



Kansas Board of EMS

Education Roster Template (December 2017)

The KBEMS Education Roster template can be utilized by any agency needing to do so. This roster is a fillable pdf and will allow the user to insert items of importance to remain within regulatory requirements as specified in [K.A.R.109-1-1\(nn\)](#) which states;

(nn) "Roster" means a document whose purpose is to validate attendance at an educational offering and that includes the following information:

- (1) Name of the sponsoring organization;
- (2) location where the educational offering occurred;
- (3) signature, time of arrival, and time of departure of each attendee;
- (4) course identification number issued by the board;
- (5) title of the educational offering;
- (6) date of the educational offering; and
- (7) printed name and signature of the program manager.

There are some items on this document that you will need to fill out in order to meet the regulation, those items are:

- The name of the Sponsoring Organization conducting the course offering.
- The course identification number issued by the board or the Program Provider number issued by the board. If you are a program provider that also teaches a single course offering such as an EMT class, this should be changed for the different types of offerings in respect to how you use the roster.

Other items on this form may be prefilled prior to the class or hand written at the time of the class including the date, location, course topic including sub-categories, hours awarded and the program manager information at the bottom. The program manager signature must be hand signed on the form.

Although not required, a space for the printed name of the attendee has been added along with a section for instructors and any lab assistants utilized in the class. Also included is an additional OUT/IN section for those that would be called out of class and then return to complete the session.

As always, please feel free to contact our office if you have any questions.
KBEMS