
S.O.P. #: 600-21

SUBJECT: EMS LOCAL CREDENTIALING & RECERTIFICATION PROCESS

DIVISION: EMERGENCY MEDICAL SERVICES

Objective: To outline the policy and procedure to be employed when clearing EMS personnel to function in Baltimore County and to clarify guidelines for the recertification process.

Section I: Credentialing of Basic Life Support Providers

- A. Providers Holding Maryland Certification as an Emergency Medical Technician (EMT) or Emergency Medical Responder (EMR)
 - 1. Provide documentation of valid, current Maryland state certification as an Emergency Medical Technician (EMT) or Emergency Medical Responder (EMR).
 - 2. Be a member of the Baltimore County Fire Department or a member or part time employee of a volunteer company within the Baltimore County Volunteer Firefighter's Association.
 - 3. Complete the MIEMSS Affiliation Verification Form. The affiliation form must be completed on-line through the MIEMSS licensure site. This can be accessed at www.miemsslicense.com. Providers must log into the MIEMSS licensure site and fill out a request for New Service Affiliation under the Applications tab. Once the provider completed the form, it will be sent electronically to the FRA to begin the approval process.

- B. Reciprocity for Providers Not Holding Maryland Certification as an Emergency Medical Technician (EMT) or Emergency Medical Responder (EMR)
 - 1. Provide documentation of a valid, current equivalent state EMS license or certification, or valid national registry card based on the national standard scope of practice.
 - 2. Complete the electronic **BLS Reciprocity Application** available from MIEMSS at www.miemsslicense.com. Providers should upload required documents (EMS certificates, licenses or registrations) at the time of application submission.
 - 3. Upon submission of the above information, the candidate will be notified by MIEMSS in writing that the application has been received and the individual may enroll in and successfully complete a minimum of a twelve-hour Maryland EMT-B Skills Refresher Course approved by MIEMSS.
 - 4. If a provider desires functional privileges in Baltimore County they must be a member of or part time employee of a volunteer company within the Baltimore County Volunteer Firefighter's Association.
 - 5. Complete the MIEMSS Affiliation Verification Form. The affiliation form must be completed on-line through the MIEMSS licensure site. This can be accessed at www.miemsslicense.com. Providers must log into the MIEMSS licensure site and fill out a request for New Service Affiliation under the Applications tab. Once the provider completes the form, it will be sent electronically to the FRA to begin the approval process.
 - 6. Affiliation may be completed prior to reciprocity. If not affiliated, the provider will receive a letter of completion until affiliated.

- C. Intravenous Therapy Technician
 - 1. Credentialing of IV Therapy Technicians shall be in accordance with SOP 600-16.

Section II: Credentialing of Advanced Life Support Providers

- A. Process for Obtaining Maryland Licensure as a Paramedic (PM) or Cardiac Rescue Technician (CRT)
1. Provide documentation of valid, current national registry certification or a valid, current equivalent state EMS license.
 2. Be a member of the Baltimore County Fire Department, a member or part time employee of an **ALS** affiliated volunteer company within the Baltimore County Volunteer Firefighter's Association.
 3. Complete the MIEMSS Affiliation Verification Form. The affiliation form must be completed on- line through the MIEMSS licensure site. This can be accessed at www.miemsslicense.com. Providers must log into the MIEMSS licensure site and fill out a request for New Service Affiliation under the Applications tab. Once the provider completes the form, it will be sent electronically to the FRA to begin the approval process.
 4. Complete the Maryland Medical Protocol Orientation administered by MIEMSS.
 5. Once the provider successfully completes the MIEMSS protocol orientation, he/she shall be issued a state license as a Maryland Paramedic or Maryland Cardiac Rescue Technician.
- B. Process for Obtaining Local Credentialing as an ALS Provider
1. Provide documentation of a valid, current license as a Maryland Paramedic or Cardiac Rescue Technician.
 2. Be a member of the Baltimore County Fire Department, a member or part time employee of an **ALS** volunteer company within the Baltimore County Volunteer Firefighter's Association.
 3. Complete the MIEMSS Affiliation Verification Form. The affiliation form must be completed on- line through the MIEMSS licensure site. This can be accessed at www.miemsslicense.com. Providers must log into the MIEMSS licensure site and fill out a request for New Service Affiliation under the Applications tab. Once the provider completes the form, it will be sent electronically to the FRA to begin the approval process. Provider must have an affiliation with an ALS company.
 4. Complete the NREMT Affiliation application to obtain an affiliation with Baltimore County Fire Department. Affiliation form can be accessed online at www.nremt.org.
 5. The provider will request a preceptor application from the Fire-Rescue Academy on the academy's website at www.baltimorecountyfira.org.
 6. The provider must forward copies of current National Registry Paramedic and Maryland ALS Certification, EMS compliance training, HazMat Operations Refresher training (Baltimore County version only) and a current CPR card to the Fire-Rescue Academy through the established process as outlined in the application.
 7. The Fire-Rescue Academy will assign the provider an approved ALS preceptor and EMS District Officer. Once the provider has completed a minimum of forty (40) hours with their preceptor, the provider will schedule a minimum of ten (10) hours of field experience with the FRA-assigned EMS District Officer. Preceptor reports must be completed by the District Officer and preceptor and submitted for each encounter.
 - a. After this time frame the preceptor, along with the assigned District Officer, will make the determination if the student is ready for clearance.
 - i. If ALS clearance endorsement is not achieved within forty (40) hours, the FRA EMS Staff in conjunction with the District Officer and assigned preceptor, may choose to reassign the student to another preceptor.
 - ii. If the student is not ready to function independently, within the 120 hours. The preceptor and/or. District Officer will document the student's deficiencies on a Form 58 and send to the Fire Rescue Academy.
 - iii. A meeting will be scheduled with the Fire Rescue Academy, Baltimore County Medical Director, the assigned preceptor and/or District Officer and the student. This meeting is to discuss a plan moving forward in the process of clearance.
 - b. The Fire-Rescue Academy in conjunction with the preceptor and District Officer will issue a Performance Improvement Plan (PIP) that outlines how the student may become successful.

The PIP shall include, at a minimum:

- i. Successful completion of a NCCP approved ALS refresher.
 - ii. Additional time precepted not to exceed 120 hours (total allotted preceptor time awarded will not exceed 240 hours)
 - c. If unsuccessful after the 240-hour maximum, the Medical Director and EMS Bureau Chief will be notified to terminate the Local Credentialing Process.
 - i. The EMS Bureau Chief and the Medical Director will determine if additional attempts are permitted and what additional steps must be met in order to proceed.
8. All progress shall be documented on the ALS provider's independent functional clearance skills packet provided by the Fire-Rescue Academy. Endorsements must be provided by the preceptor, EMS District Officer, and the provider's highest-ranking officer (career station captain or volunteer company's highest ranking EMS Officer) within the packet prior to scheduling the clearance exam.
9. Once all signatures have been obtained and the packet has been completed by the provider, he/she shall request a date for the final credentialing exam via the Fire-Rescue Academy website at www.baltimorecountymfra.org. The original copy of the clearance packet must accompany the provider to the exam, or he/she will be unable to test.
 - a. Once the student has successfully passed the credentialing exam at the Fire-Rescue Academy, the Bureau Chief of Training shall forward documentation to the provider that he/she is cleared to function (Note: copies of this documentation shall be forwarded to the provider's company commander, EMS District Officer, and the Medical Director. For career providers, a copy shall be sent to the member's Bureau/Deputy Chief.
 - b. If the student is unsuccessful with the credentialing exam, the student will be reassigned to a preceptor and given a modified clearance packet to complete. A Performance Improvement Plan will be issued to outline how the student may become successful. This process shall not exceed 90 days. The student must receive preceptor and District Officer endorsement prior to rescheduling of the ALS Credentialing Exam.

C. Voluntary Surrender of ALS Functional Privileges (Career Members Only)

1. Pursuant to the Memorandum of Understanding between the Baltimore County Administration and the Baltimore County Professional Firefighter's and Paramedic's Association, providers may voluntarily surrender their ALS functional privileges in Baltimore County with the approval of the Fire Chief.
2. Providers who wish to be considered for this process will complete and submit a Form 621, Request for Voluntary Surrender of ALS Functional Privileges, to the Fire Chief through their chain of command.
3. If the provider is granted approval to surrender his/her privileges, the Fire-Rescue Academy will be notified. The provider will be provided with additional paperwork to adequately process the request.
4. Providers who are approved to surrender their privileges will be downgraded to a BLS-only affiliation with Baltimore County through MIEMSS. Providers may choose from the following options:
 - a. Providers may choose to retain their ALS license at the state level, but must find another EMS Operational Program to sponsor this affiliation.
 - b. Providers may voluntarily surrender their ALS licenses and obtain an Emergency Medical Technician (EMT) certification through MIEMSS.
5. If the provider holds national registry certification, he or she may continue to be sponsored through Baltimore County for one (1) additional recertification cycle. Past that timeframe, the provider must find another agency to recertify his or her national registry.
 - a. In order for Baltimore County to recertify a provider's national registry, he or she must complete the approved skills check conducted by the Fire-Rescue Academy prior to expiration.
6. Once the Fire-Rescue Academy completes the surrender process, the provider shall be notified, by email.
7. If a provider wishes to regain functional privileges in Baltimore County within four (4) years of surrender, he or she will be required to regain state licensure (if applicable) and complete only the ALS credentialing exam at the Fire-Rescue Academy. This date shall be determined by the effective date of notification of surrender by the Fire-Rescue Academy.
 - a. Providers who are in excess of four (4) years of surrender must complete the entire clearance

process in accordance with Part B of this section.

Section III: Maintaining Local Credentialing for Providers

A. Process for maintaining credentialing for BLS providers

1. Maintain your Maryland EMT certification per the MIEMSS guidelines, by completing an approved Maryland BLS 24-hour refresher program every renewal cycle.
 - a. It is the member's responsibility to maintain their own certification to include continuing education, transcripts and renewal application submission.
2. Be a member in good standings with the Baltimore County Fire Department or a member or part time employee of an affiliated volunteer company within the Baltimore County Volunteer Firefighter's Association.
3. Maintain a Baltimore County affiliation.
 - a. Baltimore County Fire Department career members must have Baltimore County Fire Department as their primary affiliation.

B. Process for maintaining credentialing for ALS providers.

1. Maintain your National Registry Paramedic Certification and Maryland Paramedic Licensure or Maryland Cardiac Rescue Technician Certification, by the National Registry and/or Maryland standards.
 - a. It is the member's responsibility to maintain their own certification to include continuing education, transcripts and renewal application submission.
2. Be a member in good standings with the Baltimore County Fire Department or a member or part time employee of an ALS affiliated volunteer company within the Baltimore County Volunteer Firefighter's Association.
3. Maintain a Baltimore County affiliation. Baltimore County Fire Department career members must have Baltimore County Fire Department as their primary affiliation.
4. All ALS providers (career and volunteer) must successfully complete a skills evaluation administered by the Fire Rescue Academy every two years. Baltimore County reserves the right to deny a recertification if the provider fails to successfully complete the required skills evaluation.
 - a. If a Baltimore County Volunteer Member has a primary affiliation with another Maryland agency, they are permitted to provide Baltimore County FRA with documentation of a completed skills evaluation. This must be on official letterhead from the primary affiliate and signed by the Medical Director or EMSOP Highest Jurisdictional Official (HJO). The letter and a copy of skills verification shall be sent to the FRA for approval.
5. The National Registered ALS provider is responsible for uploading all required continuing education into the National Registry education portal and complete the renewal application 10 days prior to expiration. Failure to complete this process within the appropriate time frame may cause for a lapse in your certification and disciplinary action.
6. The Fire Rescue Academy EMS Staff will approve National Registry recertification applications every other week in the month of February and weekly in the month of March.
7. The Maryland Cardiac Rescue Technician is responsible for uploading all required continuing education into MIEMSS Licensure.
8. Once the above is complete ALL ALS PROVIDERS must fill out a MIEMSS CRT or Paramedic Renewal Application found on www.miemssliscense.com. This must be completed 10 days prior to expiration. Failure to complete this process within the appropriate time frame may cause for a lapse in certification and disciplinary action per departmental policy.