



EMS Agency Licensure Pre-Check List

Submit to: EMSLicensure@wv.gov

Please print or type.
The application must be
fully completed to be
considered.

STANDARD 1: § 64 CSR 48-4.21 Place of Operation	YES	NO	N/A
1. Storage (onsite inspection)			
2. Supplies (onsite inspection)			
3. Sanitary Requirements (onsite inspection)			
4. Living Quarters (if necessary) W. Va 21-3-1 (onsite inspection)			
5. Medical Waste W. Va. 20-5J-1 and § 64 CSR 56 (onsite inspection)			
Requirement 2 Operational Policies and Procedures § 64 CSR 48-4.12	YES	NO	N/A
1. Operation and Maintenance of Services			
2. Equipment and Facilities Management			
3. Employee Health and Safety Practices			
4. Patient Health and Safety Practices			
5. Medication Management Plan (BLS/ALS/CCT)			
6. Infection Control Policy			
7. Anti-harassment Policy Employees.			
8. Vehicle Operations Policies			
9. Personnel Management Polices			
Aeromedical Agencies ONLY (additional requirements)			
1. Contemporaneous flight following plan.			
2. Notification policy for requesting to include estimated times of arrival, any changes in time or flight status.			
3. Post-accident/incident plan			
4. Helicopter shopping policy			
5. Landing zone management policy			
6. Customer education program addressing patient preparation policy.			
7. Safety around aircraft and equipment policy.			
Requirement 3 Records § 64 CSR 48-4.13	YES	NO	N/A
1. Records stored to provide safety from water and fire damage and from disclosure to persons other than those authorized by law. (onsite inspection)			
2. Personnel Records stored for (7) years § 64CSR48-4.13.1 (onsite inspection)			
3. Vehicle Logs stored for (7) years § 64CSR48-4.13.2 (if applicable) (onsite inspection)			
4. Complies with data collection and reporting requirements in § 64CSR48-3.2 (onsite inspection)			

Requirement 4 Insurance § 64 CSR 48-4.14	YES	NO	N/A
1. Errors and Omissions Insurance: 64 CSR 48-4.14 and W. Va. Code 16-4C-16			
2. Current EMS Vehicle Insurance 64 CSR 48-4.14 (onsite inspection)			
3. Workers Compensation Policy 64 CSR 48-4.9 and Tile 85 Series 8. (if applicable)			
Requirement 5 Anti-Discrimination § 64 CSR 48-4.15	YES	NO	N/A
1. Non-Discrimination Policy: 64 CSR 48-4.15			
Requirement 6 Public Access § 64 CSR 48-4.16	YES	NO	N/A
1. The primary emergency number shall be 9-1-1 64 CSR 48-4.16.1			
2. Secondary telephone numbers may be provided for the provision of non-emergency services 64 CSR 48-4.16.2			
3. If an agency does not respond to calls from the general public and responds only to calls from a closed population, it is not required to provide a publicly listed telephone number. These agencies shall provide a telephone number that is known to the defined population it serves and is answered during all times when that population may require services. 64 CSR 48-4.16.3			
Requirement 7 Availability § 64 CSR 48-4.17	YES	NO	N/A
1. Ensure that services for which they are licensed is available to the public or population served within their regular operating area on a 24-hour continuous basis either by providing the service themselves or by written agreement with another licensed EMS agency			
Requirement 8 Communications § 64 CSR 48-4.18	YES	NO	N/A
1. Communication systems must comply with state and federal rules, regulations, policies, and protocols			
Requirement 9 Performance Improvement § 64 CSR 48-4.19	YES	NO	N/A
1. You are to develop and submit a 4-year Performance Plan based on any issues that you plan to improve			
Standards § 64 CSR 48-4.21 through 4.31	YES	NO	N/A
Your agency will be graded based on the Standards set in § 64 CSR 48-4.21 through 4.31. you must score a 70%			
Standard 1. § 64 CSR 48-4.21 Level of Service	YES	NO	N/A
Standard 2.a § 64 CSR 48-4.22.1.a Medical Accountability	YES	NO	N/A
Must submit your Agency Medical Director Contract			
Standard 2.b § 64 CSR 48-4.22.1.b Performance Improvement	YES	NO	N/A
Develop and submit a 4-year Performance Improvement Plan based on your weakness and improvement. (Initial applicants and Rapid Response Fire Departments exempt)			
Standard 3 § 64 CSR 48-4.23 Rapid Response	YES	NO	N/A
Either the EMS Agency provides Rapid Response to its entire area or submit a Rapid Response agreement with others who can provide coverage			

Standard 4 § 64 CSR 48-4.24 Public Education and Information	YES	NO	N/A
The EMS agency has community presence which is documented through provisions of EMS public education and community service programs for the covered population (Initial applicants exempt)			
Standard 5 § 64 CSR 48-4.25 Disaster Capability and Drills	YES	NO	N/A
The EMS agency has a current, written all-hazards plan for disaster response which is integrated with adjacent providers and emergency management official. The plan is compliant with current federal and state emergency planning and operational standards. Disaster plans can be obtained from your local county commissioners office. (Initial applicant is exempt from Drills)			
Standard 6 § 64 CSR 48-4.26 Mutual Aid	YES	NO	N/A
The EMS agency maintains current written mutual aid agreements addressing all aspects of reciprocal service provision with all adjacent EMS agencies or operates under written mutual aid guidelines established by the local EMS system.			
Standard 7 § 64 CSR 48-4.27 Personnel	YES	NO	N/A
4.27.1. Job descriptions 4.27.2. Recruitment 4.27.3. Personnel Screening 4.27.4. Orientation 4.27.5. Retention			
Standard 8a § 64 CSR 48-4.28.1.a Education and Training	YES	NO	N/A
The EMS agency provides EMS education for all EMS personnel levels within the agency either as an Educational Institutes or outsources the training to another Educational Institute. (Initial and Rapid Response Fire Department are exempt)			
Standard 8b § 64 CSR 48-4.28.1.b Training Officer Program	YES	NO	N/A
The EMS agency participates fully in the state approved training officers' program with a qualified designated agency training officer and offers in-house education programs a minimum of two 2 times per year. (Initial applicant is exempt)			
Standard 9a § 64 CSR 48-4.29 Financial Budget	YES	NO	N/A
Submit an approved, written operating and capital expenditures budget to include projected income and expenses, actual income and expenses, and an accounting or budget variances. Budget reports are provided quarterly, at a minimum, to the agency's governing body or ownership, management personnel and other stakeholder.			
Standard 9b § 64 CSR 48-4.29 Financial Stability	YES	NO	N/A
Proof of financial stability either by: 4.29.1.a Full financial audit or quarterly articulated financial statements provided by an independent accounting firm. 4.29.1.b Financial review conducted by an independent entity. or 4.29.1.c Internal articulated financial statements.			

Standard 9a § 64 CSR 48-4.29 Financial	YES	NO	N/A
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Standard 9c § 64 CSR 48-4.29.2 Financial Responsibility	YES	NO	N/A
The EMS agency has formally designated individuals with financial responsibility. Individuals with financial responsibility shall be appropriately insured or bonded.			
Standard 10 § 64 CSR 48-4.30 Facility and Equipment	YES	NO	N/A
EMS agency uses a documented, comprehensive program of routine inspection and preventive maintenance for the following areas: 1. Facilities Maintenance Program: 2. Vehicle Maintenance Program 3. Medical Equipment			
Standard 11a § 64 CSR 48-4.31 Accountability and Stability	YES	NO	N/A
The responsible county commission statutory ambulance authority or other statutory entity charged with the responsibility for providing the service formally recognizes the agency as part of the local EMS System and provides sufficient resources to support. Submit documentation of support.			
Standard 11b § 64 CSR 48-4.31. Organization and Management	YES	NO	N/A
The agency is formally and legally organized with clear lines of managerial authority and responsibility as evidenced by an agency charter or articles of incorporation, current written bylaws, current registration with the Secretary of State, current organizational chart, policies, ect.			
Standard 11a § 64 CSR 48-4.31.2 Organization and Management	YES	NO	N/A
1. Organization-The responsible county commission statutory ambulance authority or other statutory entity charged with the responsibility for providing the service formally recognizes the agency as part of the local EMS System and provides sufficient resources to support. 2. Management Education- management personnel have documented education in emergency medical services management practices and procedures.			
COVID 19 Emergency Rule for Affiliated Rapid Response Fire Departments	YES	NO	N/A
EMS agency must submit all Affiliation Agreement Contracts that they have for any Rapid Response Fire Departments recognized as being provided oversight by the Licensed EMS agency. (those with affiliations must also undergo Class A Rapid Response Vehicle Inspections)			