



Step by Step Guide for Initial Agency Licensure

To begin, you must review IDAPA 15.06.07 *EMS Agency Licensing Requirements and EMS Agency Standards Manual*, to identify all the necessary documentation. However, all service types must have:

- Medical Director Agreement (MDA)
- Medical Supervision Plan (MSP)
- Protocols: The former Idaho EMS Physician Commission created Statewide Protocols available on the Idaho State EMS Medical Director webpage. If an agency decides to adopt these, the Medical Director must sign the front page. If the Medical Director prefers not to use the Statewide Protocols, they can create specific protocols for their agency. Per IDAPA 15.06.07 Licensed EMS personnel must not provide out-of-hospital patient care that exceeds the scope of practice established by the Commission.

Additional documents that may be required, dependent on service type, include:

- CECS or PSAP Agreement
- Patient Care Integration Agreement
- Extrication Agreement
- Planned Deployment Agreement
- Non-Discrimination Policy (Air Medical)
- Weather Turn Down Policy (Air Medical)
- Patient Destination Procedure (Air Medical)
- Safety Program Policy (Air Medical)
- Training Policy (Air Medical)

Once all the documentation is compiled, send an email to EMSAgencyLicensure@dhw.idaho.gov with the details below to allow a Bureau employee to create an agency record in IGEMS.

- Name (as it will appear on the license)
- Agency email
- Agency Phone
- Website
- Physical Address
- Shipping Address
- Owner Name(s), percentage and contact info
- Federal Tax ID (EIN)
- Secretary of State Registration Number (private business or non-profit)
- The first and last name of the individual who will be submitting the application and serving as the agency administrator. (This person must have an existing IGEMS account.)

After the agency information is entered into IGEMS and an account is created, the point of contact will be added to the roster with agency administrator permissions. The point of contact can then access and submit the "Agency Initial" application, along with the required documents, to initiate the official process.