

UTAH DEPARTMENT OF PUBLIC SAFETY

How to Update Agency Roster Medical and Admin Staff Form

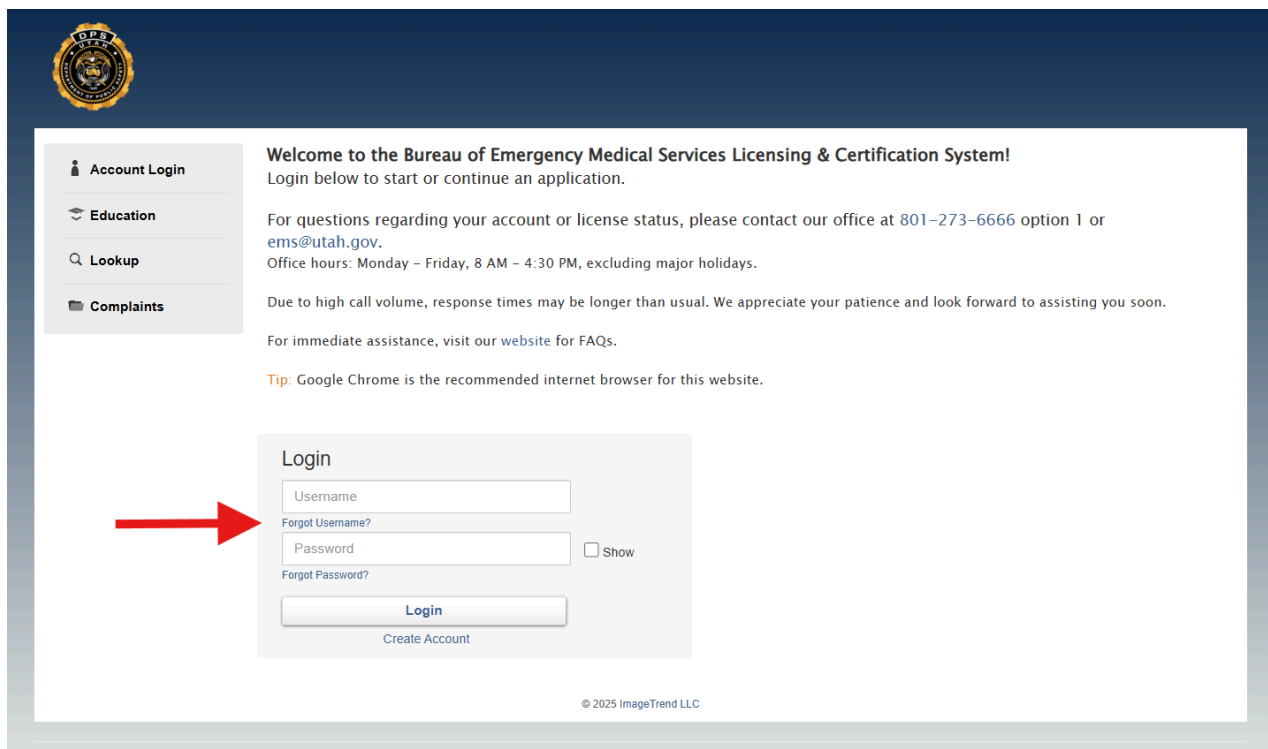


The purpose of this guide is to provide step-by- step instructions for EMS agencies on how to update both the medical staff and admin staff rosters within the license management system.

Note: only those with current administrative access to the license management system can use this form.

How to Update Rosters

1. Visit emslicense.utah.gov.
2. Login using your login information.

A screenshot of the Bureau of Emergency Medical Services Licensing & Certification System login page. The page has a dark blue header with the Utah Department of Public Safety logo on the left. Below the header is a white sidebar with links: "Account Login", "Education", "Lookup", and "Complaints". The main content area is white and contains a welcome message, contact information, and a login form. A red arrow points to the "Login" button in the form. The login form includes fields for "Username" and "Password", a "Forgot Username?" link, a "Forgot Password?" link, a "Show" checkbox for the password, and a "Login" button. Below the login button is a "Create Account" link. The footer of the page says "© 2025 ImageTrend LLC".

Welcome to the Bureau of Emergency Medical Services Licensing & Certification System!
Login below to start or continue an application.

For questions regarding your account or license status, please contact our office at 801-273-6666 option 1 or ems@utah.gov.
Office hours: Monday – Friday, 8 AM – 4:30 PM, excluding major holidays.

Due to high call volume, response times may be longer than usual. We appreciate your patience and look forward to assisting you soon.

For immediate assistance, visit our [website](#) for FAQs.

Tip: Google Chrome is the recommended internet browser for this website.

Login

Username

[Forgot Username?](#)

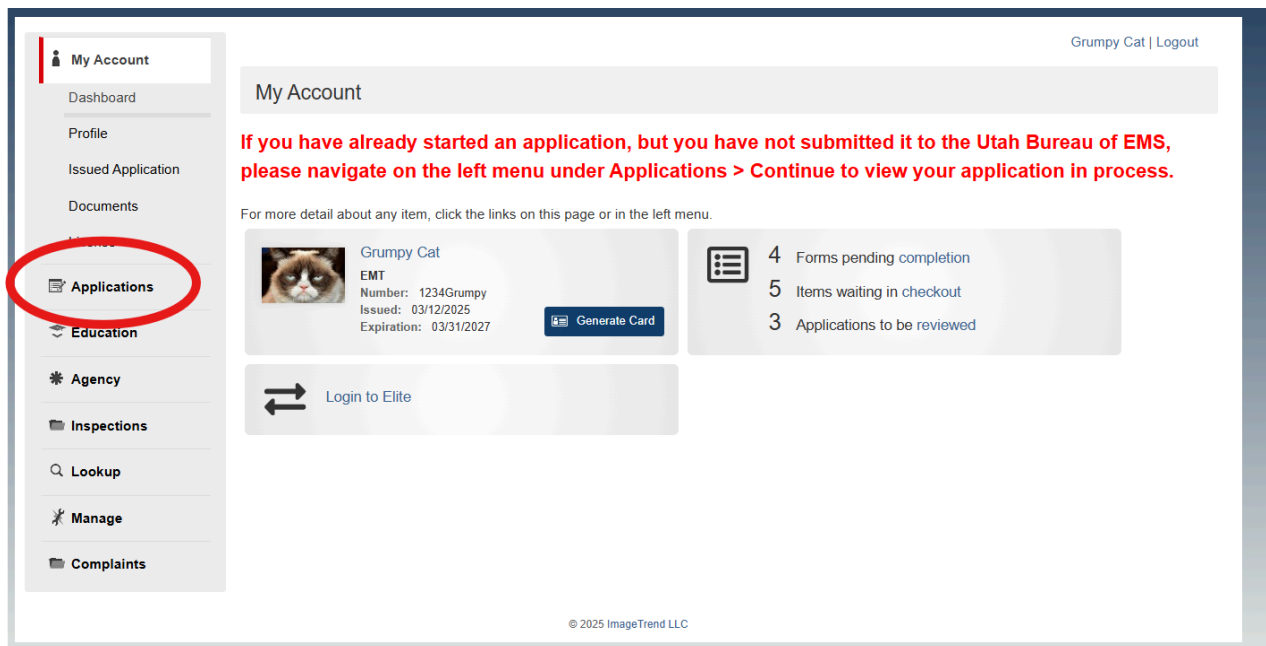
Password ☐ Show

[Forgot Password?](#)

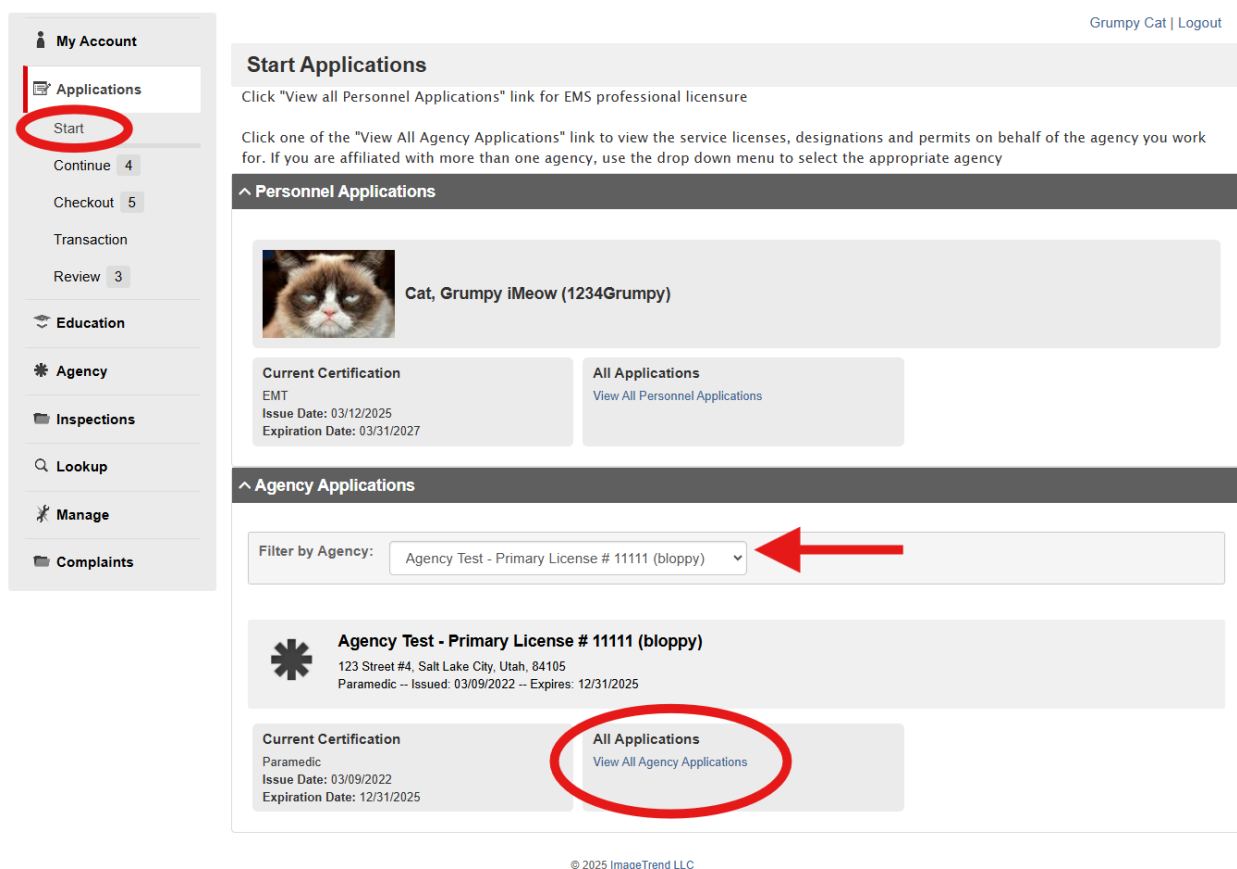
[Create Account](#)

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



4. A new set of tabs will appear, select the Start tab.
5. Navigate to the Agency Applications section.
6. If you are affiliated with multiple agencies, make sure you select the correct organization by using the drop down menu at the top of the section.
7. Click the View All Agency Applications hyperlink.



8. Locate the Update Agency Staff Form in the list and press the Apply Now button.

My Account

Applications

Start

Continue

Checkout 5

Transaction

Review

Education

Agency

Inspections

Lookup

Manage

Complaints

Available Applications

Click "Apply Now" next to one of the licenses to apply to that license for this service.

Note: Only certain positions in an Agency can apply for Service Applications.

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
Update Agency Staff Form Use this application to update your medical and admin staff roster.	Apply Now
Vehicle Permit Renewal Apply for a permit for a ground, interfacility, air, and behavioral health vehicles.	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
Emergency Medical Dispatch Center Re-designation of Emergency Medical Dispatch Centers	Apply Now
Quality Assurance Air Ambulance Re-licensure Re-licensure for Air Ambulance Services	Apply Now
Quality Assurance for Non-Emergency Secured Behavioral Health Transport Designation	Apply Now

Records 1-8 of 8

9. The first page will provide information about the two different rosters to update. Select one or both of the rosters to update
- Medical Staff** is every EMS professionally licensed staff member.
 - Admin staff** are specifically for agency staff operations.

What roster would you like to update?

*Which roster would you like to update? You can click on one or both to get each roster.

☒ Medical Staff

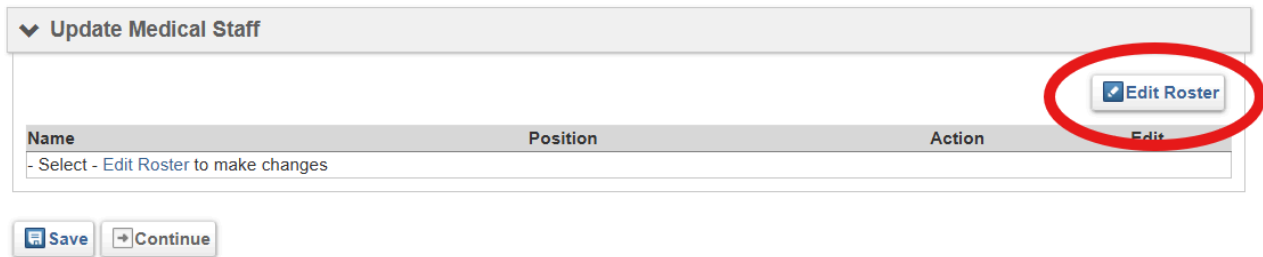
☒ Admin Staff

Save Continue

10. Click the Continue button to move on to editing the respective roster.

Medical Staff Roster

To edit this roster, click the Edit Roster button in the lower right hand corner

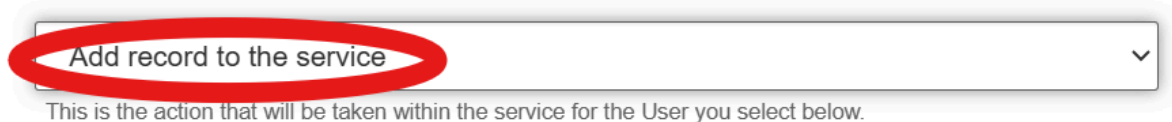


The screenshot shows a form titled "Update Medical Staff". In the top right corner, there is a button labeled "Edit Roster" with a blue checkmark icon, which is circled in red. Below the title bar, there is a table with three columns: "Name", "Position", and "Action". The "Name" column contains the text "- Select - Edit Roster to make changes". Below the table, there are two buttons: "Save" and "Continue".

HOW TO ADD AN INDIVIDUAL TO THE ROSTER

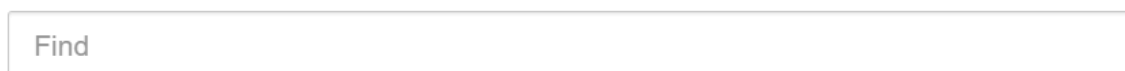
1. Click on the Edit Roster button in the right -hand corner of the Update Medical Staff section.
2. A new box will appear. In the Action to Take drop down, select "Add Record to the Service."
3. In the User box, search for the person you wish to add by searching for their name.
4. Fill in the workforce information.
5. Click Done at the bottom of the window.

*Action to take



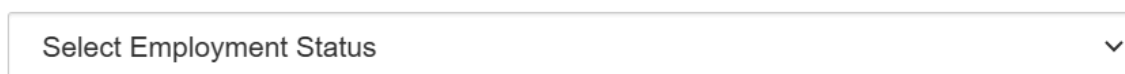
The screenshot shows a dropdown menu for "Action to take". The selected option is "Add record to the service", which is circled in red. Below the dropdown, there is a text label: "This is the action that will be taken within the service for the User you select below."

*User



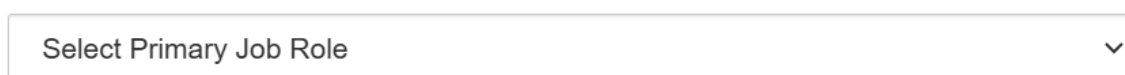
The screenshot shows a search field for the "User" section. The field contains the text "Find".

Employment Status



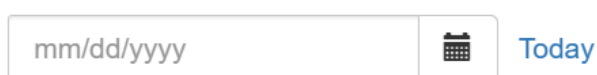
The screenshot shows a dropdown menu for "Employment Status". The selected option is "Select Employment Status".

Primary Job Role



The screenshot shows a dropdown menu for "Primary Job Role". The selected option is "Select Primary Job Role".

Employment Start Date



The screenshot shows a date field for "Employment Start Date". The field contains the text "mm/dd/yyyy". To the right of the field is a calendar icon and the text "Today".

Employment End Date



The screenshot shows a date field for "Employment End Date". The field contains the text "mm/dd/yyyy". To the right of the field is a calendar icon and the text "Today".

HOW TO EDIT AN INDIVIDUAL ALREADY ON THE ROSTER

1. Click on the Edit Roster button in the right -hand corner of the Update Medical Staff section.
2. A new box will appear. In the Action to Take drop down, select "Update Record to the Service."
3. In the User box, search for the person you wish to add by searching for their name.
4. Edit the workforce information.
5. Click Done at the bottom of the window.

Edit Roster

*Action to take

Update record in the service

This is the action that will be taken within the service for the User you select below.

*User

Find

Employment Status

Select Employment Status

Primary Job Role

Select Primary Job Role

Employment Start Date

mm/dd/yyyy



Today

Employment End Date

mm/dd/yyyy



Today

Responsibilities

HOW TO REMOVE AN INDIVIDUAL FROM THE ROSTER

1. Click on the Edit Roster button in the right -hand corner of the Update Medical Staff section.
2. A new box will appear. In the Action to Take drop down, select "Remove Record to the Service."
3. In the User box, search for the person you wish to add by searching for their name.
4. Click Done at the bottom of the window.

Edit Roster

*Action to take

Remove record from the service

This is the action that will be taken within the service for the User you select below.

*User

Find

Employment Status

Select Employment Status

Primary Job Role

Select Primary Job Role

Employment Start Date

mm/dd/yyyy



Today

Employment End Date

mm/dd/yyyy



Today

Responsibilities

You can edit as many individuals in a single form.

Click the Continue or Submit button when you are done.

Agency Admin Roster

To edit this roster, click the Edit Roster button in the lower right hand corner

▼ Update Medical Staff

Name	Position	Action	Edit
- Select - Edit Roster to make changes			

Save

Continue

Edit Roster

HOW TO ADD AN INDIVIDUAL TO THE ROSTER

1. Click on the Edit Roster button in the right -hand corner of the Update Medical Staff section.
 2. A new box will appear. In the Action to Take drop down, select "Add Record to the Service."
 3. In the User box, search for the person you wish to add by searching for their name.
 4. Select the position(s) you would like to assign.
 5. Fill in the workforce information.
 6. Click Done at the bottom of the window.
- Note: You can add them directly to your roster and assign them a role from this page. You do not need to add the individual to the medical roster first.

*Action to take

Add record to the service

This is the action that will be taken within the service for the User you select below.

*User

Find

Position

- ☐ Training Officer-Agency
- ☐ Alternate Training Officer
- ☐ Pediatric Emergency Care Coordinator
- ☐ Alternative Service Director
- ☐ EMS Medical Operations Officer
- ☐ Medical Director (Off-Line)
- ☐ Service Director
- ☐ Data Manager/Elite Admin

HOW TO EDIT AN INDIVIDUAL ALREADY ON THE ROSTER

1. Click on the Edit Roster button in the right -hand corner of the Update Medical Staff section.
2. A new box will appear. In the Action to Take drop down, select "Update Record to the Service."
3. In the User box, search for the person you wish to add by searching for their name.
4. Select the position(s), or remove a position by unchecking the check mark box next to the role.
5. Edit the workforce information.
6. Click Done at the bottom of the window.

Edit Roster

***Action to take**

Update record in the service

This is the action that will be taken within the service for the User you select below.

***User**

Find

Position

- ☐ Training Officer-Agency
- ☐ Alternate Training Officer
- ☐ Pediatric Emergency Care Coordinator
- ☐ Alternative Service Director
- ☐ EMS Medical Operations Officer
- ☐ Medical Director (Off-Line)
- ☐ Service Director
- ☐ Data Manager/Elite Admin

HOW TO REMOVE AN INDIVIDUAL FROM THE ROSTER

1. Click on the Edit Roster button in the right -hand corner of the Update Medical Staff section.
 2. A new box will appear. In the Action to Take drop down, select "Remove Record to the Service.
 3. In the User box, search for the person you wish to add by searching for their name.
 4. Click Done at the bottom of the window.
- You do not need to edit any information since you are removing them from the record.

Edit Roster

***Action to take**

Remove record from the service

This is the action that will be taken within the service for the User you select below.

***User**

Find

Click the Submit button when you are finished.