



Michigan Department of Health and Human Services
 Bureau of EMS, Trauma, & Preparedness
 Emergency Medical Services Section
 P.O. Box 30207
 Lansing, MI 48909
 517-241-3025
 Website: www.michigan.gov/ems

MICHIGAN EMS IC EXAM RESERVATION FORM

Name: _____ License#: _____
 Address: _____ Daytime phone: _____
 _____ Email Address: _____

Initial Test: This form **MUST** be submitted with your Instructor Coordinator (IC) electronic application for licensure. The exam cannot be scheduled until **BOTH** the application and this form are received and approved.

Retest: This form may be faxed to 517-335-9434 or emailed to MDHHS-MichiganEMS@michigan.gov. The IC application for licensure is kept on file in the EMS office for up to 2 years; **no additional IC application or fee** is required for retesting.

All IC Tests: The application must be submitted online prior to the first day of the month in which the exam is scheduled. (Example: The application for the Jan 15th exam, must be received by Jan. 1st)

Program Sponsor: _____ **Course Completion Date** _____

Check one: Initial Exam Retest

A confirmation email will be sent notifying you of the date of your exam.

Please indicate 3 choices of exam date and times listed below in order by preference. (Example: 1, 2, 3)

Available Examination Dates:

Jan. 15, 2019	9am		July 16, 2019	9am	
Feb. 19, 2019	9am	12pm	August 20, 2019	9am	1pm
March 19, 2019	9am	12pm	Sept. 17, 2019	9am	1pm
April 16, 2019	9am	12pm	Oct. 15, 2019	9am	1pm
May 21, 2019	9am		Nov. 19, 2019	9am	
June 18, 2019	9am		Dec. 17, 2019	9am	

The IC exams will be held at the Division of EMS and Trauma office, located at 1001 Terminal Road, Lansing, MI, 48906.

NOTE: Official picture ID (i.e. driver’s license, military ID, State Police ID) and the confirmation letter are required to take the IC exam.