



**NORTH CAROLINA DEPARTMENT OF HEALTH AND HUMAN SERVICES DEPARTMENT OF
HEALTH SERVICE REGULATION OFFICE OF EMERGENCY MEDICAL SERVICES**
2707 Mail Service Center | Raleigh, NC 27699-2707 | Phone: (919) 855-3935 | Fax: (919) 733-7021

Initial Institution Application Process:

If you are interested in applying to become an Initial Education Institution, you will first need to complete the application for Education Institution Justification. This process involves providing letter of statement with data that provides the following information:

- Name of Proposed Education Institution
- System Area the Education Institution will be located
- Documentation of efforts to provide education through other established institutions within your area
- Projected number of participants to be served in the first 12 months with an Institution approval
- Community benefit for consideration of Education Institution approval
- Provide details if there is an expected impact based on a denial of application.

Once this information has been completed you will need to email letter and supporting documentation, if necessary, to OEMSEducation@dhhs.nc.gov. Upon receipt of the letter of statement the information will be reviewed by OEMS Education Staff for accuracy and need. If approved, you will receive a notification for next steps to include the application for an Initial Education Institution.

Resource Documents

Regional OEMS education liaison are available to provide technical assistance to educational institution applicants before, during and after the approval process. Additionally, there are a number of documents available from the OEMS that can assist applicants with developing an education plan and application. Many of these documents can be found on the [OEMS Website](#).