

UTAH BUREAU OF EMS

Ambulance Vehicles

Upgrade or Downgrade a Vehicle Application



Purpose:

- Provide a step by step guide for upgrading or downgrading ambulance vehicles on the Utah BEMS website.
- This application can only be filled out by *service directors, alternate service directors, training officer, alternative training officer, EMS medical operations officer, and data manager/ Elite admin.*

Additional Information

You can access the BEMS online system by visiting emslicense.utah.gov

- This can only be done by *service directors, alternate service directors, and EMS Medical Operations Officer*
- These roles must be assigned in the BEMS online system by the Utah Bureau of EMS staff
- If you do not have these permissions, contact Tami Goodin at tgoodin@utah.gov.

Only one vehicle can be upgraded or downgraded per application

If you are upgrading a vehicle, the agency will need to pay for the application and schedule an inspection with BEMS staff. BEMS staff will be alerted by the system when the vehicle is ready for inspection.

How to Upgrade or Downgrade a Vehicle Application

1. Navigate to emslicense.utah.gov
2. Login using your username and password.

The screenshot shows the login page for the Utah Bureau of Emergency Medical Services Licensing & Certification System. The page has a dark blue header with the Utah Department of Public Safety logo on the left and the system name on the right. Below the header, there is a navigation menu with "Account Login", "Education", and "Lookup". The main content area contains a welcome message and an attention notice. At the bottom, there is a login form with fields for "Username" and "Password", a "Show" checkbox, and "Forgot Username?" and "Forgot Password?" links. A "Login" button and a "Create Account" link are also present.

3. Click on the Applications tab on the left hand side of the screen.

The screenshot shows the 'My Account' page. The left sidebar contains a menu with the following items: My Account, Dashboard, Profile, Issued Application, Documents, Certifications, Applications (highlighted with a red circle), Education, Agency, and Inspections. The main content area has a header 'My Account' and a red warning message: 'If you have already started an application, but you have not submitted it to the Utah Bureau of EMS, please navigate on the left menu under Applications > Continue to view your application in process.' Below this is a 'Grumpy Cat' profile card with details: AEMT, Number: 1234Grumpy, Issued: 09/18/2024, Expiration: 09/30/2026, and a 'Generate Card' button. To the right, a summary box shows: 4 Forms pending completion, 6 Items waiting in checkout, and 2 Applications to be reviewed. At the bottom, there is a 'Login to Elite' button with a double arrow icon.

4. Under the Start sub tab, find the View All Agency Applications link.

The screenshot shows the 'Start Applications' page. The left sidebar menu is expanded to show sub-tabs: Start (highlighted with a red arrow), Continue, Checkout, Transaction, Review, Education, Agency, Inspections, Lookup, Manage, and Complaints. The main content area has a header 'Start Applications' and a sub-header 'Personnel Applications'. A red arrow points to the 'Start' sub-tab in the sidebar. The main content area includes a 'Grumpy Cat' profile card with details: Cat, Grumpy iMeow (1234Grumpy), Current Certification (AEMT, Issue Date: 09/18/2024, Expiration Date: 09/30/2026), and All Applications (View All Personnel Applications). Below this is an 'Agency Applications' section with a filter by Agency dropdown set to 'Agency Test - Primary License # 11111 (bloppy)'. The agency card shows: Agency Test - Primary License # 11111 (bloppy), 123 Street #4, Salt Lake City, Utah, 84105, Paramedic -- Issued: 03/09/2022 -- Expires: 12/31/2025, Current Certification (Paramedic, Issue Date: 03/09/2022, Expiration Date: 12/31/2025), and All Applications (View All Agency Applications, circled in red). A 'Privacy - Terms' link is visible in the bottom right corner.

Continued on the next page

5. If you are affiliated with multiple agencies, use the drop down menu to select the agency that you are wanting to remove vehicles from.
6. Select the Upgrade or Downgrade a Vehicle from the Agency application by clicking on the Apply Now button.

My Applications | Agency Applications

Filter By Agency: Agency Test - Primary License # 11111 (bloppy) ▼

Agency Test - Primary License # 11111 (bloppy)
 123 Street #4, Salt Lake City, Utah 84105
 Paramedic -- Issued: 03/09/2022 -- Expires: 12/31/2025

Applications	Action
Vehicle Permit Renewal Apply for a permit for a ground ambulance, interfacility transfer ambulance, or a quick response vehicle here.	Apply Now
Remove Vehicle from Agency Use this application if you want to remove one or more vehicle from your agency.	Apply Now
Upgrade or Downgrade a Vehicle Use this application if you are upgrading or downgrading your vehicle's license level.	Apply Now
Add New Vehicle to Agency Use when your agency needs a permit for a brand new vehicle.	Apply Now

7. Indicate whether this is an upgrade or a downgrade. This is for the license level. Example: an upgrade is going from an AEMT Ground Ambulance to a Paramedic Ground Ambulance.
8. Click on the drop down for Action to Take, and select "Update record in the service"
9. Use the Search for Vehicle function to find the vehicle. To search you can use the serial number or the call sign.

*Is this an upgrade or a downgrade level for the vehicle? Example would be EMT to a AEMT level

Downgrade

Upgrade

*Action to take: Update record in the service ▼
This is the action that will be taken within the service for the Vehicle you select below.

*Search for Vehicle: ABC-123

- a. If you cannot find the vehicle, contact our staff for assistance
10. Verify that all the information for the vehicle
 - a. Select the new level of service for the vehicle
 - b. Select the Vehicle Type
 - c. Select the new Vehicle Speciality
 - d. Select the location
11. Verify the new vehicle level by using the Number of Vehicles section
 - a. There will only be one vehicle
12. Submit the application at the bottom of the page by clicking Submit
 - a. If the vehicle is an upgrade, you will need to pay to pay for the upgrade. Payment must be received before the inspection can be scheduled.
 - b. If the vehicle is an upgrade, BEMS staff will reach out to schedule the inspection.