

# Applying Online

Initial Education Program Application

## Introduction

The Texas Department of State Health Services has a new way to allow EMS Initial Education Program Applicants to apply for a program using our online system. This self-help document will guide you through the online process of applying for an initial education program.

## Before we begin...

This document will not cover every aspect of the Initial Education Program Application process. If assistance is needed with anything not listed in this document, please visit our [Help & Support](#), contact your local [DSHS EMS Field Office](#) or use the “Contact Us” link in the upper right hand corner the application or quick start page.



If this is your first time accessing our online system and do not have an account, you will need to create one. If you need assistance creating an account, linking your certification or license to your account, or any other questions regarding our online system please visit our [Help & Support](#) page.

## Logging in and Selecting your Application

To access our Online Licensing Services you will need to navigate to: <https://vo.ras.dshs.state.tx.us/>

1. Enter User ID and Password and click Sign In.

After logging in you should see the “Quick Start Menu”:

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Logged in as User, Test  
Update Profile | Logoff | Contact Us

**Quick Start Menu**

To start choose an option and you will return to this Quick Start menu after you have finished. If no licenses display under the options, and you are licensed, select 'Add Licenses to Registration' to add your license(s) to your registration. Go to Asbestos/Demo Notification menu below to submit, search or pay for a Notification invoice.

**License Information**  
No License Information Available

Apply for a New License  
What are you applying for?  
<Choose Board> <Choose Application> Select

**Additional Activities**  
Add Licenses To Registration Select

**Asbestos/Demo Notifications**  
My Open Asbestos/Demo Notifications Select  
Submit an Initial Asbestos/Demo Notification Select  
Submit a Notification Amendment or Cancellation Select  
Search for an Existing Asbestos/Demo Notification Select  
Pay Notification Invoice Select  
General Information Select

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Your account should display “No License Information Available”. If any information is listed in this



location, such as your personal certification or EMS Provider License, we suggest you create a new account specifically for your Initial Education Program. Please visit our [Help & Support](#) page for instructions.

1. Using the drop down select “Emergency Medical Services”
2. and “Initial Basic Education Program”
3. then click on “Select”.

## Name and Organizational Details

The screenshot shows the 'Name and Organizational Details' section of an application form. The form is titled 'Name and Organizational Details' and includes instructions: 'Please enter your organization name and press "Next" to continue. Press "Previous" to return to the previous section. Press "Cancel" to cancel this application and return to the main menu.' There are three orange callout boxes with numbers 1, 2, and 3 pointing to the input fields for 'Organization Name', 'Doing Business As Name', and 'Tax Number' respectively. The form also features a sidebar with navigation options like 'Introduction', 'Function Suitability', 'Contact Information', and 'Related Licenses Listing'. At the bottom, there are 'Previous', 'Next', and 'Cancel' buttons.

1. Organization Name – This is the Legal Entity Name of your Organization.
2. Doing Business As Name (DBA) – The DBA is an alternative name your organization goes by such as Texas Department of State Health Services DBA Texas EMS Education.
3. Tax Number – The number entered here should be Federal Tax ID Number or Employer Identification Number (EIN / FEIN) which is issued by the IRS.

## Contact Information

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**Initial Basic Education Program - Contact Information**

Press "Previous" to return to previous page.  
Press "Next" to go to next page.  
Press "Cancel" to Cancel application and return to Quick Start Menu.  
If Return to Summary Button is available, Press "Return to Summary" to return to the summary.  
If Delete Button is available, Press "Delete" to delete the address.  
If Copy Button is available, Press "Copy" to copy a previously entered address.

Main Address

Copy From:

Street Number:

\* Address:

\* Zip Code:

\* City:

\* State:

\* County:

Country:

Phone Number:  (999-999-9999)

Extension:

E-mail:

Physical Loc

Mailing Address

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1. Use this drop down and "Copy" button to duplicate the contents of an address to another address.
2. After typing in a zip code the "Zip Lookup" button will appear. If this button is pressed the City, State and County fields will auto populate.

## Select Attributes

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Introduction  
Function Suitability  
Name and Organizational Details  
Contact Information  
Select Attributes  
Basic Information  
Field Intern Agreements  
Clinical Agreements  
Other Agreements  
Classroom Agreements  
Equipment Agreements  
Related Licenses Listing  
Attachments  
Application Summary

**Initial Basic Education Program - Select Attributes**

Fee may be waived if the program receives no remuneration for providing training.  
Listed below are the license attributes you may add or delete.

Please select/de-select the desired attribute and press "Next" to continue.  
Press "Previous" to return to the previous section.  
Press "Cancel" to delete this application and return to the main menu.  
If Return to Summary is available. Press "Return to Summary" to return to the summary.

Attribute Type: Additional Attributes (please check all that apply)

Attributes:  Exempt from Licensing Fees

Attribute Type: Category

Attributes:  Program Closed to Public

Previous Next Cancel

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1. Programs exempt from licensing fees must meet the requirements of Texas Administrative Code Rule 157.32(q) Fees.
  - "...this nonrefundable fee may be waived if the program receives no remuneration for providing training..."
2. Check this box if your program is closed to the general public. (E.g. your program is only available to your employees)

## Basic Information

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**Introduction**

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- [Name and Organizational Details](#)
- [Contact Information](#)
- [Select Attributes](#)
- Basic Information**
- [Field Intern Agreements](#)
- [Clinical Agreements](#)
- [Other Agreements](#)
- [Classroom Agreements](#)
- [Equipment Agreements](#)
- [Related Licenses Listing](#)
- [Attachments](#)
- [Application Summary](#)

**Initial Basic Education Program - Information**

Press "Previous" to return to previous page.  
Press "Next" to go to next page.  
Press "Cancel" to Cancel application and go back to Quick Start Menu.  
If Return to Summary Button is available. Press "Return to Summary" to return to the summary.  
If Save Button is available. Press "Save" to save the information and return to the summary.

**Basic Information**

- Anticipated Number of Courses Per Year:
- Anticipated Number of Students Per Course:
- Anticipated Date of First Course?:  (mm/dd/yyyy)
- PRIM COUNTY:

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1. The primary county you will be holding courses. This will not be the location of your program if you hold classes in a different county.

## Agreements

The screenshot displays the 'Initial Basic Education Program - Information' page. The left sidebar contains a navigation menu with items like 'Introduction', 'Function Suitability', 'Name and Organizational Details', 'Contact Information', 'Select Attributes', 'Basic Information', 'Field Intern Agreements', 'Clinical Agreements', 'Other Agreements', 'Classroom Agreements', 'Equipment Agreements', 'Related Licenses Listing', 'Attachments', and 'Application Summary'. The main content area shows instructions for navigating the application and a form titled 'Field Intern Agreements'. The form has an 'Add' button, followed by input fields for 'Intern Affiliate Name' and 'Expiration Date' (with a '(mm/dd/yyyy)' placeholder), and a 'Notes' text area. At the bottom of the form are 'Previous', 'Next', and 'Cancel' buttons. Four orange callout boxes with numbers 1 through 4 point to the 'Add' button, the 'Expiration Date' field, the 'Notes' field, and the navigation buttons respectively.

Note: All of the Agreement pages should be completed in the same manner.

1. If you have multiple Field Internship Agreements you should use the “Add” button to add additional affiliation agreement information to your application.
2. Intern Affiliate Name: The name of the service your students will be utilizing for internships.
3. Expiration Date: This should be the expiration date of your agreement. If your agreement is ongoing please leave blank and place “ongoing agreement” in the notes field.
4. Any additional information or notes about this agreement you need to enter.

## Related Licenses Listing

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**Initial Basic Education Program - Related Licenses Listing**

If you are unable to add your medical director to your application please contact EMS Compliance at 512-834-6700.

Enter in the license numbers for the required related licenses in the bottom section if required. You can delete any related licenses by clicking on the Delete hyperlinks.

Optional related licenses using the Add a New Relationship section.

Relationship Name	Your Role	Other Party Role	License Number
Education Medical Director (Required: Y )	Education Program	Medical Director	<input type="text"/>

**Add a New Relationship**

Type of Relationship

Previous Next Cancel

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1. You will need to enter your Medical Director's license number. If our system is unable to locate your medical director you will need to contact EMS Compliance at 512-834-6700 or by email at [EMSCompliance\\_Central@dshs.texas.gov](mailto:EMSCompliance_Central@dshs.texas.gov). You can verify your Medical Director's license number by using the Texas Medical Board's website: <http://tmb.state.tx.us/>.
2. You must also enter your coordinator's license information by using this dropdown. The information will be entered exactly the same as your Medical Director's license number. You can verify your coordinator's license number by using our public search located at: <https://vo.ras.dshs.state.tx.us/>.

## Attachments

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Introduction

**Function Suitability**

Name and Organizational Details

Contact Information

Select Attributes

Basic Information

Field Intern Agreements

Clinical Agreements

Other Agreements

Classroom Agreements

Equipment Agreements

Related Licenses Listing

Attachments

Application Summary

Initial Basic Education Program - Attachments

Locate a file with the "Browse" button and press "Attach" or "Remove" as is required.

Press "Next" when there are no more files to attach.

Press "Previous" to return to the previous screen.

Press "Cancel" to cancel this application and return to the main menu.

File Name:  Browse...

Notes:

Attach Previous Next Cancel

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The Attachments screen is used for attaching supplemental documentation to your application.



Please note you will only be allowed to attach PDF documents.

1. Browse...: This button is used for browsing for the file you need to attach to your application.
2. Notes: Use this field to describe your attachments in a few words. (E.g. Self Study, Additional Agreements, etc.)
3. After you have found the file you need to attach and added a small description of the file press the "Attach" button.

After you attach a file repeat steps 1-3 in order to attach all the supplemental documentation necessary.

Once you are finished with this page and press the next button you will be presented with the Application Summary screen. Please review the information you entered and press "Submit" to submit and pay for your application.

For information about submitting payments please visit our [Help & Support](#) page