



EMS Education Funding Process & Application Packet



CATRAC is a 501(c)(3) non-profit organization, that serves eleven Texas counties to include: Bastrop, Blanco, Burnet, Caldwell, Fayette, Hays, Lee, Llano, San Saba, Travis, and Williamson County. CATRAC is comprised of EMS, hospitals, first responder organizations, and other pertinent stakeholders to address issues between rural and urban emergency health care and create a regional trauma system plan. Our mission is to develop and sustain a powerful coalition of providers, responders, and other healthcare related partners united together to save lives and improve health outcomes through research, education and collaboration.

The 87th Texas Legislature, through Senate Bill 8, provided DSHS with \$21.7M funding for the recruitment and retention of EMS personnel. DSHS has in turn provided CATRAC with approximately \$606,000 to assist with the education and retention of EMS personnel through training, instruction, and outreach. In accordance with Senate Bill 8, 65% of the funding is reserved for rural counties.

Applications will be processed on a first come, first served basis. We ask our local EMS providers to sponsor applicants and support them through the entire training process! In return, applicants will commit to volunteer/work 1 year (EMT) or 2 years (AEMT, EMT-P) in your agency.

Contact EMSEd@catrac.org for a list of EMS agencies and their contacts in your county!



Completed Packet Checklist

Required documentation:

- ☐ Scholarship Application
- ☐ EMS Sponsoring Agency Information
- ☐ Education Entity Information
- ☐ Proof of enrollment
- ☐ Enrollment course fee schedule and book ISBN number and cost
- ☐ EMS Sponsoring Agency/Scholarship Applicant Agreement
- ☐ Course Start Date: _____



EMS Education Funding Process

Interest -

- 1. Interested applicants have reached out to potential EMS Sponsor Agency via information provided by CATRAC, DSHS, or an EMS agency. The EMS Agency has agreed to be the sponsor for the scholarship applicant (e.g., pre-employment verification, drug screening, scholarship packet, hiring, post exam follow up). Scholarship applicants register for a DSHS approved EMS provider course and provides proof of acceptance, cost of tuition and educational materials/books to EMS Sponsor Agency. Scholarship applicant signs commitment to volunteering/working a minimum of 96 hours per month for EMS sponsoring agency to remain eligible for scholarship.**
- 2. EMS sponsoring agency submits completed application to EMS Education Coordinator showing proof of enrollment and educational costs.**

Approval:

- 1. EMS Education Coordinator reviews application and sends application to Executive Director for approval.**
- 2. Executive Director approves application with signature/date, sends approved application to accounting department. (1-4 days)**
- 3. CATRAC staff accountant sets up Bill Pay in Quick Books, signs and dates application. Accountant sends Memo via email to EMS Education Coordinator, Director of Operations and Emergency Healthcare Systems Program Manager including invoice number, student name and EMS agency.**
- 4. CATRAC Financial controller reviews Bill Pay, Quick Books and approves transaction. Steps 4 (1-3 days).**
- 5. Payment is sent to EMS sponsoring agency (7 business days). Note: CATRAC only issues payments to Sponsoring EMS agencies.**
- 6. Accounting sends PDF of confirmation number to EMS Education Coordinator, Emergency Healthcare Systems Program Manager.**
- 7. EMS Education Coordinator enters information into progress report/tracking sheet.**

Progress:

1. **Scholarship Applicant takes National Registry exam within 90 days of class completion and passes exam. Student completes TX DSHS requirements for certification (fees not reimbursable by this program).**
2. **EMS sponsoring agency must send student's verification of passing National Registry exam on first attempt to EMS Education Coordinator. CATRAC will validate and provide an incentive to the education entity (See Payment Appendix).**
3. **If scholarship applicant does not pass National Registry exam on first attempt, student will need to reschedule test and pay for any additional attempts made.**

Employment:

1. **Student becomes Volunteer/Employee for EMS sponsoring agency and begins volunteering/working a minimum of 96 hours per month for the duration of the commitment. Student completed a signed agreement to provide EMS services in an ambulance for one (1) year for EMT and two (2) years for AEMT and Paramedic within 90 days of the last official day of class as submitted with initial application packet.**

Closeout:

1. **EMS sponsoring agency will sign the Affidavit of Completion & submit a copy to the EMS Education Coordinator at CATRAC.**

Failure to complete all steps with suitable documentation will result in the EMS sponsoring agency refunding the scholarship funds to CATRAC.



Application Requirements

A complete EMS Application Packet submitted to CATRAC by EMS Sponsoring Agency to include:

- EMS Sponsoring Agency Information
- Education Entity Information
- Signed Scholarship Applicant Agreement

EMS Sponsor Agency Information

- *Name of EMS Sponsoring Agency*
- *Type of Entity: Non-Profit or For-Profit*
- *Address (including County)*
- *Name of Applicant being sponsored*
- *Type of course*
- *Start and end dates to complete the course prior to submitting the application.*
 - *EMT max of 120 days to complete*
 - *AEMT max of 240 days to complete*
 - *Paramedic max of 365 days to complete*
- *The NREMT exam must be completed by the student within 90 days of course completion*
- *Commitment must start within 90 days of completion of the course.*
- *If approved, CATRAC will provide the cost for education, books, necessary materials, and cost for first attempt at the NREMT test.*
- *Agency completing application must have:*
 - *A valid Taxpayer Identification Number (SSN, ITIN, EIN)*
 - *Be in good standing with the state*
 - *If applicable, franchise tax account status must be active*
- *If the above information or forms are not submitted and completed, your application request may be withheld, which could delay the course start date.*
- *These funds are not to be used outside of annual budgetary process by the EMS Sponsoring Agency*

Education Entity Information

- *EMS course is approved by DSHS before providing any funding to the EMS education program or licensed EMS provider*
- *Must include education entity in good standing with DSHS*
- *Course coordinator's contact information*
- *Proof of enrollment, if completed*
- *Documented program fees for tuition and books*



Scholarship Application

1. Name of Scholarship Applicant:	Click or tap here to enter text.
2. Mailing Address:	Click or tap here to enter text.
3. City, State, Zip:	Click or tap here to enter text.
4. County	Click or tap here to enter text.
5. Phone:	Click or tap here to enter text.
6. Email:	Click or tap here to enter text.

EMS Sponsoring Agency Information

1. EMS Sponsor Agency:	Williamson County EMS
2. EMS Sponsor Agency Administrator:	Mike Knipstein
3. Physical address (street, city, zip):	3189 SE Inner Loop, Georgetown, TX 78626
4. Mailing address, if different from physical (PO box, city, zip):	PO Box 873, Georgetown, TX 78627
5. EMS provider license number:	246013
6. Agency type: Non-Profit or For-Profit	Non-Profit
7. County or counties you serve:	Williamson
8. RAC or TSA: (ie: CATRAC)	CATRAC
9. Name of Medical Director:	Taylor Ratcliff, MD
10. Medical Director phone (office or cell):	512-943-1264
11. Medical Director email address:	taylor.ratcliff@wilco.org



Education Entity Information

1. Name of Education Entity:	Click or tap here to enter text.
2. Name of course coordinator:	Click or tap here to enter text.
3. Physical address (street, city, zip):	Click or tap here to enter text.
4. Mailing address, if different from physical (PO box, city, zip):	Click or tap here to enter text.
5. Phone (Office):	Click or tap here to enter text.
6. Phone (Fax):	Click or tap here to enter text.
7. DSHS EMS ID#:	Click or tap here to enter text.
8. Email address:	Click or tap here to enter text.
9. County of Course:	Click or tap here to enter text.
10. Type of Course*:	Click or tap here to enter text.
11. Course Number:	Click or tap here to enter text.
12. Course start and end date**:	Click or tap here to enter text.
13. Copy of program fees*** and book cost	Click or tap here to enter text.

*Choose one: Initial EMT, Initial AEMT, Initial Paramedic, EMT to AEMT, EMT to Paramedic

** EMT max of 120 days, AEMT max of 240 days, Paramedic max of 365 days to complete from start

*** Enrollment course fee schedule and book ISBN number and cost

I, Click or tap here to enter text., a dually authorized agent of the EMS Sponsoring Agency attest that Click or tap here to enter text. (scholarship applicant) is being sponsored. Further, I hereby attest that funding associated with this program will not supplant previously budgeted, authorized, or intended funds for EMS Education and will comply with all Texas Grant Management Standards (TxGMS).

EMS Sponsor Agency Representative Signature

EMS Sponsor Agency Representative Printed

Date _____



Williamson County EMS

Scholarship Applicant Agreement

1. Name of Scholarship Applicant:	Click or tap here to enter text.
2. Mailing Address:	Click or tap here to enter text.
3. City, State, Zip:	Click or tap here to enter text.
4. County:	Click or tap here to enter text.
5. Phone:	Click or tap here to enter text.
6. Email:	Click or tap here to enter text.
7. EMS Sponsoring Agency:	Williamson County EMS
8. Commitment Type: Volunteer / Employment	Employment
9. Commitment Range: (e.g., May 22, 2023 to May 22, 2024/2025)	Click or tap here to enter text.

In return for receiving the EMS scholarship under the 87th Texas Legislature, Senate Bill 8, I, [Click or tap here to enter text.](#) (scholarship applicant), will successfully complete the class, the NREMT certification examination, and TX DSHS Certification. I understand that failure to complete the required year(s) of service may cause the Texas Department of State Health Services (DSHS) to take administrative action against me, including but not limited to tuition repayment.

I understand that I am required to fulfill the following (may be required to refund the money).and to provide volunteer or employment service as an EMS provider in a DSHS licensed ambulance at one of the following: (select one)

☐ EMT – One year

☐ AEMT – Two years

☐ Paramedic – Two years

Signature of Scholarship Applicant

Printed Name

Date

EMS Sponsor Agency Rep Signature

EMS Sponsor Agency Rep Printed

Date

Executive Director Signature

Date

Accounting Signature

Date



Senate Bill 8

EMS Recruitment and Retention

Affidavit of Completion

I, [Click or tap here to enter text.](#), a dually authorized agency representative of the EMS Sponsoring Agency, attest that [Click or tap here to enter text.](#) (print name) has completed their volunteer/employment commitment as outlined in their application packet as of [Click or tap here to enter text.](#) (Day) of [Click or tap here to enter text.](#) (Month), [Click or tap here to enter text.](#) (Year).

EMS Sponsor Agency Representative Signature

EMS Sponsor Agency Representative Printed

Date _____



Payment Appendix

The RAC will make scholarship payments to the EMS Sponsoring Agency prior to the student starting the course, to cover education, books, necessary materials, and the student's cost for one National Registry EMT examination process at the following maximum amounts based on past history of cost for the same education. CATRAC will provide funding up to the following amounts per course:

\$2,000 - Emergency Medical Technician (includes \$98 fee for NR exam)

\$3,200 - Advanced Emergency Medical Technician (includes \$136 fee for NR exam)

\$8,000 – Paramedic (includes \$152 fee for NR exam)

Incentive Program

Incentive programs based on individual enrollment pass rate average (student pass rate):

\$100.00 per student enrolled in an EMT course who passes the NREMT exam on his or her first attempt.

\$150.00 per student enrolled in an AEMT course who passes the NREMT exam on his or her first attempt.

\$200.00 per student enrolled in a paramedic course who passes the NREMT exam on his or her first attempt.

EMS SCHOLARSHIPS: BECOME AN EMT, AEMT, OR PARAMEDIC



1. Find a sponsoring agency

Contact emsed@catrac.org to obtain a list of eligible EMS agencies.

2. Register and take an EMS provider course



Register for a course
of your desired level:
EMT
AEMT
EMT-P

**The cost of the
course may be
covered by your
sponsoring
agency.**

3. Pass the National Registry Exam

Your sponsoring agency may pay for
you to take the National Registry
exam one time



4. Become a volunteer/employee at your sponsoring agency



Volunteer/employee must commit to
serving the sponsoring agency at least
96hr/month for one (1) year for EMT and
two (2) years for AEMT & Paramedic.

For more information please visit:

catrac.org/emsed/



CATRAC
CAPITAL AREA OF TEXAS REGIONAL ADVISORY COUNCIL



EMS Education Funding Process

CATRAC PROCESS FLOW FROM START TO FINISH



Step 1:



EMS Sponsoring Agency submits completed application to CATRAC showing proof of enrollment and educational costs

Step 2:



CATRAC approves application & issues scholarship check to EMS Sponsoring Agency intended to cover the tuition and educational materials

Step 3:



Student passes National Registry Exam. If the student passes on the first try and completes TX certification requirements, CATRAC pays incentive to Education entity

Step 4:



Student becomes a Volunteer/Employee for EMS Sponsoring Agency and serves a minimum of 96 hr/month for one (1) year for EMT and two (2) years for AEMT & Paramedic

Step 5:



EMS Sponsoring Agency will sign the Affidavit of Completion & submit a copy to the CATRAC