



FAQ Questions – Service Licensure Renewal – Questions
October 26, 2022

- Do you need to put the policy in the safety plan?
 - No. You may reference your policies in this document, but there is no need to copy the wording from your policies word-for-word in the document submitted to Maine EMS.
- Is there a certain number of documents I can upload at a time?
 - If you are uploading documents into the e-Licensure portal, the document can be multiple pages. The file size limit is 10 Mb per upload. Any PDF or word document should be under 10 Mb in size. If you run into an issue with a file that is too large, please reach out to Jason Oko for assistance.
- How much is the fee to renew your service license?
 - The fee is \$100.00 for the service license and \$60.00 per vehicle.
- Do the vehicles listed on the run reports not cross over to each licensing?
 - A vehicle in e-licensing will cross over to the MEFIRS system, but the e-Licensure portal record does not change based on what is in MEFIRS. If you have vehicles that are not listed in the e-Licensure portal and need to be, please reach out to a licensing agent.
- If the service medical director is also a regional medical director are they already in the e-Licensure system record for my service or is there something I need to do?
 - The medical director you are identifying as a service-level medical director will be needed to be added to your service's roster in the e-Licensure portal if they are not already.
- That's a lot to remember. Will the recording be made available on YouTube?
 - Yes – The recording is available [\[here\]](#)