



**Important Links:**

Texas Administrative Code 157.32 – Initial Education Program Rules:

<http://www.dshs.texas.gov/emstraumasystems/ruldraft.shtm>

DSHS Education Webpage:

<http://www.dshs.texas.gov/emstraumasystems/educationprograms.aspx>

DSHS Licensing Services:

<https://vo.ras.dshs.state.tx.us/>

**Items to collect before applying:**

Initial Education Program Information	
Legal Entity Name	The legal entity name of the initial program.
Assumed / Operating Name (dba)	If your initial program regularly conducts business under a name other than its legal name you must submit a copy of your assumed name certificate.
Employer Identification Number (EIN) aka Federal Tax ID Number (FEIN)	EIN or FEIN is the unique nine-digit number assigned by the IRS to entities operating in the US for the purposes of identification.
Sponsoring Organization	Initial programs shall be sponsored by organizations or individuals with adequate resources and dedication such as licensed EMS provider, EMS medical director, teaching hospital, regionally accredited post-secondary educational institution and/or health care institution accredited by an organization recognized by the department.
Initial Program Owner	The legal name of the owner of the initial program.
Self-study	A self-evaluation and compilation of documents that describes the proposed or existing program’s overall process.  See Texas Administrative Code 157.32 for more information.

## Instructions:

All initial education programs should already have an account in which they are connected to on our online licensing website. If you do not know your account please contact us by emailing [EMSEducation@dshs.texas.gov](mailto:EMSEducation@dshs.texas.gov).

If you do not see your initial education program's license information on the right hand side you may be in the wrong account.

Once logged in you should see a dialog which states, "It's time to renew!" with your initial program number. Press the select button and follow the instructions, reading the top portion of each section for specific instructions on that section of the application. If this section does not exist and you are renewing more than 90 days before your expiration, please contact us by emailing [EMSEducation@dshs.texas.gov](mailto:EMSEducation@dshs.texas.gov).

Attachment section – many common mistakes happen in this section.

1. Attachments must be in **PDF** format.
2. The maximum file size per attachment is **5MB** with an overall upload limit of **30MB**.
3. The maximum name length on a file is **16 characters**.
4. Once a file is selected, use the notes field to add a brief description of the file before continuing. Doing so may help with the processing time of your application.
5. Each time you select a file you must press "Attach" to upload the file to our server. If the "Attach" button is not pressed the file will not be received and your application will be deficient. Once the "Attach" button is pressed a list of uploaded files can be seen on the screen.

Once the application is completed, if you are unable pay online you may use the "Pay Later" option and mail a check or money order to DSHS.

**If any items must be mailed the following items should be included, if these items are not included this may delay the processing of your application and your items may not make it to the correct destination:**

1. DSHS Mailing Coversheet – Found on the Education Webpage
2. Application summary – Emailed to you after submitting your application