



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF HEALTH AND HUMAN SERVICES
LANSING

ELIZABETH HERTEL
DIRECTOR

Memorandum

From: Terrie S. Godde, EMS Education Coordinator
To: Instructor Coordinator Program Directors
Re: **Instructor Coordinator Exams Moving to Scantron**
Date: September 13, 2021

Our office has contracted with Scantron® to provide the Instructor Coordinator licensing exam through virtual proctoring. The IC graduate will be able to schedule their exam through Scantron® 24/7/365. The fee for the exam is \$50.00 per attempt and paid directly to Scantron®.

IC graduates will apply through the eLicensing portal at: <https://www.mi-emsis.org/lms/public/portal#/login>. Once approved by our office the candidate will receive instructions on how to schedule their exam with Scantron®.

Please let me know if any questions.

Respectfully,

A handwritten signature in cursive script that reads "Terrie S. Godde".

Terrie S. Godde
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EMS Education Coordinator
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