

# SOUTH PORTLAND FIRE DEPARTMENT

## STANDARD OPERATING GUIDELINES

<b>Policy #:</b>	5.157	<b>Effective Date:</b>	9/26/2008
<b>Title:</b>	EMS License Maintenance/Renewal	<b># of pages:</b>	2
<b>Category:</b>	Administration	<b>Classification:</b>	Yellow

1. **PURPOSE:** To ensure that EMS licenses can be maintained and that individual licensing requirements can be tracked.
  
2. **POLICY:**
  - It is the responsibility for all employees of the South Portland Fire Department to be familiar with this guideline.
  - The ultimate responsibility of maintaining an EMS license rests with the individual employee.
  - It is the responsibility of the individual employee to attend department offered continuing education hour (CEH) classes and/or apply for and attend outside CEH classes in such a manner as to obtain and maintain EMS licensure as required under collective bargaining agreements.
  - It is the responsibility of the individual employee to provide the EMS Coordinator with copies of all applicable course certificates as well as a valid EMS license from the State of Maine.
  - It is the responsibility of the South Portland Fire Department to provide sufficient training opportunities so that an employee can maintain their continuing education requirements in the Maine EMS mandated license period.
  
3. **PROCEDURES:**
  - If an employee does not have a valid EMS license, they are forbidden from providing medical care.
  - Individual employees shall provide a copy of their valid Maine EMS license to the EMS Coordinator.
  - EMS license expiration dates will be entered into the IAMRESPONDING program which will provide individual as well as Chief Officers auto generated e-mails prior to an expiration date
  - Additionally the EMS Coordinator will notify the individual employee of their license expiration status one (1) year prior to the expiration date, again at six (6) months prior to expiration and then at one (1) month prior to their license expiration date. The notice provided at the one (1) month interval will also include the last day an employee is allowed to practice medicine for the City unless a valid Maine EMS license is provided to the department. The Chief or designee as well as the shift supervisor will be copied on the one (1) month notice.
  - The EMS Coordinator will assist employees in obtaining the required courses and CEH's.
  - The City will mail license renewal applications by registered mail to Maine EMS on behalf of the individual employee.

4. REFERENCES:

- None

By Order Of:

*Kevin W Guimond*

Kevin W. Guimond  
Fire Chief