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To: Maine-Licensed Emergency Medical Dispatchers
Maine EMD Centers
From: Drexell White, EMD Coordinator
Subject: Information and Instructions for EMD license renewal
Date: September 27, 2010

The following information is provided to assist EMDs and EMD Center Directors in the license renewal process.

EMDs must hold a valid Maine license in order to practice in the State. There is no grace period; if an EMD's license expires, he or she cannot legally practice EMD until a renewal license has been issued. Practice of emergency medical dispatch without a valid license is a violation of Maine law and Rules and can subject the EMD and the EMD Center to disciplinary action.

EMDs and EMD Center Directors are encouraged to submit license renewal applications up to ninety days prior to license expiration. Early application submission helps ensure that there's adequate time for us to review the applications and get back to the EMD and EMD Center Director in case there's a problem with the application.

As always, should you have questions, please call or email me.

Drexell

PHONE: (207) 626-3860

TTY: (207) 287-3659

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With offices located at the Central Maine Commerce Center, 45 Commerce Drive, Suite 1, Augusta, ME 04330

EMD License Renewal Application Process

I. License Application

- A. The Emergency Medical Dispatcher License Renewal Application is available for download from the Maine EMS website at: <http://www.maine.gov/dps/ems/documents/EMDIndividualRenewalApp.pdf>
- B. Applicants for EMD license renewal must complete §§ 1 – 12 of the application form and sign and date the form after reading §13. The EMD Center Director must also complete §14 and sign it in order to verify that the licensee is employed by a Maine licensed EMD Center. (**Important Note:** Licensees should ensure that they have included a valid email address on their applications. If an email address is provided, the licensee will receive an email confirmation from Maine EMS once the license has been issued.)
- C. If the applicant checks yes to items 10, 11 or 12, they must list the requested information on the second page of the application under the “Criminal Convictions – Additional Information” section. Licensees must list criminal convictions even if the convictions have been reported on a previous application.
- D. A copy of the licensee’s current NAED certificate must be enclosed with the application.
- E. The application that is sent to Maine EMS must contain original signatures; we cannot accept photocopied signatures.

II. Training Requirements for Renewal

A. Emergency Medical Dispatchers

1. In order to renew a Maine EMD license, a licensee must submit a copy of the licensee’s current *National Academies of Emergency Dispatch* (NAED) certification. The certification card submitted cannot have been used to fulfill training requirements for a previous Maine EMD license.
2. To learn more about the continuing dispatcher education (CDE) requirements for NAED certifications, visit the NAED’s web site at http://www.emergencydispatch.org/cert_cde.php

B. Emergency Medical Dispatcher Quality Assurance Case Reviewers (ED-Qs)

1. Certified ED-Qs should submit their current ED-Q certification to fulfill training requirements for Maine EMD licensure. ED-Qs must complete additional six (6) hours of training beyond the twenty-four (24) hours of CDE required of emergency medical dispatchers, so maintaining ED-Q status and submitting a current NAED ED-Q certification fulfills the training requirements for Maine EMD license renewal. For more information about ED-Q recertification go the NAED’s web site at: http://www.emergencydispatch.org/cert_course_edq.php

III. Application Submission

- A. Licensees and EMD Center Directors are encouraged to submit applications for renewal up to ninety days prior to the license expiration (Note: all licenses expire on the last day of the month of expiration). The ninety-day window provides ample time for Maine EMS to review the application and request any additional of the licensee.
- B. Unless otherwise requested, applications received prior to the month of expiration will be held by Maine EMS until the month of expiration (i.e., the renewed license will expire two years from the month of expiration, not the month the application was received by Maine EMS). Licensee’s may request that the license be issued sooner in cases such as CEH that would have otherwise expired if the license renewal was not processed until the month of expiration, or in cases when EMD Center Directors wish to “stagger” expiration months of EMDs licenses.

C. Application packages should be mailed to:

Maine EMS
152 State House Station
Augusta, ME 04333-0152

D. Please call Maine EMS at 207-626-3860 should you have question about the application process.

IV. Summary

I hope I've provided some useful information that will help make the EMD license renewal process as painless as possible. Should you have question please call me at 207-626-3864 or email me at drexell.r.white@maine.gov