



# Policy Statement

Number: 22.01  
Date: 01.03.2022  
Supersedes/Updates: NEW

## BLS First Response Agency Information for CME Program Requirements

### Purpose:

Agency participants must comply with Bureau of EMS Policy Statement 12-02 and complete a Patient Care Report (PCR) for every EMS response. Agencies participating in the CME recertification **program will be required to submit PCRs to the department electronically on or before January 1, 2022 (consult policy # 21-04 or successor policies for details).**

**All Basic Life Support First Responder (BLSFR) agencies that are part of the CME program must have at least one EMS Emergency Response Vehicle registered with the Bureau of EMS that meets all Department of Health, Bureau of EMS requirements as detailed in NYCRR Title 10, Chapter 6, Part 800 and the Emergency Ambulance Service Vehicle Inspection Report (DOH-3780).**

BEMS has moved the deadline to register a vehicle until July 1, 2022. All BLSFR agencies that are part of the CME program must register a vehicle prior to July 1, 2022, or the agency no longer be allowed to participate in the CME program.

- a) An EMS Emergency Response Vehicle is the primary vehicle within the agency used for EMS First Response, for example, fire truck, first response vehicles, or police car. Agencies may have more than one vehicle designated for EMS response.
- b) Agencies must submit an affirmation of compliance or BLS First response registration, listing designated agency EMS response vehicles, every two years.
- c) Vehicles are subject to unannounced spot inspections for compliance with the required equipment outlined in NYCRR Title 10, Chapter 6, Part 800.
- d) Vehicles that are found to be out of compliance may result in the Bureau of EMS issuing violations and/or removal from the CME program.

Certified ambulance services, Advanced Life Support First Response Services (ALSFR), and Basic Life Support First Response Services (BLSFR) with a DOH issued agency code must provide the Bureau of EMS with current agency contact information.

- a) Information must be updated and provided to the Bureau of EMS when changes occur.
- b) Failure to provide accurate information to the Bureau of EMS may result in agency suspension or removal from the CME Recertification program.
- c) CME participants will not be able to recertify with their agency through the CME program if their agency is suspended.

Changes in agency ownership or level of service, that result in the agency being issued a new DOH identifying agency code, will require the agency to complete a new registration for the CME program.

- a) New registrations must be submitted to the Bureau of EMS within 10 business days of the official change.
- b) Participants will be unable to recertify through the CME program utilizing the previous agency DOH identifying agency code.

Participating agencies who change their Medical Director or CME Coordinator must file a new agency registration form (DOH-4227) with the Bureau of EMS within 10 business days of the change.

**Additional Information:**

**Complete information for the CME Program is available in the CME manual at the link below:**

[https://www.health.ny.gov/professionals/ems/certification/docs/cme\\_recert\\_pgm\\_adm\\_manual.pdf](https://www.health.ny.gov/professionals/ems/certification/docs/cme_recert_pgm_adm_manual.pdf)

**How to Register your agency vehicle:**

**Agency must register at least one vehicle at the following weblink:**

<https://apps.health.ny.gov/pubpal/builder/survey/blsfrvehicleportal>

**You must upload a completed inspection form confirming the unit(s) being registered have the required BLS equipment on the vehicle.**

**The BLS FR (DOH-3870) inspection form that is required to be uploaded by the agency can be found at the link below:**

<https://www.health.ny.gov/forms/doh-3780.pdf>

Please note that if your agency physician medical director changes and your agency provides basic life support modalities, the Department requires that the following newly executed forms must be completed:

<https://www.health.ny.gov/forms/doh-4362.pdf>

Additionally, if the Chief Officer(s) change before the next update is due, the Department requests that you submit the following form:

<https://www.health.ny.gov/forms/doh-5127.pdf>

BLS FR agencies are required to update the Bureau of EMS with the following information every twenty-four months or sooner if there are changes to your agency or agency leadership:

<https://www.health.ny.gov/forms/doh-5127.pdf>

<https://www.health.ny.gov/forms/doh-2828.pdf>

<https://www.health.ny.gov/forms/doh-4362.pdf>

<https://www.health.ny.gov/forms/doh-4135.pdf>

Should you have any questions please contact the Bureau of EMS regional office in your area:  
[Bureau of Emergency Medical Services Staff \(ny.gov\)](#)