

## **Education Updates 12/31/2015**

### **Save the Date**

DSHS is planning the 2016 Course Coordinator Course for April 13 thru 15, 2016. More information to come in January when details are finalized.

### **Paper Applications for Course Notifications**

If you have not transitioned to using the online application process for course notifications, please contact us at [EMSCCompliance\\_Central@dshs.texas.gov](mailto:EMSCCompliance_Central@dshs.texas.gov). Paper applications will be phased out in the future and it is imperative that you transition to our online application process as soon as possible.

### **Submitting Renewal Applications for CE and Initial Programs**

Until further notice, renewal applications for Initial Programs and CE Programs must be done on paper forms. These paper applications must be mailed to Austin using the appropriate cover sheet found on the education webpage and must include all necessary attachments on a USB flash drive. We are working diligently with our IT group to bring these online as soon as we can. Right now we do not have an implementation date.

Applications may be found at:

<http://www.dshs.state.tx.us/emstraumasystems/educationprograms.aspx>

### **CE Programs**

At this time CE Program information is not showing up on user accounts and a user may not be able to add a CE Program to their account. We do not have a resolve date from our IT group yet.

### **Education Forms**

All education forms have been updated to reflect new information that is needed for the online process. Please make sure you are using the most current forms which can be found on our education webpage: <http://www.dshs.state.tx.us/emstraumasystems/educationprograms.aspx>.

*Starting January 1<sup>st</sup> old forms will no longer be accepted.*

## **New Course Approval Process**

DSHS made a processing change on how we approve courses, your local EMS specialists will be reviewing your course schedules/syllabus after the approval is sent out from Austin.

Do not be surprised or alarmed if you're contacted by your local office/specialist needing clarification on a course. We understand how important it is for you to have the course number early so you can advertise and/or begin collecting tuition, if applicable.

## **Third Party Pay**

This payment method will allow a different user or financial department to pay for your courses. This can be helpful for many cities and/or colleges. If you wish to setup Third Party Pay please let us know by emailing [EMSCCompliance\\_Central@dshs.texas.gov](mailto:EMSCCompliance_Central@dshs.texas.gov).

## **Course Notifications must be submitted 30 days in advance**

Texas Administrative Code 157.32(r)(2) The program director of an approved program shall submit notice of intent to conduct a course and the appropriate fee, if required, to the department...at least 30 days prior to the proposed start date of the course. The notification shall include the following information... [Click here for Link](#)

Incomplete course notifications or course notifications submitted less than 30 days before the start date of the course may be returned.

## **Things that affect application approval time**

- Submitting paper course notifications slows down the process for everyone! Please begin your transition to online course notifications in order to facilitate the removal of the paper application process.
- Anything with a mailed / hand delivered fee payment will take an additional 3-5 business days once received by DSHS to be processed.
- Paper applications will take an additional 5-10 business days longer due to data entry.
- All applications should be mailed with the fee payment in the same packet. If fee payments are mailed separately from the application it may cause delays due to receiving the application and fee payments on different days.
- Programs that submit bulk courses on paper apps may not receive all course approvals at once.
  - Course approval numbers will be on separate letters. I.E. Only one letter per course number.
- Submitting old forms may result in a deficient application.

## FAQ

- Q My State Agency or Educational Institution wants to use to use direct electronic funds transfer to pay for course notification applications and/or other fees?
- A This option is not available through our Texas.gov vendor at this time. We are researching on how we might can use this option with our fiscal group.
- Q I received my account information, what do I do now?
- A You should login and change your password and verify your information by clicking on your user profile.
- Q Why can't I link my Education Program / CE Program to my account created by DSHS?
- A This has already been done for you. If you received an email stating your account was created, you should not need to add your program.
- Q Why wasn't my account set up?
- A Your program was already linked to another account, you linked the program to your account already or you created your account using the email address you provided us prior to us creating the accounts. You should contact EMS Compliance in Austin for more info using [EMSCCompliance\\_Central@dshs.texas.gov](mailto:EMSCCompliance_Central@dshs.texas.gov).
- Q I'm no longer the coordinator for this program, what do I do?
- A Send an email to [EMSCCompliance\\_Central@dshs.texas.gov](mailto:EMSCCompliance_Central@dshs.texas.gov) and let us know.
- Q Why can I not submit a renewal application online?
- A Renewals have not been setup at this time. Expect this in the coming months.