/64566d2-4d7e-e911-80d6-001dd88723fb/true'. The browser tabs include 'Current Investigation Case File...', 'Emergency Medical Services', and 'Public Portal'. The page title is 'Agency Admin'. The navigation menu includes 'Agency License', 'Coverage Area & Data Projections', 'Personnel Staffing Plan', 'Stations & Vehicles', and 'Agency Admin'. The 'Coverage Area & Data Projections' section is active, showing the 'Geographic Coverage Area' form. The form has a 'Coverage Area Name' field, a 'States' section with a list of states and a selected 'Idaho' box, a 'Counties' section with a list of counties and a selected 'Ada' box, and a 'Cities' section with a list of cities and a selected 'Aberdeen' box. A red arrow points from the 'Coverage Area Name' field to the 'Idaho' box, and another red arrow points from the 'Ada' box to the 'Idaho' box. A blue arrow points down from the 'Scroll down this page to continue.' text box.

Step 9: Call Volume Details

Describe any coverage area borders not defined by county or city lines above.

Response Time & Clinical Benefits

HISTORICAL & PROJECTED ANNUAL CALL VOLUME/RESPONSE DATA

Applicants will submit, on the agency application, declarations of the following:

*Enter the projected Total Call Volume for the next complete calendar year.

*Enter the percent of Total Calls projected to require patient transport.

EXISTING RESPONSE TIME DATA

An applicant in an area where response time data for a similar agency exists will describe known response times within the geographic coverage areas.

Agency's average response time within the geographic coverage area during daylight hours in ideal weather:

Less than 5 min 5-10 min 10-15 min 15-20 min 20-30 min greater than 30 min

The longest response time within the geographic coverage area, responding to an emergency call in ideal weather during daylight hours:

Less than 5 min 5-10 min 10-15 min 15-20 min 20-30 min 30-45 min Greater than 45 min

*Number of calls in the last calendar year to the area with the longest projected response time:

Less than 10 10-20 21-50 51-100 101-200 201-300 Greater than 300

*Describe the beginning point of the longest response time:

*Describe the ending point of the longest response time:

PROJECTED RESPONSE TIME DATA

An applicant in an area where response time data for a similar agency exists will describe how the model declared in the application will change known response times within the geographic coverage areas.

Estimated call volumes that currently exist in that area

Fill in estimated response times that currently exist in that area

Scroll down the page to continue

Step 10: Response Times and Clinical Benefits

PROJECTED RESPONSE TIME DATA
An applicant in an area where response time data for a similar agency exists will describe how the model declared in the application will change known response times within the geographic coverage areas.

*Agency's average response time within the geographic coverage area during daylight hours in ideal weather:
 Less than 5 min 5-10 min 10-15 min 15-20 min 20-30 min greater than 30 min

*The longest response time within the geographic coverage area, responding to an emergency call in ideal weather during daylight hours:
 Less than 5 min 5-10 min 10-15 min 15-20 min 20-30 min 30-45 min Greater than 45 min

*Number of calls in the last calendar year to the area with the longest projected response time:
 Less than 10 10-20 21-50 51-100 101-200 201-300 Greater than 300

*Are the starting or ending locations of the longest response time expected to change from the existing?
 Starting Point Changes
 Ending Point Changes
 No Changes to either

DESCRIPTION OF CLINICAL BENEFITS/IMPACTS
Initial Agency applications must include a description of the projected clinical benefits that will result from licensure.
Description must include:
Changes to Level of Care. A description of the change in the level of care provided for patients within the geographic coverage area.
Changes to Response for Treatment. A description of the change in time to treatment for patients within the geographic coverage area.
Planned Location of Resources. A description of the location of agency resources and equipment available.
Impact on Community. A description of the impact on other resources and the community.
Personnel Training. A description of the process to train personnel.

*Clinical Benefits/Impacts Narrative

AGENCY COSTS & REVENUES
Applications must include a description of the projected costs & revenues expected from initial licensure this year due to new agency, new service types, new operation declarations, changes in personnel clinical levels or discontinuing patient transport services.

*Operating Costs specific to the EMS operation.

Now select the response time that your agency will have once in service.

Describe how your agency will improve the services currently available in that area.

Continue scrolling down the page

Step 11: Projected Costs and Revenues

https://www.idahoemslslicense.net/public/ida/portal/#/application/524566d2-4d7e-e911-80d6-001dd8b723fb/response/6b4566d2-4d7e-e911-80d6-001dd8b723fb/true

Infonet | Home | sco.idaho.gov | ImageTrend Licensure | Current Investigation Case File... | Emergency Medical Services | Public Portal

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AGENCY COSTS & REVENUES

Applications must include a description of the projected costs & revenues expected from initial licensure this year due to new agency, new service types, new operation declarations, changes in personnel clinical levels or discontinuing patient transport services.

*Operating Costs specific to the EMS operation.

*Personnel Costs specific to the EMS operation.

*Revenues specific to the EMS operations.

*Tax-based revenue and support specific to the EMS operation.

*Capital resources and purchases specific to the EMS operation.

If you have any questions or concerns while using IGEMS, you can contact the Idaho Bureau of EMS & Preparedness at EMSPROVLIC@dhw.idaho.gov or 1-877-554-3367 toll free.

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Review this entire page to ensure the information is correct!! When complete, click "Next."

Document your agency's projected financial costs and revenues for operations.

Step 12: Personnel and Staffing

https://www.idahoemsls.net/public/idaho/portal#/application/524566d2-4d7e-e911-80d6-001dd8b723fb/response/6b4566d2-4d7e-e911-80d6-001dd8b723fb/

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Applications

- Continue 1
- Checkout
- Transaction
- Review 1
- Training

Agency License Coverage Area & Data Projections Personnel Staffing Plan Stations & Vehicles Agency Administ

Section 1

PERSONNEL STAFFING

All personnel providing patient care must:

- hold an active EMS Personnel License or current ABC Certificate,
- be credentialed to practice under the supervision of the agency Medical Director,
- be identified as either Volunteer (Compensated or Uncompensated) or Career (Full-Time or Part-Time),
- only use OM Skills, identified by the Medical Director's current OM Addendum, after successfully completing required training/testing and receiving credentialing from the Medical Director.

Review the Agency's Personnel Roster. Ensure the agency has completed a current Agency Roster Role Update form with the Personnel Roster Required Information listed below.

24-HOUR RESPONSE STAFFING PLAN

*Is this agency seeking a 24-Hour Response Waiver?
 Yes No

*Describe how the staffing plan ensures appropriately licensed personnel are available to provide the required care.

Our staffing plan includes 1 Paramedic and 1 EMT on call at all times, with 3 teams rotating every 48 hours. We also have a helicopter pilot on call, and extensive trained volunteers on call.

Next

If you have any questions or concerns while using IGEMS, you can contact the Idaho Bureau of EMS & Preparedness at EMSPROVLIC@dhw.idaho.gov or 1-877-554-3367 toll free.

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If your agency intends to be available 24/7, select "No." If your agency will only have certain hours of availability (i.e. 8am-8pm), then select "Yes."

Write a brief summary of your agency's staffing plan.

When this page is complete, select "Next."

Step 13: Agency and Base Locations

Applications

- Continue 1
- Checkout
- Transaction
- Review 1
- Training
- Agency
- Lookup

Agency License Coverage Area & Data Projections Personnel Staffing Plan Stations & Vehicles Agency Administ >

Section 1

AGENCY STATION LOCATIONS

You can **Add/Update** new stations on this list. **DO NOT Delete** stations on this page.
If you believe you need to delete a station contact the Bureau at (208) 334-4000.

*Station Name
ACME 1

Station Number
1

Street
ACME Lane

Postal Code
83712

City
Boise

County
Ada

State
Idaho

VERIFICATION OF VEHICLES & EQUIPMENT

Each agency will enter on the application radio equipment counts, equipment modification requests, and the list of vehicles to be used by the agency.

If your agency has more than one base, click "Add Another" to document each location.

Document the address and identifier of each base.

Scroll down the page to continue

Step 14: Communications, Equipment, Vehicles

VERIFICATION OF VEHICLES & EQUIPMENT
Each agency will enter on the application radio equipment counts, equipment modification requests, and the list of vehicles to be used by the agency.

RADIO EQUIPMENT

*How many portable radios have the ability to communicate on the frequencies 155.340 MHZ and 155.280 MHZ, with continuous tone coded squelch system encoding capabilities to allow access to the Idaho EMS radio communications system?
6

*How many handheld radios have the ability to communicate on the frequencies 155.340 MHZ and 155.280 MHZ, with continuous tone coded squelch system encoding capabilities to allow access to the Idaho EMS radio communications system?
20

EQUIPMENT MODIFICATIONS

*Is this agency seeking any Equipment Modifications approved with this application?
 No
 Yes we want an Equipment Exception allowing alternative equipment
 Yes we want an Equipment Exemption removing an equipment requirement.

VEHICLE LIST
Instructions to Add a Vehicle
Click on the little green circle at the end of the VIN# box if this vehicle has never been in this system with your agency or any other.

*Vin #
Find

The word [Find] should turn into [New]

*Vin #
[New]

Active
 Yes
 No

See the “Minimum Equipment Standards” list for EMS agencies on our website. If you are requesting equipment exceptions from this list, select which type of exception you are requesting. If you are not requesting any exceptions, select “No.”



Scroll down the page to continue.



Document the number of radios and types your agency has. Pay close attention to the required frequencies!



This section of the form contains instructions for adding vehicles to your agency license. Each current vehicle the Agency is putting into service much be documented in this section.



Step 15: Add Agency Vehicles

Enter the new vehicle VIN # in the new text box.

Start Here

Vin #

[New] 

*Keep
 Yes No

 Remove

 Add Another

 Next

To add a vehicle, first click this + button

If you have any questions or concerns while using IGEMS, you can contact the Idaho Bureau of EMS & Preparedness at EMSPROVLIC@dhw.idaho.gov or 1-877-554-3367 toll free.

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Step 15, continued

Enter the new vehicle VIN # in the new text box.

Start Here

Vin #
[New]

*VIN# (or Equivalent)
[Text Box]

*Type
Select Type [Dropdown]

*Year
[Text Box]

*Make
Select Make [Dropdown]

*Model/Chassis Mfg
[Text Box]

*Unit Number/Call Sign
[Text Box]

License Plate# (N-Number for Air Med)
[Text Box]

*Odometer/Mileage/Hours
[Text Box]

*Purchase Date
mm/dd/yyyy [Calendar Icon] Today

Make Active: Yes

After hitting the green + as seen on the previous page, this page will automatically open up. Fill this page out with the appropriate information.

Items with red * are required.

When this section is complete, scroll down the page.



Step 15, continued

https://www.idahoemsls.net/public/idaho/portal#/application/524566d2-4d7e-e911-80d6-001dd8b723fb/response/6b4566d2-4d7e-e911-80d6-001dd8b723fb/

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ImageTrend Licensure | Investigations Continuity ... | In-State Training & Travel ... | Web Fax Compose | EMS Website | Home - Bureau of EMS an...

*EMS III Grant Status
Select EMS III Grant Status

*Keep
 Yes No

Remove

Add Another

Next

If you have any questions or concerns while using I...
at EMSPROVLIC@dhw.i...

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Select the EMS Grant status of the vehicle. If it was not purchased on an EMS grant, select "Non-grant vehicle."

If you have additional vehicles to document, select "Add Another."

Once all vehicles are documented, select "Next."

Step 16: Agency Required Documentation

The documents described on this page are required for licensure. Scanned copies of each document must be uploaded into IGEMS (process covered in another guide), and paper copies must be available for inspection during EMS Bureau site visits.

The screenshot shows a web browser window with the URL <https://www.idahoemslcense.net/public/idaho/portal/#/application/524566d2-4d7e-e911-80d6-001dd8b723fb/response/6b4566d2-4d7e-e911-80d6-001dd8b723fb/>. The browser tabs include 'Infonet | Home', 'sco.idaho.gov', 'ImageTrend Licensure', 'Current Investigation Case File...', 'Agency Licensure', and 'Public Portal'. The page content is titled 'Agency Documentation' and includes the following text:

The following documents are to be uploaded into IGEMS, and they are required to be on file at your agency. The Bureau of EMSP has the right to request copies of these documents at any time for validation. **By selecting "Yes" you are attesting to the fact that these documents are current and are being uploaded to the Agency Policies in IGEMS.**

- *Current written agreement with the Agency Medical Director
 Yes
 No
- *Current Medical Supervision Plan approved and signed by Medical Director
 Yes
 No
- *Current copy of Medical Guidelines / Protocols (must be reviewed and signed by Medical Director every two years)
 Agency uses Idaho EMS Physician Commission Protocols
 Agency has copies of internal customized protocols approved by Medical Director
 Agency does not have a copy of current protocols
- *Copies of all Patient Care Integration Agreements with other agencies
 Yes
 No
 N/A (Our agency does not work with any other agencies)
- *Copies of all Mutual Aid agreements with other agencies
 Yes
 No
 N/A (our agency has no mutual aid agreements with other organizations)

EXTRICATION SERVICE PROVIDER
Describe who will be providing extrication services for the agency.

*Extrication Services explained:

When complete, scroll down the page



Step 16, continued

EXTRICATION SERVICE PROVIDER
Describe who will be providing extrication services for the agency.

*Extrication Services explained:
We do extrication ourselves

AIR MEDICAL DOCUMENTATION
*Air Medical EMS agencies must have the following policies on file with the Department:

- NonDiscrimination
- Weather Turn Down
- Patient Destination Procedure
- Safety Program
- Training Program

AGENCY ADMINISTRATION ATTESTING STATEMENT

- As the duly authorized representative for the applicant I request licensure as an Idaho EMS Agency.
- The Agency Administrators agree to ensure this EMS agency is operated in compliance with all laws and regulations governing EMS in the State of Idaho.
- The Agency Administrators understand that licenses issued by the Bureau are nontransferable and must be renewed annually.

As the duly authorized representative for the applying EMS Agency, I attest that all information supplied in this application is true and correct to the best of my knowledge. I further attest that the information contained in the application reflects the intended operation for the type of licensure and agree to contact the Bureau with changes to the information provided as required by rule or within 30 days of the change.

*Authorized Representative of Agency

Document who provides extrication services for your agency

If you are applying for licensure as an Air Medical Agency, these written policies are required.

As Agency Administrator, you must now attest to each of these questions by checking the boxes.

Scroll down to sign and submit the application

