

## **Maryland Institute for Emergency Medical Services Systems**

### **eLicensure Statewide Steering Committee Meeting**

September 20, 2018

A meeting of the eLicensure Statewide Steering Committee was held on September 20, 2018.

#### **GoToMeeting**

Heather Howes, Colleen Lull, Shawn Davidson, Pete Fiackos, Rae Oliveira, Eric Peterson, Linda Dousa, Lee Silverman, Dave Balthis, Jason Cantera, Becki Byrd, and Terrell Buckson

#### **Call to Order**

Meeting opened with roll call at 1:00 PM. Having been duly convened, the committee was ready to proceed with business.

The meeting proceeded as follows.

#### **Discussion**

Terrell reported on new functionality in the licensure system. Administrators in the system now have the ability to filter candidate applications based on statuses assigned to them. This functionality allows services to verify the status of an application submitted by a candidate.

Service Directors and Assistant Service Directors in the licensure system have received updated permissions to remove personnel from a service's roster. This is an improvement from the previous process, which required services to mail in a request to have personnel removed. This bulk process allows automated removal of multiple personnel. However, Terrell advised to limit the number of personnel to a maximum of 12, for the system has to cycle through each record in order to remove personnel and add a note to each record.

A new bulk import feature is now available in the licensure system. Terrell outlined the steps for utilizing the new feature. The bulk import process may be accomplished by utilizing the sample CSV file located in the training area. The provider number is one of four required fields that will award credit to respective attendees during the import process. In order to input provider numbers with leading zeros, the associated field's format must be converted from general to text.

Terrell announced the start of the BLS recertification cycle beginning October 1, 2018.

#### **Adjournment**

There being no further business to come before the committee, the meeting was adjourned at 1:48 PM. The next meeting is scheduled for Thursday, December 20, 2018, at 1300 hours.