



Important Links:

Texas Administrative Code 157.38 – Continuing Education Rules:

<http://www.dshs.texas.gov/emstraumasystems/ruldraft.shtm>

DSHS Education Webpage:

<http://www.dshs.texas.gov/emstraumasystems/educationprograms.aspx>

DSHS Licensing Services:

<https://vo.ras.dshs.state.tx.us/>

You must update the following items if changes have occurred:

CE Program Information	
Legal Entity Name	The legal entity name of the CE Program.
Assumed / Operating Name (dba)	If your CE Program regularly conducts business under a name other than its legal name you must submit a copy of your assumed name certificate.
Employer Identification Number (EIN) aka Federal Tax ID Number (FEIN)	EIN or FEIN is the unique nine-digit number assigned by the IRS to entities operating in the US for the purposes of identification.
Sponsoring Organization	CE Programs shall be sponsored by organizations or individuals with adequate resources and dedication such as licensed EMS provider, EMS medical director, teaching hospital, etc.
CE Program Owner	The legal name of the owner of the CE Program.

Program Information: The following items must be submitted	
2-Year Plan	Explain what type of organization you are and the audience you plan to deliver your CE Program do.
Any items which have changed or been updated since your initial application was submitted. **Please see the Initial CE Program Application Guide for a list of the required items.**	

Instructions:

All CE Programs should already have an account in which they are connected to on our online licensing website. If you do not know your account please contact us by emailing EMSEducation@dshs.texas.gov.

If you do not see your CE program's license information on the right hand side you may be in the wrong account.

Once logged in you should see a dialog which states, "It's time to renew!" with your CE program number. Press the select button and follow the instructions, reading the top portion of each section for specific instructions on that section of the application. If this section does not exist and you are renewing more than 90 days before your expiration, please contact us by emailing EMSEducation@dshs.texas.gov.

Attachment section – many common mistakes happen in this section.

1. Attachments must be in **PDF** format.
2. The maximum file size per attachment is **5MB** with an overall upload limit of **30MB**.
3. The maximum name length on a file is **16 characters**.
4. Once a file is selected, use the notes field to add a brief description of the file before continuing. Doing so may help with the processing time of your application.
5. Each time you select a file you must press "Attach" to upload the file to our server. If the "Attach" button is not pressed the file will not be received and your application will be deficient. Once the "Attach" button is pressed a list of uploaded files can be seen on the screen.

Once the application is completed, if you are unable pay online you may use the "Pay Later" option and mail a check or money order to DSHS.

If any items must be mailed the following items should be included, if these items are not included this may delay the processing of your application and your items may not make it to the correct destination:

1. DSHS Mailing Coversheet – Found on the Education Webpage
2. Application summary – Emailed to you after submitting your application