



EMS Information Bulletin 2025-05

DATE: June 9, 2025

SUBJECT: Agency Licensure Documents

TO: Pennsylvania EMS Agencies
Regional EMS Councils

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A handwritten signature in black ink, appearing to read 'Anthony Martin', with a stylized flourish at the end.

Effective July 1, 2025, the following documents will be used for EMS agency licensure inspections. Previous versions will no longer be accepted.

Form	Version	Form Date
Administrative Inspection Checklist	1.0	7/1/2025
Agency Attestation Statement	1.0	7/1/2025
Agency Medical Director Verification Form	1.0	7/1/2025
QRS Inspection Checklist	1.0	7/1/2025
Rotorcraft Inspection Checklist	1.0	7/1/2025
Safety Inspection Checklist	1.0	7/1/2025
Squad Vehicle Checklist	1.0	7/1/2025
Transport Ambulance Checklist	1.0	7/1/2025

There are two (2) new documents that are being introduced to help with the inspection process.

1. Agency Attestation Statement

- a. During the first inspection following this EMSIB release, the inspector must review all required policies as required by §1027.3 (b) (p). This review is for the existence of policies only and does not include a content review.
- b. For subsequent renewal inspections, the agency has the option to complete the *Agency Attestation Statement* which serves as a declaration that all required policies remain current and compliant.

- c. When provided to the inspector, this form can be used in lieu of a full review of policies.
- d. If the agency opts not to complete the *Agency Attestation Statement*, the inspector must conduct a full review of all required policies as required by §1027.3 (b) (p)

2. Agency Medical Director Verification Form

- a. This form must be completed by each agency medical director and returned to the regional EMS council prior to the inspection being conducted.
- b. The form must be dated no more than six (6) months prior to the agency's expiration date.
- c. The form must be completed with an initial certification and at each renewal cycle.

Agency Acknowledgement of Inspection Results

Upon completion of an inspection (administrative and/or vehicle), the agency representative present will be asked to print and sign their name in the space provided on each of the inspection checklists.

If the agency representative present chooses not to sign the inspection sheets, a copy of each checklist completed will be emailed to the agency contact person listed on the agency application.

Please direct any questions regarding this to your regional EMS council.