

## Ambulances How-To for Services

See Regulation 109-2-2 for the requirements for ambulance Licensing. The fee for each Ambulance License is \$40.00 per ambulance annually. Licenses will be valid until April 30<sup>th</sup> of each year. New ambulances added during the annual renewal period will have licenses that expire on April 30<sup>th</sup> of the following year.

*109-2-2 (c) (1) Each initial and each renewal applicant for a ground ambulance service permit and ambulance license shall meet one of the following requirements:*

*(A) Obtain a mechanical and safety inspection from a person doing business as or employed by a vehicle maintenance service or a city county, or township or from a certified mechanic as defined in K.A.R. 109-1- 1, for each ambulance within 180 days before the date of ambulance service application renewal; or*

*(B) have a long-term vehicle maintenance program with requirements equivalent to or exceeding the requirements of the mechanical and safety inspection form.*

*(2) In order for an ambulance license to be renewed, the mechanical safety inspection forms shall not contain any deficiencies identified that would compromise the safe transport of patients.*

*(d) Each initial and each renewal application for an air ambulance shall include a valid standard airworthiness certificate for each aircraft, evidence of an air safety training program, and an informational publication.*

*(e) (1) Each new ground ambulance shall meet one of the following requirements:*

*(A) Be required to have a mechanical or safety inspection submitted on forms required by the board or shall require documentation from the manufacturer indicating that the vehicle has undergone a predelivery inspection without deficiencies; or*




*(B) have a long-term vehicle maintenance program with requirements equivalent to or exceeding the requirements of the mechanical and safety inspection form.*

*(2) Each used or retrofitted ground ambulance shall be required to have a mechanical and safety inspection*

Adding New Ambulance Licenses, Removing Ambulances from Service, Renewing Ambulance Licenses can all be done through the KBEMS Public Portal. Begin by Clicking “Applications”, then “View Services Applications”.

The screenshot shows the KBEMS Public Portal interface. On the left, a navigation menu includes 'My Account', 'Applications', 'Continue', 'Checkout', 'Transaction', 'Review', 'Training', 'Services', and 'Lookup'. The 'Applications' menu item is highlighted with a red bar and a black arrow pointing to it. The main content area is titled 'Available Applications' and contains a sub-header: 'Click "View My Applications" to view all personnel applications, or click "View Service Applications" to view available service licenses for this login.' Below this, there are two application cards. The first card is for 'Kennedy, James P (991701874)', an EMT, with an issue date of 05/28/2019 and an expiration date of 12/31/2019. A blue button labeled 'View My Applications' is to the right of this card. The second card is for 'KBEMS Test 1 (2290)', a Ground Ambulance, with an issue date of 05/27/2020 and an expiration date of 04/30/2021. A blue button labeled 'View Services Applications' is to the right of this card, with a black arrow pointing from the button to the right.

Click "Apply Now" on the Appropriate Application for what you want to do:

<b>Ambulance License Renewal</b> Is it time to renew the Ground/Air Ambulance Licenses for your fleet? This application is to renew currently licensed Ambulances. It is to be used in conjunction with the Ambulance Service Permit which should be completed prior to this application. This application is NOT to be used for NEW vehicles/aircraft entering your fleet.	 276 days until application period closes	<a href="#">Apply Now</a>
<b>NEW Ambulance License Application</b> Application to add a NEW ambulance to your service, either Ground or Air.		<a href="#">Apply Now</a>
<b>Ambulance Removal Tool</b> Do you want to REMOVE an ambulance from service? Use this form with CAUTION. Upon Submission any ambulances removed will no longer be available to your service. Ambulances removed with this tool will no longer be available for renewal.		<a href="#">Apply Now</a>

### ADDING "NEW" AMBULANCES:

To License NEW ambulances for your service, click "Apply Now" on the "NEW Ambulance License Application".

Select "Add Another" to enter all unit specific information. If you are adding a "used" unit, you may search for the unit by entering VIN/Airframe Serial #. If the unit exists in the system, select it from the dropdown list. If it does not appear in the dropdown list OR is a NEW unit, click on the **green** plus sign to the right of the VIN/Airframe Serial# prompt. When all fields are completed, click "Done". Continue this process until all of your NEW Ambulances have been entered into the application.

After completing the information for ALL the ambulances that you are adding, fill in the total number of ambulances that you are adding.

Ambulance VIN search	VIN #	Unit Number	Call Sign	Year	Make	Model	License Tag	Location
<input checked="" type="checkbox"/> AAAMadeup1	AAAMadeup1	MA1	MA1	2020	Chevrolet	2500	123 ABC	Kansas Board of EMS
<input checked="" type="checkbox"/> AAAMadeup2	AAAMadeup2	MA2	MA2	2020	Ford	F250	456 DFG	Kansas Board of EMS



Select from an existing VIN Number for Ground Ambulances

\*Ambulance VIN search

AAAMadeup3 

\*VIN #

Or Select from existing Airframe Serial Numbers for Aircraft

\*Airframe Serial Number

LJ 1356 

If the vehicle/aircraft is NEW and not in the system enter either the VIN number (for Ground Ambulances) or the Airframe Serial Number (for Air Ambulances). Update/Enter Information and Click Done.

\*VIN #

AAAMadeup3

\*Ambulance Type

Ground  Air

Unit Number

MA3

Call Sign

MA3

\*Year

1902

\*Make

Ford

Model

Model T

License Tag

Conversion

\*Vehicle Style

Other

State of Registration

Kansas

\*Fuel Type

Gasoline

\*Mileage

10000000

\*Radio Use

VHF Low  VHF High  UHF  800 MHz  Cell Phone

\*Purchase Date

7/8/2020



Today

20090149

Expired

Location

kansas Board two

## Aircraft Entry:

**\*Airframe Serial Number**

LJ 1356

**\*Permit Level**

Ground  Air

**\*N Number**

N8287E

**Unit Number**

N8287E

**Call Sign**

FW Spare C90

**Year**

1994

**Make**

Beech

**Model**

C90

**\*Aircraft Type**

Air Ambulance Fixed Wing

**\*Aircraft Engine Type**

Turbo-prop Aircraft

**\*Aircraft - Engines**

Multi-Engine

**\*Aircraft VFR/IFR**

IFR Certified

**\*Aircraft Hours**

6309.9

**\*Radio Use**

VHF Low  VHF High  UHF  800 MHz  Cell Phone

**\*Pressurized Aircraft?**

Yes  No

**\*Fuel Type**

AirCraFt

**\*Purchase Date**

6/14/2011  Today

**Permit Number**

16060673

**\*Permit Status**

Expired

**Location**

Select Location

Enter the Number of Ambulances you are adding to your service

**Additional Documentation**

**\*Please enter the number of ambulances being added:**

Upload the Vehicle Mechanical Inspection Form for Ground Ambulances or the Airworthiness Certificate for Aircraft. In addition, if your service does not own the ambulance upload the Ambulance Ownership Form.

Below you will find links to two different forms. The first is the link to the vehicle mechanical inspection form. If you are licensing a vehicle, you will need to download, print and have it completed and signed by your mechanic. Once completed you may upload the document into this application prior to submission. The second is the vehicle ownership form. If you have ambulances (air or ground) that you are renewing and they are not owned by your service, you will need to download this form. You will need to print one for each ambulance that is owned by an entity other than the licensed ambulance service. NOTE: If your service is owned by a governmental entity (i.e. city/county) and the service vehicles are owned by the same entity, you do NOT have to complete this form.

If you are licensing an aircraft, please upload the Airworthiness Certificate.

The document upload for these documents is to be found below the links to the vehicle mechanical inspection and the vehicle ownership forms.

To upload forms: Click on the ADD button. Fill in a name for the form (or batch of scanned forms) that you wish to upload. Browse to the form (on YOUR computer) you wish to upload and click on it. Click ADD again to upload the form(s). For each additional form, repeat the process.

When all documents are uploaded, click SAVE AND CONTINUE

Click [Vehicle Mechanical Inspection](#) to complete the form if you are licensing a Ground Ambulance.

To download the ambulance ownership form click here: [Ambulance Ownership Form](#). Print and complete one form for each ambulance NOT owned by the service. They may be scanned into one document and uploaded.

File

Name

Description

Document Type

Supporting Documents

When done Click "Save and Continue".

Enter your Initials and Password. Click Submit.

NEW Ambulance License - 1 of 2

Acknowledgement - 2 of 2

### ▼ Acknowledgement

As the appointed representative of the organization, I assure and certify that the organization understands and is in compliance with the authority and requirements of an Ambulance Service as described in Kansas statutes annotated and Kansas administrative regulation. I declare under the penalty of perjury under the laws of the State of Kansas that the information provided in this application are true and correct to the best of my knowledge.

\*Enter the Service Directors initials in the box below acknowledging the statement above.

Username: jkennedy

Password:

Submit

You will then be redirected to the Checkout page. Payment is required for New ambulances to be licensed.

WELCOME, JAMES KENNEDY | LOGOUT

## Checkout

Select the license(s) to be paid and click **Pay Now** to continue to checkout.

<input checked="" type="checkbox"/>	Certification	Services	Application Date	Total Amount	Balance Due
<input checked="" type="checkbox"/>	NEW Ambulance License Application	KBEMS Test 1	07/28/2020	\$40.00	\$40.00
<input checked="" type="checkbox"/>	Inspection		Date	Total Amount	Balance Due
No Records					
<input checked="" type="checkbox"/>	Training		Course Start Date	Total Amount	Balance Due
No Records					
<b>Totals:</b>				<b>\$40.00</b>	<b>\$40.00</b>

Pay now

## REMOVING AMBULANCES FROM YOUR SERVICE:

To remove ambulances from your Service, click “Apply Now” on the “Ambulance Removal Tool” Application.

Click the box next to any Ambulance you wish to remove from your service.

This application is for the REMOVAL of ambulances from your service. Once this application is submitted any ambulance removed will no longer be attached to your service.

If you have any questions please contact James Reed direct. 785-640-4259

### Service Information

Service Number

99991

\*Service Name

KBEMS Test 1

### Vehicle Information

Please click on each ambulance you wish to remove from your service. As you complete each one click REMOVE. When prompted "Do you really want to remove this Group?", click Yes. NOTE: Once you submit this application removed ambulances are no longer available to your service.

VIN/AirFrame	Serial Number	VIN/AirFrame	Serial Number	License Tag/N Number	Unit Number	Call Sign	Year	Make	Model
<input checked="" type="checkbox"/>	AAAMadeup1	AAAMadeup1		123 ABC	MA1	MA1	2020	Chevrolet	2500
<input checked="" type="checkbox"/>	AAAMadeup2	AAAMadeup3			MA3	MA3	1902	Ford	Model T
<input checked="" type="checkbox"/>	AAAMadeup2	AAAMadeup2		456 DFG	MA2	MA2	2020	Ford	F250

Click “Remove”

\*VIN/AirFrame Serial Number

AAAMadeup3

\*VIN/AirFrame Serial Number

AAAMadeup3

License Tag/N Number

Unit Number

MA3

Call Sign

MA3

Year

1902

Make

Ford

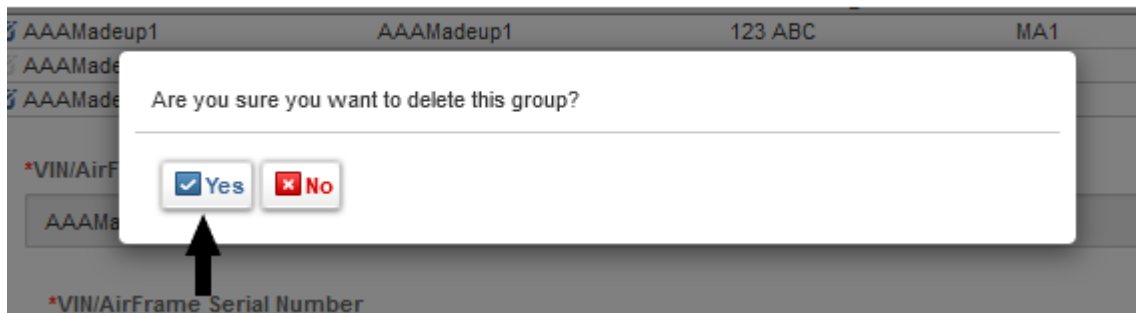
Model

Model T

Done  Remove



When Prompted: "Are you sure you want to delete this group?", Click Yes.



Repeat to remove additional ambulances as needed. When done, click "Save and Continue".

### Ambulance Removal Form

Ground Ambulance License - 1 of 2    Acknowledgement - 2 of 2

**Instructions**

This application is for the REMOVAL of ambulances from your service. Once this application is submitted any ambulance removed will longer be attached to you service.  
If you have any questions please contact James Reed direct. 785-640-4259

**Service Information**

Service Number  
99991

\*Service Name  
KBEMS Test 1

**Vehicle Information**

Please click on each ambulance you wish to remove from your service. As you complete each one click REMOVE. When prompted "Do you really want to remove this Group?", click Yes. NOTE: Once you submit this application removed ambulances are no longer available to your service.

VIN/AirFrame Serial Number	VIN/AirFrame Serial Number	License Tag/N Number	Unit Number	Call Sign	Year Make	M
<input checked="" type="checkbox"/> AAAMadeup1	AAAMadeup1	123 ABC	MA1	MA1	2020 Chevrolet	25
<input checked="" type="checkbox"/> AAAMadeup2	AAAMadeup2	456 DFG	MA2	MA2	2020 Ford	F2

←



Enter your initials, the date, and your password. Click Submit.

▼ Acknowledgement

As the appointed representative of the organization, I assure and certify that the organization understands and is in compliance with the authority and requirements of an Ambulance Service as described in Kansas statutes annotated and Kansas administrative regulation. I understand that upon submission the Ambulances selected for removal will no longer be available for service.

\*Enter the Service Directors initials in the box below acknowledging the statement above.

\*Date of Application

  Today

Username: jkennedy

Password:

Submit

Selected Ambulances will be removed from your Service upon Submission.

## Ambulance License Renewal:

The "Ambulance License Renewal" Application is only available during the annual Service Renewal Period. Before completing the "Ambulance License Renewal" application, you should first Complete and Submit the "Ambulance Service Permit Renewal" application. Before starting the "Ambulance License Renewal" application, remove any ambulances for which you do not wish to renew the license using the "Ambulance Removal Tool".

Click on "Ambulance License Renewal" to begin the License Renewal process.

One ambulance at a time, click on the box next to each ambulance and update the information as needed:

### Service Information

**Service Number**

**\*Service Name**

**\*Certification Levels**

Ground Ambulance

Air Ambulance

### Ambulance Information

Please click on the box to the left next to each ambulance you are renewing and complete the requested information. As you complete each one, CLICK UPDATE. After completing the information for ALL of your ambulances fill in the total number ambulances that you are renewing. NOTE: If there are ambulances on this list which were added to your service after January 31st, there is no action needed. Do NOT include them in the count of ambulances being renewed.

Vehicle	Serial Number	Unit Number	Call Sign	Year Make	Model	License Tag	Chassis Manufacturer	Vehicle Style	Radio Use	Mileage	Fuel Type	Location
<input checked="" type="checkbox"/> AAAMadeup1	MA1	MA1	MA1	2020	Chevrolet	2500 123 ABC	Osage	Truck/Mod	Cell Phone	10	Gasoliine	Kansas Board of EMS
<input checked="" type="checkbox"/> AAAMadeup2	MA2	MA2	MA2	2020	Ford	F250 456 DFG	damnifiknow	Truck/Mod	VHF Low, 800 mHz	25	Diesel	Kansas Board of EMS

\*\*\*\*\*Total units to license\*\*\*\*\*

Update the information fields for each ambulance as needed, then click "Done".

AAAMadeup1

\*Serial Number  
AAAMadeup1

\*Unit Number  
MA1

\*Call Sign  
MA1

\*Year  
2020

\*Make  
Chevrolet

Model  
2500

License Tag  
123 ABC

Chassis Manufacturer  
Osage

Vehicle Style  
Truck/Mod

\*Radio Use  
 VHF Low  VHF High  UHF  800 mHz  Cell Phone

\*Mileage  
10

\*Fuel Type  
Gasoline

Location  
Kansas Board of EMS

\*\*\*\*\*Total units to license\*\*\*\*\*

Repeat for ALL licensed Ambulances. When you have completed this, enter the Total Number of Units to License

▼ Ambulance Information

Please click on the box to the left next to each ambulance you are renewing and complete the requested information. As you complete each one, CLICK UPDATE. After completing the information for ALL of your ambulances fill in the total number ambulances that you are renewing. NOTE: If there are ambulances on this list which were added to your service after January 31st, there is no action needed. Do NOT include them in the count of ambulances being renewed.

Vehicle	Serial Number	Unit Number	Call Sign	Year Make	Model	License Tag	Chassis Manufacturer	Vehicle Style	Radio Use	Mileage	Fuel Type	Location	
<input checked="" type="checkbox"/>	AAAMadeup1	AAAMadeup1 MA1	MA1	2020	Chevrolet	2500	123 ABC	Osage	Truck/Mod	Cell Phone	10	Gasoline	Kansas Board of EMS
<input checked="" type="checkbox"/>	AAAMadeup2	AAAMadeup2 MA2	MA2	2020	Ford	F250	456 DFG	damniknow	Truck/Mod	VHF Low, 800 mHz	25	Diesel	Kansas Board of EMS

\*\*\*\*\*Total units to license\*\*\*\*\*

2

Upload required documents. For Ground Ambulances, this includes the Vehicle Mechanical Inspection Form (one for each ambulance). For Aircraft pleas upload the Airworthiness Certificate for each. For any ambulances that your service does not own, the Ambulance Ownership Form should also be completed and uploaded. Click "Upload File" to browse to the file location. Click "Add Another" to add an additional document. Repeat as needed. Click "Save and Continue" when all documents have been uploaded.

### Additional Documentation

Below you will find two additional documentation forms. The first is the **vehicle mechanical inspection form**. Please click on it to download. You will need to print one for each ambulance you will license and have it completed and signed by your mechanic. Once completed you may upload all of the inspection forms into this application prior to submission. You may scan all of the inspection forms in as one (1) document.

The second is the **vehicle ownership form**. If you have ambulances that you are renewing and they are not owned by your service, you will need to download this form. You will need to print one for each ambulance that is owned by an entity other than the licensed ambulace service. NOTE: If your service is owned by a governmental entity (i.e. city/county) and the service vehicles are owned by the same entity, you do NOT have to complete this form. To upload forms: Click on the ADD button. Fill in a name for the form (or batch of scanned forms) that you wish to upload. Browse to the form (on YOUR computer) you wish to upload and click on it. Click ADD again to upload the form(s). For each additional form, repeat the process.

When all documents are uploaded, click SAVE AND CONTINUE

**\*\*\*\*\* If you have a Long Term Vehicle Maintenance plan please submit in lieu of the vehicle mechanical form.**

Click here [Vehicle Mechanical Inspection](#) to download and complete the form. Print one for each vehicle for which you are renewing an ambulance license.

To download the ambulance ownership form click here: [Ambulance Ownership Form](#). Print and complete one form for each ambulance not owned by the service. They may be scanned into one document and uploaded.

#### Below upload the following:

**\*\*\*Vehicle mechanical or Vehicle maintenance plan upload**

**\*\*\*Ambulance ownership form upload**

\*File

**\*Name**  
  
**Document Type**

Enter your initials, the date and your password. Click Submit

Ground Ambulance License - 1 of 2

Acknowledgement - 2 of 2

### ✓ Acknowledgement

As the appointed representative of the organization, I assure and certify that the organization understands and is in compliance with the authority and requirements of an Ambulance Service as described in Kansas statutes annotated and Kansas administrative regulation. I declare under the penalty of perjury under the laws of the State of Kansas that the information provided in this application are true and correct to the best of my knowledge.

\*Enter the Service Directors initials in the box below acknowledging the statement above.

jk

\*Date of Application

7/29/2020



Today

Username: jkennedy

Password:

.....|

✓ Submit

You will be redirected to the Checkout Page. Service Permits and Ambulance Renewals cannot be issued without payment.