## Service Staff Position Application

Availability: This form is available under Service Applications to the Service Director, Assistant Service Director, Program Manager, and Administrative Staff.

To Access the Form: Click on Applications in the Left Panel, then Click View Service Applications next the appropriate service (members of management staff for multiple services may have more than one service available).

A My Account	Welcome, J	ames Kennedy   Logout
	Available Applications	
P Applications	Lan Man McAndrations' to stars all parameters and rations or clob "New Sensor Antibulions" to stars would ble sensor brokes for the India	
Continue Checkout Transaction	Kennedy, James P (991701874) ENT Issue Date: 05/28/2019 Expiration Date: 12/23/2018	View My Applications
Review	KBEMS Test 1 (2290)     Minnesola 55044       B00 SW Jackson Room 1031, Lakewile, Minnesola 55044     Cround Amoutance Issued: 05/27/0820 Espires: 04/30/2021	r Services Applications
* Services		
Q Lookup		

Select the Service Staff Position Application by Clicking on "Apply Now":

KBEMS Test 1 (2290)	
Ground Ambulance – Issued: 05/27/2020 – Expires: 04/30/2021	
Applications	Action
Sponsoring Organization Application	
This application is ONLY for requesting to be a Sponsoring Organization. All entities desiring to offer EMS continuing and initial education courses must be an approved sponsoring organization. Current Sponsoring Organizations desiring to update information, i.e., Service Director, Program Manager, etc. or to update educational documents, make corrections to this form and resubmit.	Apply Now
Long Term Program Provider Application	Apply New
ONLY Sponsoring Organizations may make application for Long Term Program Provider of continuing education as prescribed in K.A.R. 109-5-3.	head them
Service Investigations Self Report	Annik Now
Are you needing to report potential misconduct or potential violation of state laws relating to an EMS service?	rept rout
Service Staff Position	
Do you need to make changes to or add administrative staff to your service? Use this form to add/change Service Directors, Medical Directors Assistant Service Directors, non-Attendant Administrative Staff, Primary Contact, Instructional Staff, Lab Instructors, Infection Pediatric Emergency Care Coordinators, and/or ePCR Contact. Service Directors changes require a copy of letter assigning the position from the service operator to be attached. Medical Director changes require.	Apply Now
NEW Ambulance License Application	Apply Now
Application for NEW ambulance, either Ground or Air	reppi recu
EMS Voluntary Recognition Program	-
This application allows for a service to apply for seven different categories of recognition, each of which have levels of Bronze, Silver, and Gold, and are attainable by any participating EMS service.	Apply Now
Ambulance Service Permit Initial	

Use: This application is used by a service to assign members of the service roster to Staff Positions within the service. The available staff positions are: Service Director, Assistant Service Director, Medical Director, Program Manager, Administrative Position, Infection Control Officer, Pediatric Emergency Care Coordinator, ePCR Contact, Instructional Staff, and Lab Instructors. It can also be used to REMOVE any existing Staff Position Assignments. NOTE: This application can also be used to add Personnel with existing accounts in the Licensure system to the service roster, however, it is recommended that you use the Personnel tool available under Services to accomplish this task.

Special Considerations: Service Director changes require a letter from the Service Operator appointing the new Service Director to be attached to the application. Medical Director changes require the Medical Director Assignment form to be attached.

There are five sections in the application: The first section displays your service name and number. The second displays a list of your Personnel Roster and the Positions assigned to each staff member. The third allows you to enter any notes or additional information you want to add to regarding the staffing change. Example: "I would like to designate John Doe, a member of the instructional staff for ABC Ambulance Service, to be able to enter and modify Long Term Program Provider Courses for my service in the Portal." The fifth provides a place to upload any required documents such as a letter assigning the Service Director or Medical Director Appointment form. The sixth is the "Signature" section into which you enter your password.

To add or remove a Staff Position to/from an existing member of the service Personnel Roster, Click on the box next to their name:

If you wish to add a person to your rost Click the appropriate Selection, click on added to your service roster. Repeat as needed.	er and assign them a position, cick "Add Another", enter their name or certification number in the search box, the position you wish to assign them to and cick "Done". If you don't assign a position, the person will still be
Full Name	Position
GARMAN ALLEN (3477)	Instructional Staff
EMT Applicant (991600307)	
3 Kim Cott (57003)	
🕉 Joseph House (23627)	Instructional Staff, Service Director
S Outside Instructor (OI94321)	Instructional Staff
3 James Kennedy (991701874)	Assistant Service Director, Instructional Staff
3 MI Lam (0057000)	
3 JAMES REED (22422)	Instructional Staff
S Curt Shreckengaust (6974)	Instructional Staff, Medical Director, Primary Contact, Program Manager
3 Suzette Smith (991600317)	Assistant Service Director
3 Jack Sparrow (99991)	Instructional Staff
🛿 John Test (E1234567)	
Allied Test (AH99999)	Instructional Staff

This will bring up a display for that person below the Roster. To add a staff position to a member of your roster, Click on the box in front of Staff Position you want to assign to them (in this example, "Instructional Staff"). When you have assigned any positions applicable to this person click "Done".

Full Nam	e	
John Te	st (E1234567)	
Position		+
□Adminis □Medical	trative Position Assistant Service Director PPCR Co Director Pediatric Emergency Care Coordinator Pri	ontactြInfection Control Officer뎬Instructional StatfြLab Instructor Imary ContactြProgram Manager입Service Director
Done	Remove	

To remove a staff position assignment, simply remove the checkmark from the position and click Done. In this example the Instructional Staff box for Jack Sparrow is unchecked.



The result of these two changes is that John Test is now assigned as a member of the Instructional Staff and Jack Sparrow is not:

Full Name	Position
CARMAN ALLEN (3477)	Instructional Staff
G EMT Applicant (991600307)	
G Kim Cott (57003)	
G Joseph House (23627)	Instructional Staff, Service Director
GOUTSIDE Instructor (OI94321)	Instructional Staff
G James Kennedy (991701874)	Assistant Service Director, Instructional Staff
🖸 Mi Lam (0057000)	
G JAMES REED (22422)	Instructional Staff
Curt Shreckengaust (6974)	Instructional Staff, Medical Director, Primary Contact, Program Manager
G Suzette Smith (991600317)	Assistant Service Director
G Jack Sparrow (99991)	
G John Test (E1234567)	Instructional Staff
S Allied Test (AH99999)	Instructional Staff

Add Another

Optionally, you may add any additional information or notes about the staff change in the Additional Information Section:

Is there any additional information you would like to provide regarding this staffing change? Example: "I would like to designate John Doe, a member c the instructional staff for ABC Ambulance Service, to be able to enter and modify Long Term Program Provider Courses for my service in the Portal." Please note in the box below.

Additional Information:

If required, attach documentation for Service Director or Medical Director assignments by Clicking on "Upload File". Browse to where the document is stored on your computer and click Save to attach to the application:

ervice Dim ledical Dim se the Doc	Browse     KSBEINS Medical Director.pdf       BMP.ces.dor.dor.thm.jpeg.gg.mitr.mpt.meg.cdf.pdf.pdg.get.clf.rll.ML.ML.NL.Nex.vst.20.xml. eppEcation       Stave     Cancel	ched or Assignment form can be found here
pload Serv	ice Director Assignment Letter or Medical Director Appointment form here:	
① Uploa Name	d File	

Fill in the name of the document, any description (if desired), and Select Document Type "Supporting Documents" (the default).

Upload File KSBEMS Medical Director pdf	
Name	
Medical Director Assignment	
Description	
Need this form	
Document Type	
Supporting Documents	~

When you have completed all the desired changes fill in your password and Click Submit. The specified changes will not be submitted for processing until Submit is clicked. Optionally, you may click "Save" if you need to make additional changes or plan on attaching required documentation later. If you do Save for later, it will be available under Applications – Continue. Caution: Incomplete Applications will expire in 30 days.

When you are finished, er	nter your password and click SUBMIT.
*Signature - Applicant	
Username:	jkennedy
Password:	
🖫 Save 🔽 Submit	