



STATE OF WASHINGTON

DEPARTMENT OF HEALTH

OFFICE OF EMERGENCY MEDICAL AND TRAUMA PREVENTION
PO Box 47853 ● Olympia, Washington 98504-7853

TO: Licensed EMS Agencies

FROM: Melody Westmorland, Manager
Licensing and Certification Section

SUBJECT: Service License Expiration

The purpose of this memorandum is to notify you of your agency's Washington State Service/Vehicle license expiration in September (*please check your agency license or call our office to find out when your agency expiration date is.*) Attached please find a Washington State Department of Health *Service/Vehicle Relicensure Application*. Please complete and return the application to the Licensing and Certification office (address listed on the bottom of the application) **at least 30 days prior to expiration.**

Please be aware that verification (a higher form of state licensure) of ground services in Washington State is issued on a *regional* basis. If your service operates in more than one region, a separate Relicensure application must be completed for each region. If your service is currently trauma-verified, you need only mark the appropriate section of the application to request continued verified status. If your service would like to request initial trauma verification, please contact this office for information on the regional recommendation process and to request the appropriate forms.

Included in this packet is a service abstract which shows the basic information we have on file for your agency, and a sample response to Page 2 of the application. Please use this information to assist in completing your application. Also included is a list of the EMS personnel we show as being associated with your agency. If you find there are names on this list that are not associated with your agency, please indicate this in the “Check to Remove” column provided. If you have EMS personnel with your agency that are not on this list, please use the “*Personal Status Changes Application*” (attached) to associate them with your agency. This application can also be found on our website at www.doh.wa.gov/hsqa/emstrauma/ (select “[EMS Agency License Application](#)” and select the Relicensure/Reverification link).

The Department of Health maintains a Medical Test Site (MTS) license for all licensed ambulance and aid services in Washington State. This license meets the requirements of Chapter 246-338-030 Waiver from Licensure of MTS. The Federal Clinical Laboratory Improvement Amendment (CLIA) program requires all ambulance and aid services that perform any functions related to laboratories, including dipsticks, be licensed. Please be aware, this license will not cover EMS agencies with an expired license.

If you have any questions, please contact the Licensing and Certification office at 1-800-458-5281, Ext. #1 or (360) 236-2845.

Attachments

cc: Regional EMS Offices
County EMS Offices