

The Division of EMS and Trauma is preparing to roll-out the agency module of the eLicensing system. The module will enable Life Support Agencies (LSAs) to maintain and renew the agency license and vehicles online. The individual(s) that will be given system permission to maintain and renew the agency license and vehicles, must be assigned prior to the roll-out of the agency module on **January 1, 2020**. This role in the eLicensing system will be known as an Agency Licensure Administrator. Each agency must designate the person(s) to be assigned to this role. Below is a full description of the responsibilities and expectation of the role.

The Agency Licensure Administrator Role: To the EMS office, a primary contact regarding the agency's license. This role is responsible for the annual renewal of the agency license and vehicles, as well as processing agency and vehicle updates, via the eLicensing system, as changes occur throughout the licensure. Examples include adding, removing, or upgrading vehicles; agency role changes; managing the personnel roster; and updates to agency contact names or information. Additionally, this role will have permission to assign other agency roles in the eLicensing system. The Agency Licensure Administrator is an active role for the Life Support Agency. The recommendation is to register at least two people to this role; however, a minimum of 1 person is required.

**PLEASE NOTE: It is recommended that an Agency Licensure Administrator be a licensed EMS provider. If an individual assigned to this role is not a licensed EMS provider or does not already have a login and password for the eLicensure system, a user account will need to be created first so that the State EMS office can assign the individual to this role. Please see the attached instructions for creating an account on the eLicensing system, if needed.**

Life Support Agency's Name: \_\_\_\_\_

Life Support Agency's Number: \_\_\_\_\_

Agency Licensure Administrator #1 Name	Agency Licensure Administrator #2 Name
eLicensure System Username #1	eLicensure System Username #2
Agency Licensure Administrator #1 Email	Agency Licensure Administrator #2 Email
Agency Licensure Administrator #1 Phone No.	Agency Licensure Administrator #2 Phone No.
X _____	X _____
Agency Licensure Administrator #1	Agency Licensure Administrator #2

Please submit this document by 11/1/2019, via email to: [MDHHS-MichiganEMS@michigan.gov](mailto:MDHHS-MichiganEMS@michigan.gov), or you may fax it to: (517) 335-9434, Attn: Derek Flory.