



Rural Education & Training Fiscal Year 2023 - 2024

Thank you for your interest in our Regional Rural EMS Education Program. This program is intended to assist licensed EMS agencies in recruiting & certifying Pennsylvania EMS personnel. This program is applicable, at varying levels of financial support, to both Basic & Advanced Life Support (BLS - ALS) for initial certification training programs and includes Emergency Medical Responder (EMR), Emergency Medical Technician (EMT), Advanced EMT (AEMT), Paramedic, and PHRN Programs.

This specific initiative is limited to licensed EMS agencies operating within the confines of the Eastern PA EMS Council region, and unless otherwise noted, funding from the Rural Education Fund can only be utilized for approved expenditures from the list in instances where the educational activity occurs in a county, school district, or political subdivision designated as rural by the Center for Rural Pennsylvania.

Additional terms and limitations may apply.

This specific program requires All Sponsoring EMS agencies to complete the following forms:

- a. EMS Agency Project Director form
- b. Sponsoring EMS agency form
- c. EMS Candidate Contract (per student) form
- d. Cost/Reimbursement request form

Sponsoring agencies are required to present proof of payment to the Eastern PA EMS Council for reimbursement. All paperwork must be submitted no later than the close of business on **May 15, 2024**. Incomplete applications will not be considered for reimbursement.

Purpose:

Licensed EMS agencies, career, and volunteer and / or blended, are experiencing shortages of certified EMS personnel. Tuition fees associated with program costs for both basic and advanced certification programs continue to increase. Recruiting and retaining personnel within the EMS profession is becoming increasingly challenging, this impact has far reaching implications and requires a lean forward approach to offset both direct and indirect associated cost.

Authorized through the PA Department of Health, Bureau of EMS, PA Act 93 of 2020 identifies funding streams for rural EMS education. The Eastern PA EMS Council proposes the implementation of an EMS assistance program for qualifying EMS agencies. This program will be made available, with defined requirements and standards, to all PA Department of Health licensed EMS agencies operating in good standing within the geographical boundaries of the Eastern PA EMS Council region identified as rural by the Center for Rural Pennsylvania.

The tuition assistance program will provide licensed EMS agencies, the allowable costs up to, but to not exceed, cost identified for new EMS students enrolled in an initial PA Department of Health accredited BLS certification programs, to include cognitive examination fees for up to two attempts at the basic level.

The tuition reimbursement program will provide licensed EMS agencies, the allowable costs up to, but to not exceed, cost identified for new EMS students enrolled in a PA Department of Health accredited ALS certification programs, to include cognitive examination fees for up to two attempts at the advanced level.

Process:

The Rural EMS program will be maintained and coordinated by the Eastern PA EMS Council. It is understood funding will fluctuate and may not be available due to circumstances beyond our control. EMS agencies will enter a partnership with the Eastern PA EMS Council to support participating EMS agencies for individual student assistance and applicable costs for both BLS and ALS levels, and up to two attempts at the recognized cognitive examination.

Rural EMS programs will be available from July 1, 2023, through May 15, 2024. initiatives will be awarded on a first come basis. All requests must be finalized prior to May 15, 2024.

This program, and applicable funding, is subject to change without advanced notification.

Tuition assistance / reimbursement candidate(s) shall be responsible for:

- Seeking employment or volunteer status with a licensed PA Department of Health, EMS agency within the defined geographical areas identified by the Eastern PA EMS Council.
- Completion and submission of documentation forms validating enrollment into a PA accredited, educational institute basic and / or advanced level EMS certification course.
- Enrolled in either a BLS or ALS level course through a PA Department of Health accredited EMS educational institute offered between July 1, 2023, and May 15, 2024.
- Adhere to contractual stipulations of the rural program during and following the educational program in accordance with the agreed upon terms.
- Compliance with the EMS education institute's academic, policy, and procedural guidelines.
- Participation in post program quality assessments and / or surveys as applicable.

Exclusions – Not Reimbursable:

- Courses and or training outside specific, initial BLS – ALS certification programs.
- Uniforms or other dress code required items established by the educational institute.
- Travel, fuel, mileage, and sustenance cost.
- Immunizations not required by the educational institute.
- Background checks, clearances, and other historical records not required by the educational institute.
- Any costs not deemed by the EMS Council to be within the scope of the program.

Assistance / Reimbursement Recipient Prerequisites:

- Be the minimum age of 16 at the time of course completion. (Age may be program specific)
- Maintain active volunteer, or career status with a licensed PA Department of Health, EMS agency operating within the Eastern PA EMS Council region identified as rural or be associated with an EMS Agency / high school allied health educational program.
- Produce a signed application and validation of acceptance into a basic or advanced certification (initial) course conducted through a PA Department of Health accredited educational institute.
- Produce the signature of parent or guardian if the candidate is under 18 years of age

Assistance / Reimbursement Process

Assistance / Reimbursement Program BLS Programs

- Financial assistance for entry into BLS certification (initial) programs is supported by the EMS Council and coordinated through the EMS Agency sponsor.
- Requests must be in the electronic format provided by the Eastern PA EMS Council.
- Requests are limited to participating EMS agencies. At no time will any candidate be personally reimbursed for tuition cost, services, or associated fees and charges.
- Assistance will be made providing the submission of acceptance into a regional BLS certification program providing all necessary documentation has been received.
- Final request must be submitted no later than May 15, 2024.
- Program eligibility is from July 1, 2023 – May 15, 2024.

Assistance / Reimbursement Program ALS Programs

- Reimbursement is not automatic.
- Reimbursement requests must be in the electronic format provided by the Eastern PA EMS Council.
- Reimbursement is limited to participating EMS agencies. At no time will any candidate be personally reimbursed for cost, services, or associated fees and charges.
- Reimbursement will be made providing the request for reimbursement has been received with all necessary documentation, invoices, and checks or money orders of incurred and approved expenses.
- Final documentation must be submitted no later than May 15, 2024.
- Program eligibility is from July 1, 2023 – May 15, 2024.

Conditions of Approval:

This agreement may be canceled at any time should any of the following conditions not be complied with:

- Properly completed requests for assistance / reimbursement must be submitted prior to May 15, 2024.
- Signed Federal W-9 form provided by the sponsoring EMS agency.
- Signed contract between the candidate, EMS agency and Eastern PA EMS Council.
- Candidate fails to meet the established rural county(s) guidelines established by the EMS Council.

Identification of EMS Agency Project Director:

The licensed EMS Agency shall identify a Project Director for the Rural EMS Education program. The following information shall be provided:

Project Director Name:

EMS Agency Name:

Project Director E-Mail : **Cellular :**

EMS Assistance / Reimbursement Program Justification:

Sponsoring EMS Agency acknowledges tuition, training and other applicable cost associated with the EMS tuition / reimbursement program are specifically related to Act 93 requirements and our support for the rural communities.

Sponsoring EMS Agency - Eastern PA EMS Council

EMS Agency Name:

County of Association

EMS Agency Address:

City:

State:

Zip:

Agency Project Director:

E-Mail:

Cell:

The Licensed sponsoring EMS Agency shall be responsible for:

- Advertising and recruiting new prospective EMS candidates within the defined rural counties.
- Signing the Rural EMS Education Agreement with the Eastern PA EMS Council.
- Utilization of contract agreements between the EMS agency and the recipient.
- Payment of student tuition fee, when applicable, to the accredited EMS educational institute for the candidate.
- Payment(s) of student examination fee to the National Registry testing site.
- Submission of only eligible requests for assistance / reimbursements for the program. ALS program candidates that withdraw from the course, prior to completion of the program and successful testing, are not eligible for reimbursement from the EMS Council. The sponsoring EMS agency reserves the right to impose a candidate contract and or re-payment policy.
- EMS Agency shall validate the candidate has not received grant funding from any additional source, which could create a potential for surplus funding above and beyond the programs applicable cost.

Eastern PA EMS Council shall be responsible for:

- Establish an accountability system to monitor program compliance and the cost awarded.
- Review submitted documentation for assistance / reimbursement of examination fees.
- Reimburse EMS agencies for each candidate awarded through the assistance / reimbursement program for the allowable costs up to, but to not exceed cost identified for the EMS certification program.
- Reimburse sponsoring EMS agencies for each recipient up to two (2) written certification examination attempts, per PA Bulletin fee schedule.

Sponsoring EMS Agency - Eastern PA EMS Council

_____ (EMS agency) is entering into a partnership with the Eastern PA EMS Council for the purpose of participation in the Rural EMS Education Program*. The licensed EMS agency agrees to the provisions and expectations of the program and reimbursement practices and procedures.

Based on the availability of funding provided by the PA Department of Health, Bureau of EMS, pre-authorization of program expenditures, submission of authorized program documents, and the submission of documentation for the reimbursement of the program shall be the responsibility of the sponsoring agency. Requests will be processed in accordance with the defined fee / completion requirements defined on page 7 of this document.

The sponsoring EMS agency shall use the Rural EMS Education contract. It shall follow established agency specific, and if applicable, develop human resource policies and procedures to allow the recipient to become an employee, volunteer, and / or member of the organization, if not already a member, for purposes of participation in the program (excluding high school allied health programs). The EMS agency shall review the status of the training program with the candidate. The EMS agency shall request allowable funding be directed to the EMS agency. Should the Rural EMS candidate not fulfill their obligations at any time under the contract, the EMS agency shall not be entitled to assistance / reimbursement based on the requirements set forth.

As an official of the EMS Agency, I hereby agree to the terms of this agreement, by my signature and date of signing. Agreement is not valid without signature of all parties identified below:

EMS Agency Senior Official Signature:

Date:

As identified on EMS Licensure Application

EMS Agency Project Director Signature:

Date:

Eastern PA EMS Council Director Signature:

Date:

****It is the sole intent of the Eastern PA EMS Councils Rural Education program to provide a simplistic means to accessible EMS centric education and strive to develop a professional relationship between the program candidate(s), and our EMS agency(s).***

EMS Assistance / Reimbursement Program - Candidate Form

Candidate Name:

County of Association:

Candidate Address:

City:

State:

Zip:

Cell Phone:

I _____ understand that I am entering into a written agreement with _____ (EMS agency). The purpose of this agreement is to award me with applicable cost toward an initial Basic Life Support (BLS) or Advanced Life Support (ALS) level certification program(s), and to provide me with the opportunity to take two (2) attempts at successful completion of the cognitive examination.

The EMS agency or, the Eastern PA EMS Council (program specific), shall pay for the initial tuition costs, in accordance with the fee / completion requirements for the BLS or ALS course, cognitive examination, and other applicable costs. Eastern PA EMS Council will reimburse the (EMS agency) for the allowable expenses. By receiving this tuition, I agree to the following terms:

1. I am a member, volunteer, prospective career employee, of a licensed PA Department of Health, EMS agency operating within an Act 93 eligible county. (EMS Council reserves the right to request validation of such)
2. I am 18 years of age at the time of signing this contract (Parent/guardian < 18 years old).
3. I will enroll in a basic or advanced level EMS educational course within the tuition program timeframe of July 1, 2023– May 15, 2024.
4. Based on my academic status at the end of the course, I will participate in both the PA state recognized psychomotor and cognitive examinations.
5. Should I not complete the BLS – ALS certification course and certification requirements, the EMS agency may hold me responsible for cost as defined by the sponsoring EMS agency. This shall be at the discretion of the EMS agency and pre-defined terms associated with the agency.

By signing this tuition contract, I am agreeing to all the terms. This is a fair and binding agreement between myself and the sponsoring EMS agency. Parent or guardian signature required if under eighteen (18) years of age.

Tuition Program Candidate Signature :

Date :

EMS Agency Senior Official Signature

Date:

EMS Agency Name:

Affiliate Number:

EMS Council Director Signature:

Date:

EMS Examination Reimbursement Schedule of Reimbursable Cost

Sponsoring EMS Agency Name: _____

Student Name: _____

Program Level	Program Cost	Allowable Program Cost	Allowable Exam Cost	Workbook Cost	Vaccination Cost	Background Check Cost	Applicant Initials
EMR	650.00	650.00	\$88.00				
EMT	1200.00	1200.00	\$104.00				
AEMT	1800.00	1800.00	\$144.00				
PARAMEDIC	6200.00	6200.00	\$160.00				
PHRN	2300.00	2300.00	\$160.00				
TOTAL COST							

Summary of Program

- ❖ Receipts cancelled checks or credit card invoices are required for reimbursement to be considered.
- ❖ Cognitive testing allows for two (2) attempts.
- ❖ Cost beyond the scope of the assistance / reimbursement program will not be considered.
- ❖ Submission for reimbursement forms must be submitted prior to May 15, 2023.
- ❖ Processing of reimbursement request may take 30 days from receipt of request.
- ❖ Many program course cost includes workbooks, vaccinations, and other applicable cost and should not be duplicated here.
- ❖ BLS Certification programs, and associated cost, will be granted financial assistance at the beginning of the program and paid direct to the sponsoring agency.
- ❖ ALS Certification programs will be reimbursed on a tiered schedule and upon eventual successful completion and certification. I.E. Paramedic program, payment 1 after successful completion of 6 months, payment 2, upon successful completion of program.
- ❖ High School Allied Health / EMS partnership programs are encouraged and will be available for assistance with BLS certification programs
- ❖ EMS Educational institutes shall make available, program data, candidates entering, and successful completion rates and scores

As an official of the sponsoring EMS Agency, I hereby attest the above cost are representative of the student's activities and request reimbursement of allowable cost.

EMS Agency Senior Official Signature: _____

Date: _____

EMS Agency Project Director: _____

Date: _____

Eastern PA EMS Council Director: _____

Date: _____

APPROVED

DENIED

ADDITIONAL INFORMATION REQUESTED

SUBMITTED FOR PAYMENT DATE _____