



SPECIAL ORDER

SPECIAL ORDER 2019.21

ALS Affiliation Surrender Status

EMERGENCY SERVICES BUREAU

Issue Date: March 29, 2019
Expiration Date: March 29, 2020
Applicability: All ALS Providers

1 OVERVIEW

2 Advanced Life Support (ALS) providers who no longer wish to function at the ALS level in Howard County
3 will need to follow these guidelines when surrendering their ALS status.

4 DEFINITIONS

5 ➤ **MIEMSS:** Maryland Institute for Emergency Medical Services System (www.miemss.org).

6 TOPIC DETAILS

7 PROVIDERS WILL:

- 8 • Submit a memo through your officer, up the chain of command to the ESB EMS Operations
9 Executive Officer, with the request to suspend their ALS status. This memo must state the
10 reasoning for the request and requested start date. If a provider is asking to temporarily not
11 function at the ALS level, then a maximum of six months may be requested.
- 12 • Provide the Department of Fire and Rescue Services (Department) with 14 calendar days to
13 process the personnel action.
- 14 • Go to the MIEMSS website and complete the surrender of ALS affiliation, see "References" below
15 for link to MIEMSS.
- 16 • If the provider is functioning elsewhere, the ALS provider must choose their alternate location as
17 their primary ALS affiliation and designate Howard County as a BLS affiliation.
- 18 • During the suspension of their ALS affiliation status, it will be the responsibility of the paramedic
19 to maintain their ALS certification without compensation from the Department. Compensated
20 attendance at ALS recertification will be at the discretion of the Assistant Chief of Emergency
21 Services.
- 22 • A notification of change in provider scope of practice will be disseminated to the entire
23 Department.

25 REINSTATEMENT:

- 26 • Reinstatement will start at the beginning of a pay period.
- 27 • Paperwork requesting reinstatement must be received 14 calendar days prior to the beginning of
28 the pay period to become effective.



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- 29 • Go to MIEMSS website and complete the request for reinstatement of ALS affiliation with Howard
30 County, see “References” below for the link to MIEMSS.
- 31 • If functioning elsewhere, the ALS provider must choose Howard County as their primary ALS
32 affiliation.
- 33 • If re-affiliation is authorized by the Department, additional steps for re-entry may be required,
34 including, but not limited to: precepting, mega code, continuing education hourly review, and/or a
35 Medical Director review. These steps will be case by case on the recommendation of the Office of
36 the Medical Director and the Emergency Services Bureau.
- 37 • Functioning at the ALS level for the Department can only commence once reinstatement has been
38 processed and completed by MIEMSS.
- 39 • A notification of change in provider scope of practice will be released to the Department.

40
41 **Change in provider scope of practice requires processing by MIEMSS and the**
42 **Department’s EMS Executive Officer. This may affect when premiums are reinstated.**

43
44 **Election to change ALS affiliation will affect ALS premium pay and the ALS seniority**
45 **calculation of completed months of service as a Paramedic.**

46 FORMS/ATTACHMENTS/REFERENCES:

- 47 ➤ ALS Affiliation Surrender:
48 https://www.miemsslicense.com/public/maryland/portal/applications/my_list/
- 49 ➤ Reinstatement: <http://www.miemss.org/home/ems-providers/reinstatement>
- 50 ➤ Attachment A: Maryland Certification/License Downgrade Procedure – Paramedic to EMT-B

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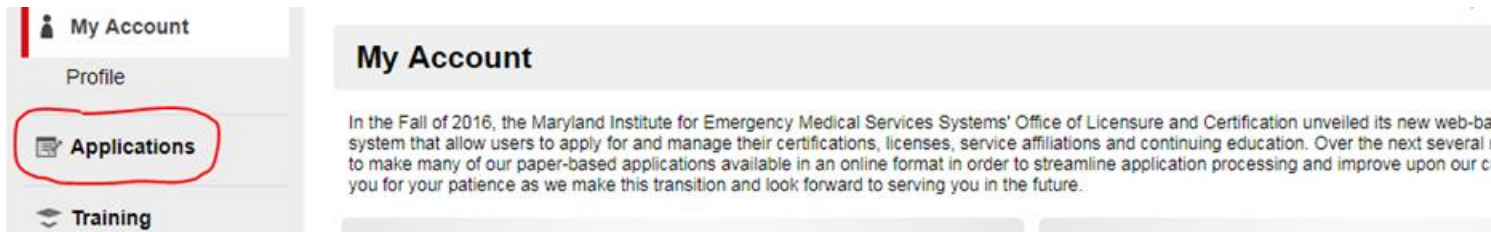


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Attachment A

Maryland Certification/License Downgrade Procedure- Paramedic to EMT-B

1. Go to miemsslicense.com and login
2. Click on **Applications**



3. Click apply next to Surrender Certification or License

Request to Surrender Certification or License

Per Maryland Regulations (COMAR 30.02.05.13), an EMS provider who possesses a valid license or certificate issued by the EMS Board may surrender that license or certificate and be issued a license or certificate for a lower level of EMS provider licensure or certification which is valid for up to 1 year.

4. Complete the application to downgrade from Paramedic to EMT-B
5. Submit application

Jurisdictional Certification/License Downgrade Procedure- Paramedic to EMT-B

- Jurisdiction eMed Administrator can login a limited provider to EMT-B
- Or
- Send an email to emed-support@miemss.org and request the provider to be downgraded to EMT-B in the system.

Change Primary ALS Affiliation

Have the provider call 410-706-3166 to request Primary ALS Affiliation to be changed.