



**EMS Information Bulletin 2024-09**

**DATE:** May 21, 2024

**SUBJECT:** Updating the EMS Agency Roster

**TO:** Pennsylvania EMS Agencies  
Regional EMS Councils

**FROM:** Anthony L. Martin, MBA, NRP  
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A handwritten signature in black ink, appearing to read "Anthony L. Martin", with a stylized flourish at the end.

We have received multiple questions regarding the process to update an EMS Agency Roster. An amendment does not need to be submitted to update the EMS agency roster in the PA EMS registry.

A roster update can be made under the personnel tab in the EMS agency application section, search for the provider's name, click select when the name appears, then click add. No other steps are required to update the roster.

The roster should be updated on a regular basis to ensure it always includes the active EMS providers currently with the agency.

Reference to the roster requirements can be found at 28 Pa Code §1027.3.

(b) Documentation requirements after licensure. An EMS agency shall have the following documents available for inspection by the Department or a regional EMS council when it applies for registration of its license and at all other times:

(1) The documents that are required to be available for inspection under subsection (a).

(a) Documentation requirements for licensure. An applicant for an EMS agency license shall have the following documents available for inspection by the Department or a regional EMS council:

(1) A roster of active personnel, including the EMS agency medical director, with certification and registration documentation including certification numbers and dates of registration expiration for each EMS provider and EMSVO.

Please direct any questions on this to your regional EMS council.