

SOUTH PORTLAND FIRE DEPARTMENT

STANDARD OPERATING GUIDELINES

Policy #:	5.157	Effective Date:	3/5/2024
Title:	EMS License Maintenance/Renewal	# of pages:	2
Category:	Administration	Classification:	Yellow

1. **PURPOSE:** To ensure that EMS licenses are maintained.
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 South Portland Fire Department to provide sufficient training opportunities, both in-person and on-line, to support EMS licensure.
3. **PROCEDURES:**
 - If an employee does not have a valid EMS license, they are forbidden from providing medical care with the exception of assisting with CPR and other non-licensed activities.
 - EMS license expiration dates are entered into the Target Solutions Program. An individual's license level and expiration date will display on their home page.
 - Maine EMS sends providers reminders that their license expires. Additionally, the EMS Coordinator will notify members within a quarter year of when their license will expire.
 - The provider is responsible for completing all licensing steps found on the Maine EMS eLicense system
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4. **REFERENCES:**
 - None

By Order of:



Phil Selberg

Fire Chief