

## **Requirements for Agency Application for Relicensure**

All EMS agencies serving Genesee County must submit the following information as part of their application for relicensure to the Administrative Offices of the Genesee County Medical Control Authority (GCMCA) no later than the 8<sup>th</sup> of the odd month prior to or including the month when their license expires every year:

- Completion of the state online relicensure application
- Valid liability insurance certificate
- Vehicle documentation (documentation as outlined in the Agency Vehicle Inventory Protocol)
- Signed documentation from a licensed certified mechanic that all vehicles are in compliance with the state's Ambulance Safety Inspection checklist
- Valid vehicle insurance certificate
- Current employee/volunteer roster (including employee name, address, level of licensure, license expiration date, and expiration dates for currencies outlined in the EMS Personnel Responsibilities Protocol.) This information will strictly be for Medical Control use only. (i.e. education program notification, PSRO issues)
- Signed Letter of Compliance (See Appendix)

The following items are required for all agencies except those accredited by a GCMCA-approved national accrediting agency

- A report on efforts to provide positive support to the community beyond its normal course of duties and responsibilities (i.e. – CPR courses, education programs, community service programs, etc.).
- Submit a copy of the equipment inventory list and inspection report for stretchers, ECG monitors/defibrillators, AEDs and portable ventilators.
- Information on existing and proposed communications and recording systems
- Detailed information on structure and organization that shall include at a minimum the following (as it applies to your agency): owner(s), operations manager(s), dispatch coordinator/supervisor(s), quality assurance coordinator and safety officer, specific people identified for each position on the organization chart.
- Document participation in annual disaster exercise.

The items noted above that are required as part of the agency's annual state license application do not have to be separately submitted to the GCMCA as these can be obtained from the state by the MCA.

GCMCA staff will review the application and supporting information for completeness. Staff will then forward the necessary information to the Genesee

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County Medical Control Authority Advisory Committee, who will recommend approval or denial of applications. The GCMCA Board will make a final decision to approve the application or not. If an agency is approved, the application will be signed by the Medical Director, and returned to the agency. If the Medical Director identifies any quality concerns s/he has the ability to reject the application and not sign it.