



**TEXAS**  
Health and Human  
Services

Texas Department of State  
Health Services

**EMS Education  
Course Notifications  
Application Guide**  
Rev 20231218

**Important Links:**

Texas Administrative Code 157.32 – EMS Education and Course Approval:

<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:**

Course Information	
Account	You must have access to the Initial Program’s online account. If you do not have access to this account you will not be able to submit a course notification.
Addresses	You will need the following addresses: program physical location, course location, program mailing address, coordinator mailing address and principal instructor mailing address.
Course Schedule	Start date, end date and full course schedule.
Agreements	A list of all of the education program’s agreements this course will utilize including expiration date. You can find an official form for this on our education webpage.
Submission Time Frame	Your course notification must be submitted <b>30 days in advance</b> . Keep in mind if you need to advertise for a longer period you should consider pushing your course start date to a later date.
Program Course Name	This name will show up on your approval letter. <b>DO NOT</b> put your program’s name in this blank. Use a unique identifier for your courses to easily differentiate between course approval letters.
Course Location Name	This is the name of the location you plan to have your course at. For instance, if your course is being held at My Volunteer Fire Department put “My Volunteer Fire Department” in the blank.
Course Information Notes	This section is for any additional notes we need to know about your course such as alternate scheduling, Hybrid, Online, etc.

## **Instructions:**

Log in using the credentials for your initial education program.

Create a course notification application by using the dropdown lists under “Apply for a New License”. You will choose “Emergency Medical Services” and then “Initial Course Application”.

Follow the instructions, reading the top portion of each section for specific instructions on that section of the application.

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