

# How to Complete a Training Grant Application in PRS

# Go to the Program Reporting System (PRS)

<https://secure.apps.nd.gov/doh/prs/Security/LoginForm/LoginForm?ReturnUrl=%2fdoh%2fprs%2f>

Add to Your Favorites

# Step 1. Enter in Your Login ID and Password

North Dakota [nd.gov](http://nd.gov) Official Portal for North Dakota State Government

## Program Reporting System

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**Login Help**

- [Login ID Maintenance](#)
- [New User Registration](#)
- [Reset Password](#)
- [Forgot Login ID](#)
- [Contact Login Support](#)

### Login

To access the Program Reporting System, enter your Login ID and Password and click on the "Login" button.

Login ID:

Password:

# Step 2. Click on “ Contractor Programs”

## Program Reporting System

Emergency Medical Systems ([change](#))

Welcome Debra ([Log Out](#))

**Contractor Programs | Admin**

### Admin

[Contractors](#)

### Emergency Medical Systems

[Division Users](#)

[Programs](#)

[Alerts](#)

[Approvals](#)

[Receipts/Payments](#)

[Approval Workflows](#)

[Question Groups](#)

[Contractors](#)

[Budgets/RRs/PRs/Apps](#)

[Budget History](#)

[Report Generator](#)

[All Saved Reports](#)

### Park River Volunteer Ambulance Service, Inc.

[Contractor Users](#)

## Emergency Medical Systems Programs

Select a program from the list below or click "Add Program" to create a new program for Emergency Medical Systems.

### Programs

Name	Description
<a href="#">2021 - 2023 EMS AGENCY TRAINING GRANT</a>	7/1/2021 - 6/30/2023 Limit of one EMS Agency Training for F
<a href="#">2021 - 2023 EMS CONTINUING EDUCATION GRANT</a>	7/1/2021 - 6/30/2023
<a href="#">2021 - 2023 EMS PERSONNEL INITIAL TRAINING GRANT</a>	7/1/2021 - 6/30/2023
<a href="#">2021 - 2023 EMS State Stroke Registry Program</a>	7-1-2021 - 6-30-2023 (State Stroke Registry)
<a href="#">2021 - 2023 EMS SYSTEMS GRANT (Site Survey Reimbursement)</a>	7/1/2021 - 6/30/2023 (SITE SURVEY REIMBURSEMENT)
<a href="#">2021 - 2023 PARAMEDIC TRAINING ASSISTANCE GRANT</a>	7/1/2021 - 6/30/2023
<a href="#">2021 - 2023 Rural EMS Assistance Fund</a>	Funds made available through the 2021 Legislative Session EMS System with the State of North Dakota
<a href="#">2022 - 2023 EMS State Cardiac Registry Program</a>	7-1-2022 - 6-30-2023 (State Cardiac Registry)
<a href="#">2022 - 2023 RURAL TRAUMA TEAM DEVELOPMENT (Course Coordination Reimbursement)</a>	7/1/2022 - 6/30/2023 (COURSE COORDINATION REIMBURSE
<a href="#">2022 - 2023 TRAUMA/EMS SYSTEMS GRANT (Tuition Defrayment)</a>	7/1/2022 - 6/30/2023 (TUITION DEFRAYMENT)
<a href="#">Community Paramedic Certification Training Program (G21.1178)</a>	1/1/2023 - 5/31/2024

# Step 3. Click on “Application”

North Dakota [nd.gov](http://nd.gov) Official Portal for North Dakota State Government

## Program Reporting System

Emergency Medical Systems ([change](#))

Welcome Debra ([Log Out](#))

[Contractor Programs](#) | [Admin](#)

### Programs

- All Programs
- [Archives](#)
- 2021 - 2023 EMS AGENCY TRAINING GRANT
  - [Application](#)
  - [Budgets](#)
  - [Reimbursement Requests](#)
  - [No Progress Report](#)
- 2021 - 2023 EMS CONTINUING EDUCATION GRANT
  - [Application](#)
  - [Budgets](#)
  - [Reimbursement Requests](#)
  - [No Progress Report](#)
- 2021 - 2023 EMS PERSONNEL INITIAL TRAINING GRANT
  - [Application](#)
  - [Budgets](#)
  - [Reimbursement Requests](#)
  - [No Progress Report](#)
- 2021 - 2023 PARAMEDIC TRAINING ASSISTANCE GRANT
  - [Application](#)
  - [Budgets](#)
  - [Reimbursement Requests](#)
  - [No Progress Report](#)
- 2021 - 2023 Rural EMS Assistance Fund

### All Programs

To begin filling out a progress report for a program click on the "Progress Report" link under the program. Reimbursement request:

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#### 2021 - 2023 EMS AGENCY TRAINING GRANT

<ul style="list-style-type: none"><li>➤ <a href="#">Application</a></li><li>➤ <a href="#">Submitted Applications</a></li><li>➤ <a href="#">Budgets</a></li><li>➤ <a href="#">Reimbursement Requests</a></li><li>➤ <a href="#">No Progress Report</a></li><li>➤ <a href="#">Submitted Progress Reports</a></li></ul>	<b>Contact:</b> 2021 - 2022 EMS AGENCY GRANT 701-426-3609 <a href="mailto:debductchuk@nd.gov">debductchuk@nd.gov</a>
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7/1/2021 - 6/30/2023 Limit of one EMS Agency Training for FY ending 6/30/2022 and FY ending 6/30/2033

**Application Next Due: Jun 30, 2023**  
**Progress Report Next Due: None**

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#### 2021 - 2023 EMS CONTINUING EDUCATION GRANT

<ul style="list-style-type: none"><li>➤ <a href="#">Application</a></li><li>➤ <a href="#">Submitted Applications</a></li><li>➤ <a href="#">Budgets</a></li><li>➤ <a href="#">Reimbursement Requests</a></li><li>➤ <a href="#">No Progress Report</a></li><li>➤ <a href="#">Submitted Progress Reports</a></li></ul>	<b>Contact:</b> Deb Dutchuk 701-426-3609 <a href="mailto:debductchuk@nd.gov">debductchuk@nd.gov</a>
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7/1/2021 - 6/30/2023

**Application Next Due: Jun 21, 2023**  
**Progress Report Next Due: None**

Step 4. Click on the drop-down arrow and select the earliest date listed. Click “Ok”

The screenshot displays the North Dakota Program Reporting System interface. At the top, it says "North Dakota nd.gov Official Portal for North Dakota State Government". The main heading is "Program Reporting System" with a sub-link for "Emergency Medical Systems (change)". A user greeting "Welcome Debra (Log Out)" is visible in the top right. A navigation bar includes "Contractor Programs | Admin".

The left sidebar lists various programs with their respective links: "All Programs", "Archives", "2021 - 2023 EMS AGENCY TRAINING GRANT", "2021 - 2023 EMS CONTINUING EDUCATION GRANT", "2021 - 2023 EMS PERSONNEL INITIAL TRAINING GRANT", "2021 - 2023 PARAMEDIC TRAINING ASSISTANCE GRANT", and "2021 - 2023 Rural EMS Assistance Fund".

The main content area is titled "All Programs" and contains the following information:

- 2021 - 2023 EMS AGENCY TRAINING GRANT**
  - Application
  - Submitted Applications
  - Budgets
  - Reimbursement Requests
  - No Progress Report
  - Submitted Progress Reports

Contact: 2021 - 2022 EMS AGENCY GRANT, 701-426-3609, debdutchuk@nd.gov

7/1/2021 - 6/30/2023 Limit of one EMS Agency Training for FY ending 6/30/2022 and FY ending 6/30/2033

Application Next Due: Jun 30, 2023  
Progress Report Next Due: None
- 2021 - 2023 EMS CONTINUING EDUCATION GRANT**
  - Application
  - Submitted Applications
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  - Reimbursement Requests
  - No Progress Report
  - Submitted Progress Reports

Contact: Deb Dutchuk, 701-426-3609, debdutchuk@nd.gov

7/1/2021 - 6/30/2023

Application Next Due: Jun 21, 2023  
Progress Report Next Due: None

A "View Application" dialog box is open in the foreground, showing a dropdown menu with "06/21/2023" selected. The dialog has "Ok" and "Cancel" buttons at the bottom.

Step 5. See left side of the screen. Click on the “Check Out Application” button.

North Dakota [nd.gov](http://nd.gov) Official Portal for North Dakota State Government

## Program Reporting System

Emergency Medical Systems ([change](#))

Welcome Debra ([Log Out](#))

[Contractor Programs](#) | [Admin](#)

### Application

EMERGENCY MEDICAL SYSTEMS (EMS) CONTINUING EDUCATION GRANT APPLICATION

[Check Out Application](#)

[Validate](#) [Submit](#)

[Generate PDF](#)

0 Attachments

### Financials

**Budgets**

**Reimbursement Requests**

[Check Out Financials](#)

### Financial Summary

No contractor grants to display.

### 2021 - 2023 EMS CONTINUING EDUCATION GRANT Application

#### EMERGENCY MEDICAL SYSTEMS (EMS) CONTINUING EDUCATION GRANT APPLICATION

**Status:** Not Submitted

To fill out the application you must have the application checked out.

◀ **EMERGENCY MEDICAL SYSTEMS (EMS) CONTINUING EDUCATION GRANT APPLICATION** (19)

#### Questions

##### NORTH DAKOTA DEPARTMENT OF HEALTH (NDDoH) - DIVISION OF EMERGENCY MEDICAL SYSTEMS (DEMS)

An EMS Operation (Ambulance Service or Quick Response Unit (QRU), hereinafter referred to as an "EMS Entity", may request fi in North Dakota.

Approved funding depends on the type of conference / training completed (as listed below) and must meet the following requir

1. The conference / training must be pre-approved or certified by DEMS.
2. Attendee must be a patient care provider at a level that requires the training attended.
3. Attendee must be a member of a licensed EMS Entity.
4. Application must be received not more than 45 days after the conference / training.
5. See EMS Continuing Education Grant Application Policy for all requirements.

The EMS Continuing Education Grant Application Policy is hereby incorporated as part of this Agreement.

**The EMS Entity requests the following funds from the EMS Training Grants Fund. (Select only ONE)**

- One-day conferenc / training (\$70 / attendee)
- Two-day conference / training (\$140 / attendee)
- Two-day conference / training (\$140 / attendee plus \$90 for Lodging)
- Three-day conference / training (\$210 / attendee)
- Three-day conference / training (\$210 / attendee plus \$180 for Lodging)
- Child Passenger Safety Certification (\$125 / attendee)
- Child Passenger Safety Certification (\$125 / attendee plus \$270 for Lodging)
- EMS Management Conference (\$150 / attendee)
- Local EMS Agency Training (\$8.75 / hour / attendee). This may include nationally recognized courses (hours base Funding is limited to one request per service per state fiscal year.
- Nationally Recognized Courses (ACLS, PALS, PHTLS, etc.) (\$8.75 / hour / attendee)
- Emergency Vehicle Operator Course (EVOC) Provider Training (\$60 / attendee). Please verify with the EVOC inst

If "EVOC Provider Training" was attended, please provide the EVOC Course Authorization Number below.

Enter Conference / Training Information below:

Step 6. Complete the information in the application.

## Application

EMERGENCY MEDICAL  
SYSTEMS (EMS)  
CONTINUING EDUCATION  
GRANT APPLICATION





0 Attachments

## Financials

Budgets

Reimbursement  
Requests

## Financial Summary

No contractor grants to  
display.

## 2021 - 2023 EMS CONTINUING EDUCATION GRANT Application

EMERGENCY MEDICAL SYSTEMS (EMS) CONTINUING EDUCATION GRANT APPLICATION

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**EMERGENCY MEDICAL SYSTEMS (EMS) CONTINUING EDUCATION GRANT APPLICATION** (19)

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If "EVOC Provider Training" was attended, please provide the EVOC Course Authorization Number below.

Enter Conference / Training Information below:

Name of Conference / Training	
Date(s) of Conference / Training	

Location of Conference / Training	<input type="text"/>
Number of qualified EMS personnel attending conference / training	<input type="text"/>

Enter the Attendee(s) below. Click on the "Add Row" button below if more than one Attendee.

ND State EMS Number	First Name	Last Name	# of Days Attended. If Local EMS Agency Training or Nationally Recognized Course, enter # of Hours.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Add Row

Enter EMS Entity information below:

EMS Entity Name	<input type="text"/>
Street Address / PO Box Number	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Zip Code	<input type="text"/>
EMS Entity Service Number	<input type="text"/>
Contact Person	<input type="text"/>
Phone Number	<input type="text"/>

Step 7. Click the “Save” button on the bottom of the page.

Evidence of Authorized Representative. (This application must indicate the individual who has the authority to apply for and accept funds on behalf of the EMS Entity.

I certify that the above named EMS Entity has met the requirements noted in the EMS Continuing Education Grant Application Policy.

Authorized by

	Name	Title	Date

**DEMS USE ONLY**

Current EMS Entity License # with DEMS? Yes or No

Approved for Payment: 63336 6631 HL 1233 01 712050

In the amount of \$ \_\_\_\_\_

Vendor Number and Location \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Save

Step 8. If you need to attach a document, click “Attachments” below “Generate PDF” button

The screenshot shows the North Dakota State Government's official portal for the Program Reporting System. The page is titled "Program Reporting System" and is for "Emergency Medical Systems". A user named Debra is logged in. The main content area displays the "2021 - 2023 EMS CONTINUING EDUCATION GRANT Application" with a status of "Not Submitted". A sidebar on the left contains navigation options for the application, including "Check In Application", "Validate", "Submit", "Generate PDF", and "Attachments". A "Questions" section provides details about the grant application requirements.

North Dakota [nd.gov](#) Official Portal for North Dakota State Government

## Program Reporting System

Emergency Medical Systems ([change](#))

Welcome Debra ([Log Out](#))

[Contractor Programs](#) | Admin

### Application

EMERGENCY MEDICAL SYSTEMS (EMS) CONTINUING EDUCATION GRANT APPLICATION

[Check In Application](#)

[Validate](#) [Submit](#)

[Generate PDF](#)

0 Attachments

### Financials

[Check Out Financials](#)

### 2021 - 2023 EMS CONTINUING EDUCATION GRANT Application

EMERGENCY MEDICAL SYSTEMS (EMS) CONTINUING EDUCATION GRANT APPLICATION

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EMERGENCY MEDICAL SYSTEMS (EMS) CONTINUING EDUCATION GRANT APPLICATION (19)

#### Questions

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5. See EMS Continuing Education Grant Application Policy for all requirements.

Click on the “ Add Attachment” button.

Click on the “ Browse...” button to locate the document to attach.

Once you have located the document click on the document and click on the “Open” button  
Click “OK” button.

If you have completed the application,  
Click the “Save” button on the bottom of the page.

Step 9. See left side of the screen. Click on the “Check in Application” button.

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## Program Reporting System

Emergency Medical Systems ([change](#))

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[Contractor Programs](#) | [Admin](#)

**Application**

EMERGENCY MEDICAL SYSTEMS (EMS) CONTINUING EDUCATION GRANT APPLICATION

[Check In Application](#)

[Validate](#) [Submit](#)

[Generate PDF](#)

0 Attachments

**Financials**

Budgets

Reimbursement Requests

[Check Out Financials](#)

### 2021 - 2023 EMS CONTINUING EDUCATION GRANT Application

EMERGENCY MEDICAL SYSTEMS (EMS) CONTINUING EDUCATION GRANT APPLICATION

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4 **EMERGENCY MEDICAL SYSTEMS (EMS) CONTINUING EDUCATION GRANT APPLICATION** (19)

#### Questions

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Step 10. See left side of the screen. Click on the “Validate” button.

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## Program Reporting System

Emergency Medical Systems ([change](#))

Welcome Debra ([Log Out](#))

[Contractor Programs](#) | [Admin](#)

**Application**

EMERGENCY MEDICAL SYSTEMS (EMS) CONTINUING EDUCATION GRANT APPLICATION

[Check In Application](#)

[Validate](#) [Submit](#)

[Generate PDF](#)

0 Attachments

**Financials**

Budgets

Reimbursement Requests

[Check Out Financials](#)

### 2021 - 2023 EMS CONTINUING EDUCATION GRANT Application

EMERGENCY MEDICAL SYSTEMS (EMS) CONTINUING EDUCATION GRANT APPLICATION

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4 **EMERGENCY MEDICAL SYSTEMS (EMS) CONTINUING EDUCATION GRANT APPLICATION** (19)

#### Questions

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5. See EMS Continuing Education Grant Application Policy for all requirements.

By clicking the “Validate” button the system will determine if there are any questions that are required to be answered. If no questions are shown, you are ready to submit the application.

Step 11.

Once you are ready to submit the application make sure that the “Check Out Application” button is displayed on the left side of the screen.

If the “Check In Application” button is displayed, click on the button.

When you are ready to submit the application, click on the “Submit” button.

Step 12. Click on the “Generate PDF” button if you want a printout.

Note: A copy of the report is stored in PRS and may be accessed at any time.

Step 13. Click on the “Log Out” link located next to your name to exit PRS.

# Questions?