



**BUREAU OF EMERGENCY MEDICAL SERVICES**

**EMS Information Bulletin 2024-02**

**DATE:** February 05, 2024

**SUBJECT:** Provider Tuition Assistance and Agency Recruitment & Retention Expense Reimbursement

**TO:** PA Regional EMS Councils  
PA EMS Agencies & Providers  
PA EMS Ed Institutes

**FROM:** Jenni Hoffman, Manager, System Operations *Jenni Hoffman*  
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The Bureau of EMS is pleased to announce a new recruitment and retention initiative for both individuals who obtain an EMS certification and EMS agencies who engage in recruitment and retention activities.

Individuals who have a permanent residence in Pennsylvania and obtain a Pennsylvania state certification as an Emergency Medical Responder (EMR), Emergency Medical Technician (EMT), Advanced Emergency Medical Technician (AEMT), or Paramedic after July 1, 2023, are eligible to have a portion of their tuition reimbursed as shown below.

<b>Certification Level</b>	<b>Amount</b>
EMR	Up to \$300
EMT	Up to \$800
AEMT	Up to \$1000
Paramedic	Up to \$5000

In addition, Pennsylvania licensed EMS agencies are eligible to receive reimbursement of expenses related to recruitment and retention, up to \$1,250 per fiscal year (July 1 – June 30). Reimbursement will be awarded on a first come, first serve basis until the funding has been exhausted.

## Provider Tuition Assistance

To apply for tuition assistance, upon obtaining state certification, please log in to your EMS registry account at [EMS Registry \(state.pa.us\)](https://emsregistry.state.pa.us). New applicants for initial certification or upgrade and all providers who obtained certification as an EMR, EMT, AEMT or Paramedic after July 1, 2023, will see a new question on the General Information tab that says “Would you like to apply for tuition reimbursement? (If yes, you will receive an email with additional information).” Select yes to this question, this will activate the “Tuition Assistance” tab.

Yes  No      Would you like to apply for tuition reimbursement?

You will need to upload an invoice showing your certification class tuition has been paid in full, the amount paid and the method of payment. Then select submit.

Applicant Data
Certifications
Con-Ed
Tuition Assistance
Processing
Notes
Affiliations

**Tuition Assistance Application**

Congratulations on obtaining your Pennsylvania EMS certification. Individuals who obtain state certification as an Emergency Medical Responder (EMR), Emergency Medical Technician (EMT), Advanced Emergency Medical Technician (AEMT), or Paramedic after July 1, 2023, are eligible to have a portion of their tuition reimbursed as shown below.

Certification Level	Amount
EMR	Up to \$300
EMT	Up to \$800
AEMT	Up to \$1000
Paramedic	Up to \$5000

To apply for reimbursement, please log in to your EMS registry account at [EMS Registry \(state.pa.us\)](https://emsregistry.state.pa.us) and submit an application for tuition reimbursement on the “Tuition Assistance” tab. You will need to upload an invoice showing your certification class tuition has been in full, the amount paid and the method of payment.

If you received tuition assistance for this class from other sources that covered the total amount of your tuition, you are not eligible for tuition reimbursement. If you received tuition assistance for this class from other sources that did not cover the total cost of your class, you can apply to have the remainder of your tuition reimbursed.

Tuition reimbursement will be awarded on a first come, first serve basis each quarter of the year until the funding has been exhausted.

If you have any questions, please contact Jenni Hoffman at [jennihoffm@pa.gov](mailto:jennihoffm@pa.gov).

Yes  No      Have you received any other tuition assistance for this class?

Please upload an invoice showing your tuition has been paid in full.

Choose File

No file chosen

Add

After browsing for your file, you must click add in order for the file to be attached to your record.

Submit Application

**Scholarship Application History**

No entries found.

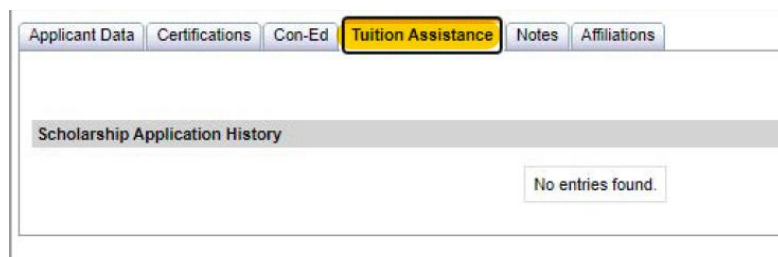
If you received tuition assistance for this class from other sources that covered the total amount of your tuition, you are not eligible for tuition reimbursement. If you received tuition assistance for this class from other sources that did not cover the total cost of your class, you can apply to have the remainder of your tuition reimbursed up to the amounts listed above.

Tuition reimbursement will be awarded on a first come, first serve basis each quarter of the fiscal year (July 1 – June 30) until the funding has been exhausted.

All providers who obtain certification as an EMR, EMT, AEMT or Paramedic after February 1, 2024, will receive an email with information about tuition reimbursement and instructions to apply. This only applies to initial certification and upgrades. Providers who obtain certification through Certification by Endorsement and Reinstatement will not receive the email.

All providers will see the Tuition Assistance tab. This tab will only be active for providers who are eligible for tuition reimbursement and have checked yes to the tuition reimbursement question on the General Information tab.

The inactive Tuition Assistance tab will look like this.



### **EMS Agency Recruitment & Retention Reimbursement**

To apply for reimbursement of recruitment and retention expenses, please log in to your agency's registry account at [EMS Registry \(state.pa.us\)](https://state.pa.us) and submit an application on the "Reimbursement" tab found under EMS Agency. You will need to provide a detailed description of the expenses and upload a paid invoice or receipt.

These expenses can include but are not limited to, promotional items, job postings, billboards, flyers, posters, postcards, website design, website fees, recruiting events, awards, team building activities, leadership/professional development, incentives, etc.

If you have received reimbursement for these expenses from other sources that covered the total amount of the expense, you are not eligible for reimbursement. If you received reimbursement for these expenses from other sources that did not cover the total amount of the expense, you can apply to have the remainder of the expense reimbursed up to \$1,250.

General Information(EMS Org.) Acknowledgment/Amend/Submit(EMS Org.) Users(EMS Org.) Processing(EMS Org.) Cor/ED Sponsors

EMS Agency Notes (EMS Org.)

Each of the tabs below is part of the EMS Agency Application. Any amendments, renewals, or new applications will require fields be completed on each tab. At the bottom of each tab is a verification of information check box that must be selected. It is expected that anytime an application is submitted, for any reason, that all information will be up to date, including the Agency Personnel Roster.

General Information Station Locations Medical Direction Management Personnel Vehicle Information Communications Equipment/Gear

Verification of Information Users Processing Reimbursement Notes

### Reimbursement Application

Please List all expenses:

Expense Amount:

Expense Type:

Expense Description:

Please fill out each item and click the add button to add expenses.

Please upload an invoice

No file chosen

After browsing for your file, you must click add in order for the file to be attached to your record.

If you have any questions or need assistance completing an application, please contact Jenni Hoffman at [jennihoffm@pa.gov](mailto:jennihoffm@pa.gov).