



### **EMS AGENCY SUBCONTRACT AGREEMENT WITH EMMCO WEST**

EMS Agency Name: \_\_\_\_\_

Agency Address: \_\_\_\_\_

EMS Agency Project Director: \_\_\_\_\_

Project Director E-Mail: \_\_\_\_\_

Projector Director Phone Number: \_\_\_\_\_

#### **The EMS Agency will be responsible for:**

- Advertising and recruiting new prospective EMS candidates
- Signing the EMS scholarship subcontract agreement with EMMCO West, Inc.
- Completion of the subcontract agreement authorization, with project justification, prior to awarding EMS scholarships
- Utilization of scholarship contract agreements between the EMS agency and the scholarship recipient
- Payment of student tuition fee to the accredited EMS educational institute for the awarded candidate
- Payment of student examination fee to the NR testing site
- Attaining subcontract agreement documentation required for reimbursement
- Timely submission of subcontract agreement documentation for tuition fee and examination fee
- Timely submission of final subcontract agreement documentation
- Submission of only eligible requests for reimbursements for the EMS Scholarship project. EMS Scholarships awardees that withdraw from the course, prior to submission of the EMS Scholarship award are not eligible for reimbursement

#### **EMMCO West will be responsible for:**

- Provide subcontract agreements, on request, to licensed or recognized PA Department of Health EMS agencies
- Review submitted subcontract agreements and issue authorizations to eligible EMS agencies meeting the program parameters
- Establish an accountability system to monitor subcontract compliance and the number of scholarships awarded
- Review submitted subcontract documentation for reimbursement for tuition and examination fees
- Reimburse EMS agencies for each student awarded a scholarship up to \$700 for EMR, \$850 for EMT, \$1,000 for AEMT and \$6,000 for Paramedic maximum tuition reimbursement
- Reimburse EMS agencies for each scholarship recipient up to two (2) written certification examination attempts, per PA Bulletin reimbursement fee schedule
- Finalization of subcontracts prior to **May 15, 2023**



# ***EMMCO West, Inc.***

## **Northwestern PA EMS Council**

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\_\_\_\_\_ (EMS agency) is entering into a subcontract with EMMCO West, Inc. for the purpose of participation in the EMS Scholarship Program. The EMS agency agrees to the provisions and expectations of the EMS Scholarship Program and subcontract reimbursement process.

Based on the availability of funding provided by the PA Department of Health, pre-authorization of program expenditures, submission of authorized program documents, and the submission of documentation for the reimbursement of the EMS Scholarship program. Reimbursement requests will only be reimbursed to the EMS agency for candidates that have enrolled and completed the EMS educational course.

The EMS agency understands that it is responsible for the upfront payment of EMS tuition costs and written examination fees. Invoices marked (paid) and cancelled checks/money orders/credit card statements are required for EMMCO West to reimburse the EMS agency for these expenses. The EMS agency can submit for reimbursement throughout the EMS Scholarship program timeframe.

The EMS agency shall use the EMS Scholarship Contract for the EMS Scholarship Program. It shall follow and/or develop human resource policies and procedures to allow the EMS Scholarship recipient to become an employee, volunteer, and/or member of the organization, if they are not already a member, with this for purposes of participation in the program. The EMS agency shall review the status of the training program with the EMS Scholarship recipient. The EMS agency shall request any tuition funding to be returned to the EMS agency, should the EMS Scholarship candidate not fulfill his/her obligations under the EMS Scholarship Contract. The EMS agency can use the returned funding to support another EMS Scholarship candidate, if time permits within the project, or during another future project period.

EMMCO West will adhere to its responsibilities for the EMS Scholarship project, as they relate to the EMS agency.

As an official of the EMS Agency, I hereby agree to the terms of this agreement, by my signature and date of signing. Agreement is not valid without signature of all parties identified below:

\_\_\_\_\_  
EMS AGENCY OFFICIAL (CORPORATE OFFICER ONLY)

\_\_\_\_\_  
DATE

\_\_\_\_\_  
EMS AGENCY PROJECT DIRECTOR

\_\_\_\_\_  
DATE

\_\_\_\_\_  
EMMCO WEST

\_\_\_\_\_  
DATE