

Michigan EMS Agency Renewal Checklist

This checklist is intended to prepare EMS Agency Licensure Administrators for the agency's license renewal in the eLicensing system: <https://www.mi-emsis.org/lms/public/>. For step-by-step instructions on any of the following items, please consult the [User Guide for Agencies](#). Additional information on agency licensure/renewal can be found on the agency page of the [EMS website](#). Once the items on this checklist are complete, proceed to the *AGENCY: Application to Operate (Renewal)* application on the eLicensing portal.

1. Confirm username and password for the eLicensing system. Reset password if necessary.
2. Review the agency details (Demographic & Organization tabs) for accuracy. If updates are necessary, use the applicable application (list below) to correct the information.
 - **AGENCY: Agency Demographic Information Update Application**
 - **AGENCY: Agency Service Area and MCA Update Application**
3. Review the agency's vehicle list for accuracy. For each vehicle, verify the following:
 - Unit Number
 - Call Sign
 - Model Year
 - Vehicle Type (Transport, Non-Transport, etc.)
 - VIN
 - Plate Number
 - Vehicle Locations (i.e. Station 1, Station 2, etc.)
4. Edit, Add, or Remove vehicles if necessary, using the appropriate application (list below).
 - **VEHICLES: Addition / Replacement Vehicle Application**
 - **VEHICLES: Vehicle Removal Application**
 - **VEHICLES: Vehicle Upgrade Application**
 - **VEHICLES: Vehicle Downgrade Application**
 - **VEHICLES: Vehicle Correction Application**
5. Review the agency's personnel roster for accuracy.
 - To add personnel: click the "Add Existing Personnel" button at the top of the personnel list. Use the search bar to select Michigan licensed providers to be added.
 - To remove personnel: You must submit an **AGENCY: Agency Personnel Update Application**.
 - Verify personnel positions are accurate. To update positions, submit an **AGENCY: Agency Personnel Update Application**.
 - Verify personnel license status (providers should have an active license status).
6. Locate current electronic copies (PDF format) of the following forms, which will be needed for uploading to the renewal application:
 - Certificate of Insurance
 - CLIA Waiver Form (EMT-B level agencies and above) (For all agencies that use a glucometer)
 - Accreditation Certificate(s) (CAAS / CAMTS if applicable)