



**Government of the  
District of Columbia**



---

**Department:** *Department of Health*  
**Administration:** *Health Emergency Preparedness and Response Administration*  
**Section:** *Emergency Medical Services*  
**Policy Name:** *EMS Provider Certification Sponsorship*  
**Policy Number:** *2011-0018*  
**Effective Date:** *20 December 2011*

**Approved By:** *Brian W. Amy, MD, MHA, MPH, FACPM*  
*Interim Senior Deputy Director, HEPR*

**Applies To:** *All EMS Providers*  
*All EMS Organizations*

**Purpose:** *Clarify the Role of Primary and Secondary Sponsorship*

**Reference:** *DOH EMS Policy 2010-0001 "Transition to NREMT Certification Requirement"*  
*DOH EMS Policy 2010-0004 R1 "EMS Provider Applications"*

**Revision:** *Original*

---

The following policy was developed to make sure that when an EMS provider who is working for any EMS organization other than their primary sponsoring agency, the Medical Directors of all effected organizations are aware of the provider's activities and certification status.

### **Background**

DC-DOH EMS Policies 2010-0001 and 2010-0004 have put in place the current process for applying and receiving certification as an EMS provider in the District of Columbia. One of the components of the process is sponsorship by a certified District EMS organization. This sponsorship requirement mandates that the Medical Director must sign the provider's application to verify that they are member of the organization, as well as verification of the provider's skills, medical oversight and continued education. When an EMS provider has multiple sponsors, the Department of Health wants to ensure that the Medical Directors of each effected organization is aware of the multiple sponsorships. The medical directors should be in contact with each other concerning the provider's patient care activities, training and any deficiencies.

### **Primary and Secondary Sponsorship**

All District certified EMS providers must have a primary sponsoring organization in order to receive their District certification. However, we are aware that some providers work for more than a single organization. When this occurs it is important that the primary and secondary sponsoring organizations, as well as the Department of Health, should be notified. To help facilitate this exchange of information, the EMS provider is responsible for completing the attached form. It must be signed by the medical directors of both the primary and any secondary sponsoring organization. Once completed, the EMS provider is responsible for submission of the

form to the Department of Health. This form must be completed and submitted to the Department of Health within five business days of the EMS provider beginning to provide EMS services for a secondary EMS organization.

### **Certification Requests**

Only the primary sponsoring organization can request the level of certification that is ultimately issued by the Department of Health to the individual provider. A secondary sponsoring organization cannot request a change in certification. *Under no circumstances will a provider receive two different EMS certifications simultaneously from the Department of Health.*

### **Loss or Change of Sponsorship**

When any sponsoring organization no longer sponsors an EMS provider, that organization must notify the State EMS Officer at the Department of Health within five business days. This can be done by the Medical Director or the BLS/ALS Coordinator of the organization.

Further, if the primary sponsoring organization has withdrawn their sponsorship, the provider's certification card must be returned to the State EMS Officer at the D.C. Department of Health within 30-days of loss of sponsorship.

If the provider has a change in their primary sponsor, the new primary sponsor must notify the State EMS Officer within five business days of the EMS provider beginning to provide EMS services. A new certification card must be issued.

### **Certification Card**

The provider's certification card is the property of the D.C. Department of Health. When a provider no longer has a sponsoring organization they are not entitled to possess a District certification card.



Government of the District of Columbia – Department of Health  
**Multiple Sponsorship Notification Form**



**General Instructions**

- This form is used to verify multiple sponsorship of an EMS provider
- The EMS Provider is responsible for completing the form and submitting it to the State EMS Officer at the Department of Health.
  - The information must be filled out completely
  - The provider's information is located at the top of the form
  - The provider's primary sponsoring EMS organization's medical director must sign and date the notification form.
  - The provider's secondary sponsoring EMS organization's medical director must sign and date the notification form.
  - The form must be submitted to the State EMS Officer at the EMS Division of the Department of Health at HEPRA.

**Submit Form to**

**District of Columbia Department of Health**  
Health Emergency Preparedness and Response Administration  
EMS Certifications  
55 'M' Street, SE, Suite 300  
Washington, DC 20003

