



DATE: November 12, 2014
TO: Region XI Paramedics
FROM: **REGION XI EMS MEDICAL DIRECTORS
REGION XI EMS SYSTEM COORDINATORS**
SUBJECT: **Voluntary Reduction of Paramedic License**

If you wish to voluntarily downgrade / reduce your level of EMS licensure from Emergency Medical Technician - Paramedic to Emergency Medical Technician – Basic, please follow the steps below found in Region XI EMS Policy E.5, Section V.

1. Write a letter to the EMS Medical Director at your Resource Hospital (RH) requesting to downgrade and the rationale behind that request at least 30 days prior to your license period's expiration date.
2. You must be up to date in continuing education (CE) hours. This is an average of 2.5 hours per month in your licensure period. For example, if you are 24 months into your current license period, we would expect you to have accrued at least 60 CE hours.
3. You must then surrender your current paramedic license to your EMS System Coordinator.
4. Along with your license, you will need to provide a certified check for \$10 made out to the Illinois Department of Public Health (IDPH). This fee is required by IDPH to process your new EMT-B license.
5. The RH will then submit the completed paperwork to IDPH and notify your employer of the change in your level of licensure. Remember, you will not be allowed to function as an EMS provider until you have in your possession the new EMT-B license.
6. In order to function in Region XI as an EMT-B, contact your EMS System Coordinator as soon as you receive your new license, so arrangements may be made for you to complete System Entry. All educational and System Entry Fees will apply.

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