



Division of EMS and Trauma  
Bureau of EMS, Trauma and Preparedness  
Michigan Department of Health and Human Services  
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## Michigan EMS Agency eLicensing Portal Preparation Checklist

### [Agency Licensure Administrator]

The following checklist is intended to prepare Agency Licensure Administrators for their first agency renewal performed through the Michigan EMS eLicensing Portal. Reviewing these items at the earliest convenience will assist in experiencing a smoother transition to the online process. **This is simply a preparation checklist – the online applications will become available as of January 1, 2020.**

- **Confirm username and password** for the [Michigan EMS eLicensing Portal](#).
  - Reset login information if necessary.
- **Review all vehicle information.** Take notes of any of the following processes that will need to take place once the corresponding applications become available.
  - Add a vehicle(s)
  - Remove a vehicle(s)
  - Upgrade / downgrade a vehicle(s) (license level)
  - Verify the following on **each vehicle**:
    - Unit Number
    - Call Sign
    - Model Year
    - Vehicle Type (Transport, Non-Transport, etc.)
    - VIN
    - Plate Number
    - Vehicle Locations (i.e. Station 1, Station 2, etc.)
- **Update Personnel Roster** (add / remove) [this function is currently available]
- **Obtain electronic copies (PDF) of the following forms:**
  - Certificate of Insurance
  - CLIA Waiver Form (EMT-B level agencies and above)
  - Accreditation Certificate(s) (CAAS / CAMTS if applicable)
- **Have the following information available:**
  - Agency's tax ID number
  - Agency's MCAs and Service Areas
  - Contact Information for Service Owners, MI-EMSIS/NEMSIS point of contact.