



Charles County Department of Emergency Services
STANDARD OPERATING PROCEDURES

Section 101 - Human Resources

Human Resources - 101.00		
S.O.P. # 101.08	Licensure Requirements	PAGE: 1 OF 2
EFFECTIVE: 07/01/2001	Authorized: John Filer, Chief	
REVISED: 09/26/2016	Authorized: William Stephens, Director	

101.08.01 Purpose

To establish policies which ensure that all Charles County Department of Emergency Services, EMS Division personnel understand and acknowledge the credentialing, licensures and certifications required to maintain current operational status.

101.08.02 Policy

1. All EMS Division personnel are required to possess a valid and current driver’s license from their state of residence.
2. Required licenses and certifications for Paramedics:
 - a. National Registry of EMT’s Paramedic
 - b. Maryland Paramedic
 - c. CPR/BCLS for Health Care Providers
 - d. ACLS (Advanced Cardiac Life Support)
3. Required licenses and certifications for EMT-I’s:
 - a. National Registry of EMT-I
 - b. Maryland EMT-I
 - c. CPR/BCLS for Health Care Providers
 - d. ACLS (Advanced Cardiac Life Support)
4. Required licenses and certifications for EMT-B’s:
 - a. Maryland Emergency Medical Technician - Basic
 - b. CPR/BCLS for the Health Care Provider

101.08.03 Procedures

For a comprehensive review of all training policies and procedures, refer to Section 102 - Training.



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101.08.04 Responsibilities

1. It shall be the responsibility of the Department via the Training Officer, to maintain and provide a current schedule of training, continuing education courses and/or training updates to the employee.
2. The employee is responsible for attending any continuing education courses and/or training pertinent to maintenance of his/her license/certification and/or classes deemed "mandatory" to remain operationally current by the Department of Human Resources, Jurisdictional Medical Director or the Department.
3. It shall be the responsibility of the employee to copy all new and updated licenses and/or certifications via hard copies or electronically and provide them to the Training Officer. Said copies will be kept in the employees' file for future reference.
4. It is the responsibility of the employee to comply with all policies and procedures required to attend training. See Section 102.00 - Training.
5. It may be the responsibility of the employee to cover any associated costs, if any, for necessary training or continuing education which may be reimbursed by Charles County after successful completion of class.
6. The employee has the ultimate responsibility to maintain the minimum standard of certification/s and licensures required to perform the duties within the scope of their employment. Failure to maintain an operationally current status may result in separation of services from the Department.