Sponsoring Organization Renewal Application

Please review the requirements of this application below before starting the application.

All entities offering EMS continuing and initial education courses must be an approved sponsoring organization by the Kansas Board of EMS and are required to renew their status on an annual basis by April 30th of each year. Prior to starting this application, a Program Manager who will serve as the liaison to the Board concerning education should be appointed. All Program Managers must have an account in the KBEMS License Management System. This application is to be completed by the Program Manager.

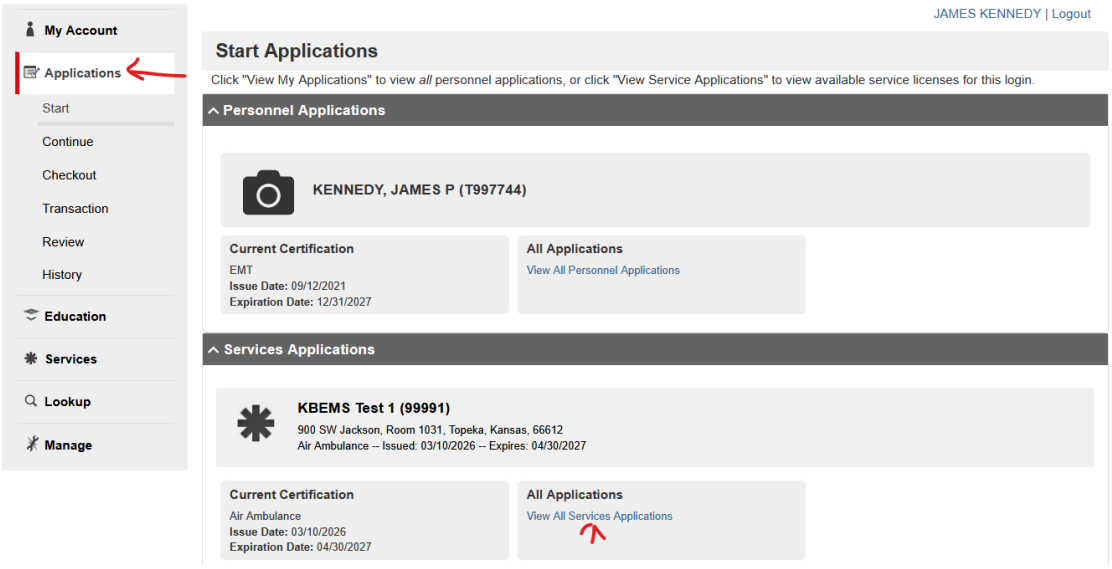
If there are changes to the supporting documentation for the types of courses your organization offers, be prepared to upload those documents as part of this application. This may include a List of Training Equipment and Supplies OR Training Equipment Sharing Agreement(s), an Education Quality Management Plan, Initial Course of Instruction Policies, and/or a Continuing Education Training Program Management Plan.

You will be given the option to add/change training locations for your organization. Your organization must "designate an office address where all training program records shall be maintained". If your training program records will be stored at a different location than the primary address for the service, please add that location here with a name of "Training Program Records Storage". For Ambulance Services, all ambulance station locations will be designated as training locations (you do not need to add or change these locations). If you have other PERMANENT training locations, please add them. For other types of organizations offering educational courses, please enter your PERMANENT Training Locations in this application. For temporary/one-time use locations, each service/organization will have an "Other Training Location" available for use when creating new courses. DO NOT add that location in this application.

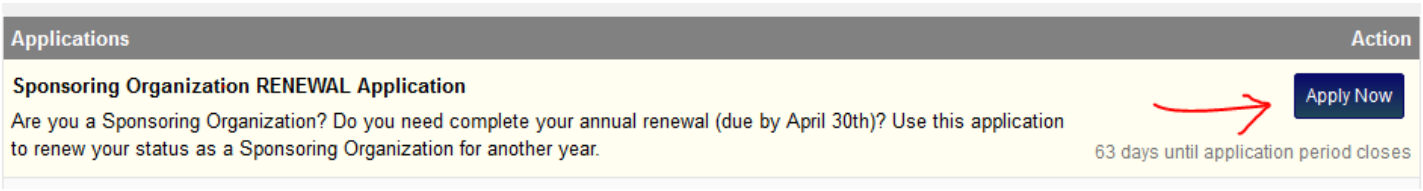
If there are changes to your Instructional Staff, Lab Instructors, or Medical Director you may update those assignments in this application. Al Instructional Staff, Lab Instructors and the Medical Director must have accounts in the KBEMS License Management Portal and be listed on your Personnel Roster. If your Medical Director has changed, you will be required to upload a Medical Director Appointment Form (a link to this form is available in the application). NOTE: If your Medical Director has NOT changed, there is no need to upload this form

The “Sponsoring Organization RENEWAL Application” is available through the KBEMS License Management System Portal: https://www.kemsis.org/lms/public/portal#/login

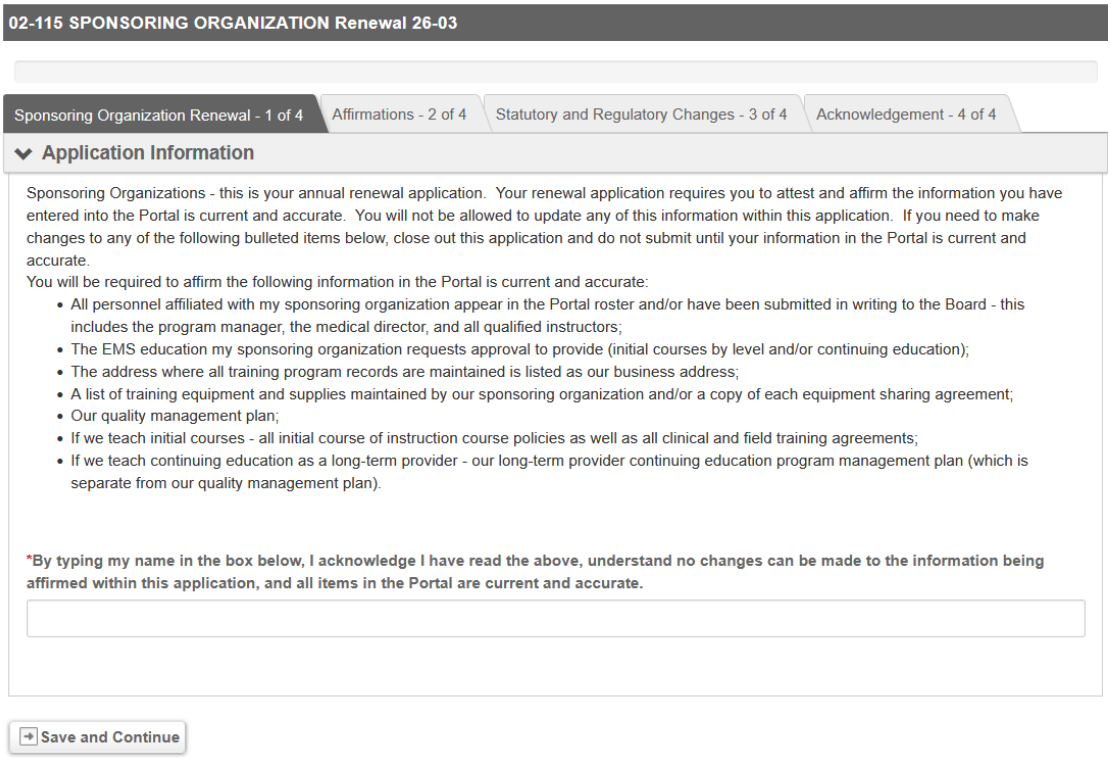
After signing in, access the service applications by clicking on “Applications” and the “View All Services Applications” next to the service for which you wish to apply for Sponsoring Organization Status.



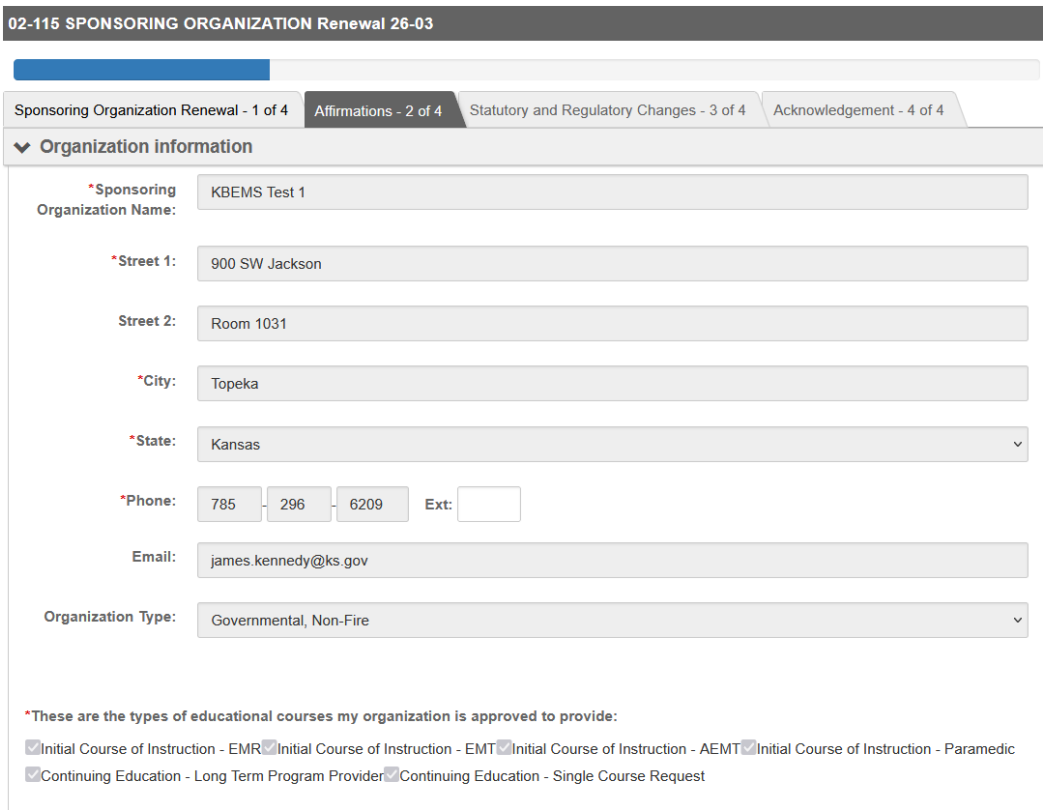
Click “Apply Now” next to the “Sponsoring Organization RENEWAL Application”



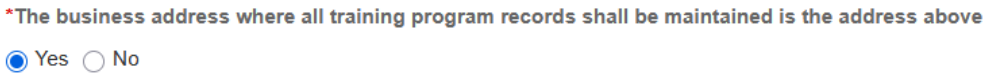
Review the Application Information Page. Acknowledge that you have read and understand by entering your initials, then click “Save and Continue”:



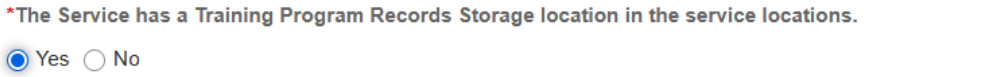
The Affirmations page will now be displayed. Review your organization's contact information and types of courses offered.



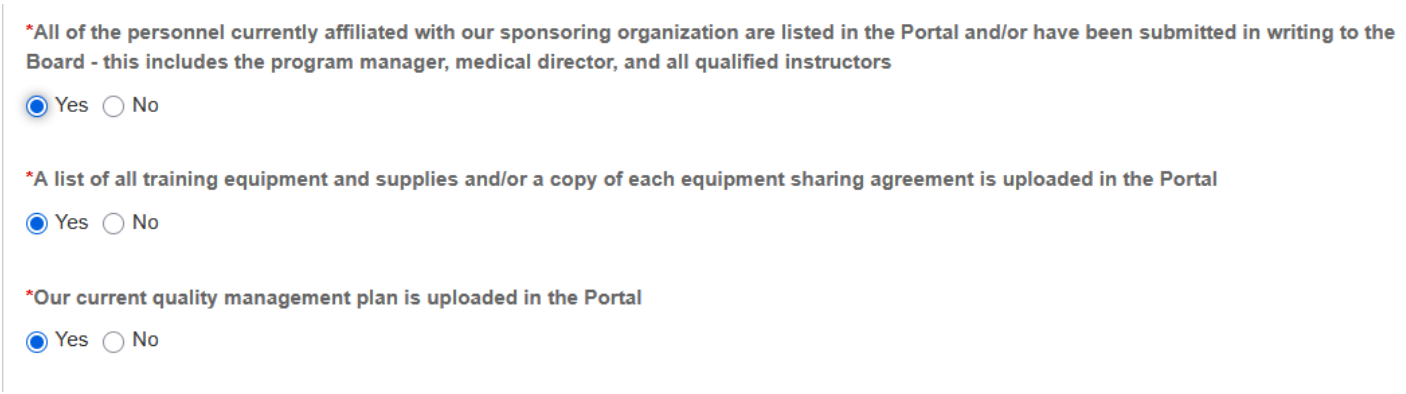
If this is the location where training records are stored confirm by clicking Yes:



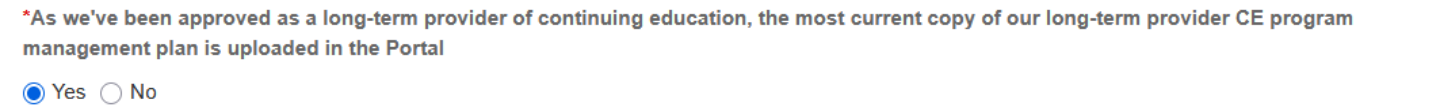
If it is not (you answer No) you will be asked if you have a location listed where those records are stored:



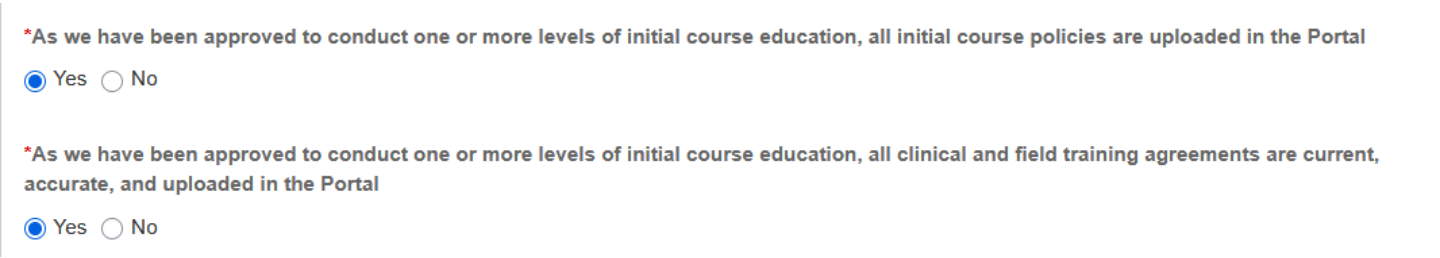
Review the questions regarding staffing, trainng equipment, and quality management plan and answer appropriately:



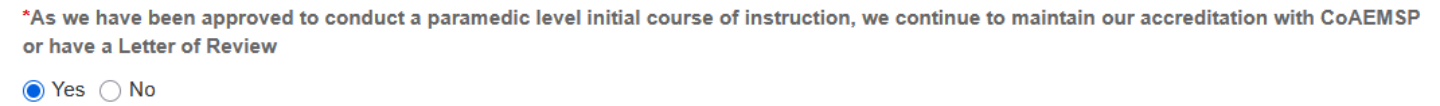
If your organisation is approved as a Long-Tem provider of continuing education, you will see this question. Answer Yes or No:



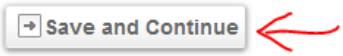
If your organisation is approved to offer Initial Course education, you will see these questions. Answer Yes or No to each question.



If your organization is approved to offer Paramedic Level Initial Course of Instruction, you will see this question. Answer Yes or No:

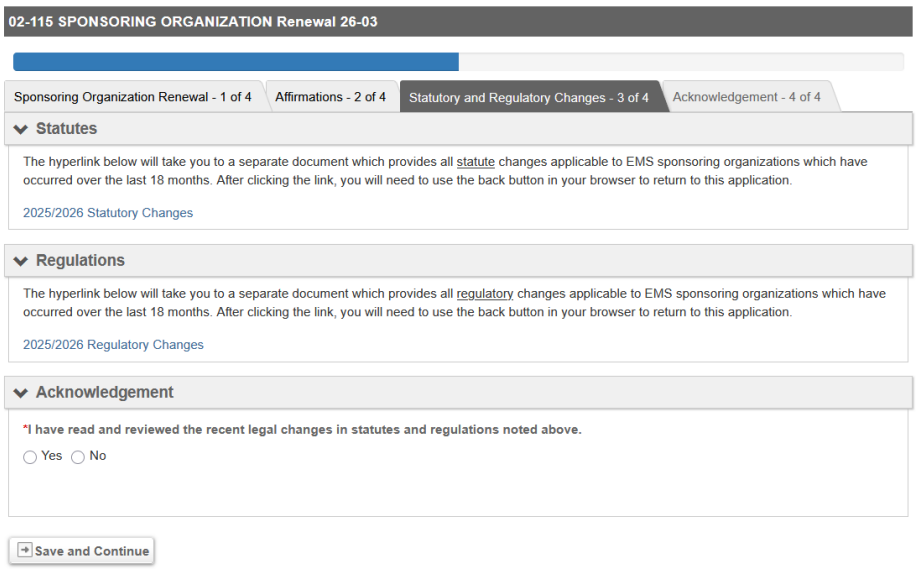


At the end of this section, click “Save and Continue”

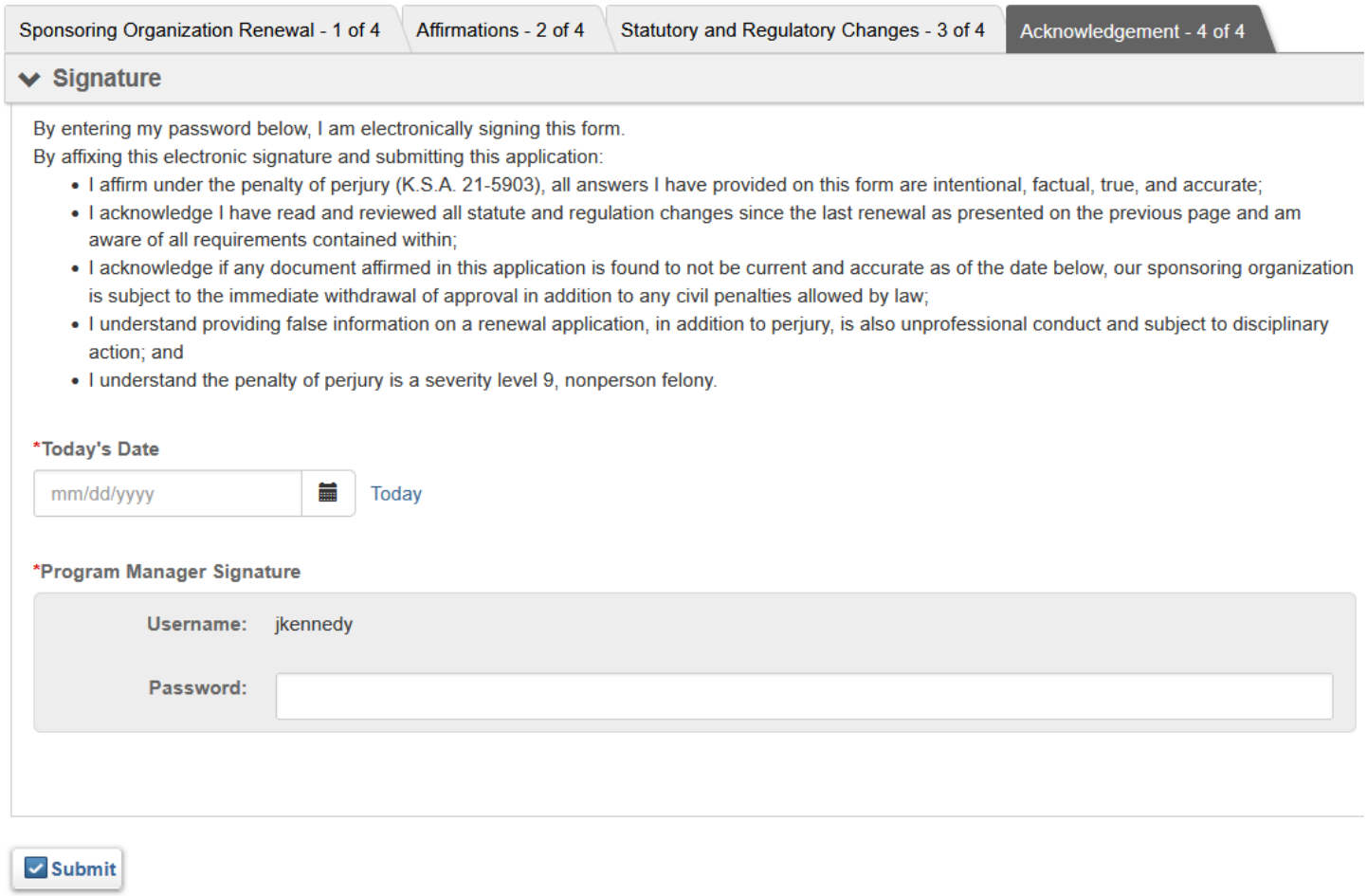


If you answered No to any of the above questions, you will need to complete a Sponsoring Organisation Update application to make any corrections.

Review the changes to Statutes and Regulations. Click Yes to acknowledge that you have done so. Click Save and Continue:



Review the acknowledgement statement, enter today's date, your password and click Submit:



NOTE: If any changes or document updates are needed you will need to complete a Sponsooring Organization Update to implement those changes. You will need to submit another Sponsoring Organization Renewal application once the Update is approved.