

New Hampshire Department of Safety

Division of Fire Standards and Training & Emergency Medical Services

New Hampshire Bureau of EMS

Licensed EMS Unit Application

INFORMATION YOU WILL NEED TO COMPLETE AN EMS UNIT LICENSE APPLICATION

Welcome Service Leader,

Thank you for applying for your EMS Unit license electronically through the RespondNH system. Applying through RespondNH will mean your application is processed and issued more quickly than submitting it manually. However, just as with a paper application, you will need to prepare documents before proceeding. These same documents are required with a paper application. This application is a 2-part application – Form 1: Personnel list and provision of EMS care update and Form 2: the Unit application. Once both forms are complete and submitted, all information will be verified and your Unit License will be issued and emailed to the primary contacts for your unit.

NOTE: if you need to save your work and return later, click the  button at the bottom of each tab and your information will save until you return.

If you do not do this before you close the form, then any information you changed on that specific tab will be lost!

Quick Summary of scanned documents and information you will need for your application:

- Number of EMS runs entered into TEMSIS in the last 12 months (or estimate of future records for new services)
- Complete list of your service's personnel including their employment status
- Scanned copy of your MRH Agreement
- A scanned copy of your current General and Professional Liability Insurance binder
- Private and Hospital for-profit and not-for-profit services:
 - A scanned copy of your current Statement of Good Standing from the NH Secretary of State
- Private and Hospital for-profit services:
 - A scanned PDF copy of the check for your \$100.00 license fee.

Form 1 Directions

Form 1 you will update your personnel list and provision of EMS care.

- You will need to know the total number of EMS care records you have entered into TEMSIS / NHESR in the last 12 months.
- **By completing the personnel list update, you meet EMS Unit license requirements for updating your Unit roster and Fire Departments meet their annual requirement for reporting firefighter rosters to the Division.**
- Remove any personnel no longer affiliated with your service
- Note all personnel being removed in the text box at the top of the list - this is the only record of your removals!!
 - Once you hit "remove" for a staff member, they immediately disappear from this list and your service personnel list, so you can only see who you removed by referring to this list.

- To affiliate missing personnel, have the personnel log into RespondNH and request affiliation with your service through their personal user account. All Authorized Signers for your service will receive a notice requesting approval for the affiliation. Once one of the Authorized signers logs in and approves the request, that person will immediately be affiliated with your service in RespondNH and will also sync to TEMSIS / NHESR for EMS and Fire runforms as applicable.
- Personnel Employment status, Primary Job Role and Additional Responsibilities are all required fields for each staff member
- Employment start and end dates are at the option of the service
- Staff positions should also be set or updated at this time.
- See the Basic Guide to Managing Personnel on the next page for guidance

Form 2 Directions

Form 2 is the actual Unit Application. Form 2 only becomes available after you submit this form. You will find it under the Applications panel on the left under "Continue". To complete the Unit application, you will need to prepare the information below. Once Form 2 is complete, all information will be verified by the EMS Licensing staff and your Unit License will be issued and emailed to the primary contacts for your unit.

You will need SCANNED PDF copies of the following documents below ready to complete the application.

- If possible, please name the PDF files with the requested name format to make it easier to reference the documents in the future
- Note that "Year" in the file names means the calendar year you are applying, i.e., "2021-Unit-Insurance"
- If you need time to prepare these documents, you may exit this application and return when you have everything ready

Documents you will need to complete this application:

- A scanned PDF copy of your current MRH Agreement. (Filename "Year-MRH Agreement")
- A scanned PDF copy of your current General and Professional Liability Insurance binder - even if it's from Primex or LGC (Filename "Year-Unit Insurance")
 - Note: your insurance expiration date must be after your current Unit License expiration date
- Private and Hospital for-profit and not-for-profit services:
 - A *scanned PDF* copy of your current Statement of Good Standing from the NH Secretary of State (Filename "Year - Good Standing")
 - Note the name on the Statement of Good standing must be a close match to your service Legal Name
- Private and Hospital for-profit services:
 - A *scanned PDF* copy of the check for your \$100.00 license fee.
 - The actual check must be made payable to "State of NH" and has your Unit Name on it
 - Mailed to NHFSTEMS Attn: EMS Licensing 33 Hazen Drive, Concord NH 03305
 - Please be sure to note your unit name and whether the check applies to more than one charge (such as multiple units and/or combined with ambulance license fees)