DATE: February 05, 2024

SUBJECT: Provider Tuition Assistance and Agency Recruitment & Retention Expense Reimbursement

TO: PA Regional EMS Councils
PA EMS Agencies & Providers
PA EMS Ed Institutes

FROM: Jenni Hoffman, Manager, System Operations
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The Bureau of EMS is pleased to announce a new recruitment and retention initiative for both individuals who obtain an EMS certification and EMS agencies who engage in recruitment and retention activities.

Individuals who have a permanent residence in Pennsylvania and obtain a Pennsylvania state certification as an Emergency Medical Responder (EMR), Emergency Medical Technician (EMT), Advanced Emergency Medical Technician (AEMT), or Paramedic after July 1, 2023, are eligible to have a portion of their tuition reimbursed as shown below.

<table>
<thead>
<tr>
<th>Certification Level</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMR</td>
<td>Up to $300</td>
</tr>
<tr>
<td>EMT</td>
<td>Up to $800</td>
</tr>
<tr>
<td>AEMT</td>
<td>Up to $1000</td>
</tr>
<tr>
<td>Paramedic</td>
<td>Up to $5000</td>
</tr>
</tbody>
</table>

In addition, Pennsylvania licensed EMS agencies are eligible to receive reimbursement of expenses related to recruitment and retention, up to $1,250 per fiscal year (July 1 – June 30). Reimbursement will be awarded on a first come, first serve basis until the funding has been exhausted.
Provider Tuition Assistance

To apply for tuition assistance, upon obtaining state certification, please log in to your EMS registry account at EMS Registry (state.pa.us). New applicants for initial certification or upgrade and all providers who obtained certification as an EMR, EMT, AEMT or Paramedic after July 1, 2023, will see a new question on the General Information tab that says “Would you like to apply for tuition reimbursement? (If yes, you will receive an email with additional information).” Select yes to this question, this will activate the “Tuition Assistance” tab.

Would you like to apply for tuition reimbursement?

Yes ☐ No ☐

You will need to upload an invoice showing your certification class tuition has been paid in full, the amount paid and the method of payment. Then select submit.
If you received tuition assistance for this class from other sources that covered the total amount of your tuition, you are not eligible for tuition reimbursement. If you received tuition assistance for this class from other sources that did not cover the total cost of your class, you can apply to have the remainder of your tuition reimbursed up to the amounts listed above.

Tuition reimbursement will be awarded on a first come, first serve basis each quarter of the fiscal year (July 1 – June 30) until the funding has been exhausted.

All providers who obtain certification as an EMR, EMT, AEMT or Paramedic after February 1, 2024, will receive an email with information about tuition reimbursement and instructions to apply. This only applies to initial certification and upgrades. Providers who obtain certification through Certification by Endorsement and Reinstatement will not receive the email.

All providers will see the Tuition Assistance tab. This tab will only be active for providers who are eligible for tuition reimbursement and have checked yes to the tuition reimbursement question on the General Information tab.

The inactive Tuition Assistance tab will look like this.

![Image of Tuition Assistance tab]

**EMS Agency Recruitment & Retention Reimbursement**

To apply for reimbursement of recruitment and retention expenses, please log in to your agency’s registry account at [EMS Registry (state.pa.us)](state.pa.us) and submit an application on the “Reimbursement” tab found under EMS Agency. You will need to provide a detailed description of the expenses and upload a paid invoice or receipt.

These expenses can include but are not limited to, promotional items, job postings, billboards, flyers, posters, postcards, website design, website fees, recruiting events, awards, team building activities, leadership/professional development, incentives, etc.

If you have received reimbursement for these expenses from other sources that covered the total amount of the expense, you are not eligible for reimbursement. If you received reimbursement for these expenses from other sources that did not cover the total amount of the expense, you can apply to have the remainder of the expense reimbursed up to $1,250.
If you have any questions or need assistance completing an application, please contact Jenni Hoffman at jennihoffm@pa.gov.