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 30th of each year. New ambulances added during the annual renewal period will have licenses that expire on April 30th 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”.

![KBEMS Public Portal Screenshot](image-url)
Click “Apply Now” on the Appropriate Application for what you want to do:

**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.

Select from an existing VIN Number for Ground Ambulances

Or Select from existing Airframe Serial Numbers for Aircraft
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 #
AAAAMadeup3

Ambulance Type

*Ambulance Type
- Ground Ambulance [ ]
- Air Ambulance [ ]
- Support/Other Vehicle [ ]

*Active
- Yes [ ]
- No [ ]

Unit Number
M3

Call Sign
M3

Year
1902

Make
Ford

Model
Model T

License Tag
123ABC

Conversion

*Vehicle Style
- Other [ ]

State of Registration
Kansas

*Fuel Type
- Gasoline [ ]

*Odometer/Mileage
100000000

*Radio Use
- VHF Low [ ]
- VHF High [ ]
- UHF [ ]
- 800 MHz [ ]
- Cell Phone [ ]

*Primary Use
- Ambulance [ ]

*Purchase Date
3/16/2021
- Today [ ]

20050148

*Expedited
- Expired [ ]

Location
Kansas Board two

[ ] Done  [ ] Remove
Aircraft Entry:

- Aircraft Serial Number: LJ 1356
- Permit Level:
  - [ ] Ground Ambulance
  - [x] Air Ambulance
  - [ ] Support/Others
- Active:
  - [ ] Yes
  - [ ] No
- NPI Number: N8387E
- Unit Number: Spare
- Call Sign: JF Spare-C90
- Year: 1994
- Make: Beechcraft
- Model: C90
- Aircraft Type:
  - [ ] Air Ambulance Fixed-Wing
- Engine Type:
  - [ ] Turbo Prop Aircraft
- Aircraft Engines:
  - [ ] Multi-Engine
- NBK Capable:
  - [ ] Yes
  - [ ] No
- Aircraft Hours: 109.5
- Radio Use:
  - [x] VIP Low
  - [ ] VIP High
  - [ ] VHF
  - [ ] 250 MHz
  - [ ] Cell Phone
- Pressurized Aircraft:
  - [ ] Yes
  - [ ] No
- Fixed Type:
  - [ ] Aircraft

- Primary Use:
  - Ambulance
- Purchase Date:
  - 6/15/2011
  - [ ] Today
- Permit Status: Expired
- Location: Kansas Board two

[Done] [Remove]
Enter the Number of Ambulances you are adding to your service

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.

When done Click “Save and Continue”.
Enter Today's Date and your Password. Click Submit.

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

**REMEROING 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.
Click “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”.

Enter your initials, the date, and your password. Click Submit.
Selected Ambulances will be removed from your Service upon Submission.

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 Director's initials in the box below acknowledging the statement above.

jk

(Date of Application)

7/29/2020

Username: keneddy
Password: ********

Submit
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:
Update the information fields for each ambulance as needed, then click “Done”.

Repeat for ALL licensed Ambulances. When you have completed this, enter the Total Number of Units to License.
Upload required documents. For Ground Ambulances, this includes the Vehicle Mechanical Inspection Form (one for each ambulance). For Aircraft please 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 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.

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**

![Upload File](image)

**Name**

inspection Form for Unit N\A1|

**Document Type**

Supporting Documents

![Remove](image)

![Add Another](image)
Enter your initials, the date and your password. Click Submit

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.

J

Date of Application
7/29/2020

Username: jkennedy
Password: **********

Submit

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