



**REGION 11
CHICAGO EMS SYSTEM
POLICY**

Title: EMS Personnel License Requirements and Renewals
Section: EMS Personnel
Approved: EMS Medical Directors Consortium
Effective: December 17, 2025

EMS PERSONNEL LICENSE REQUIREMENTS AND RENEWALS

I. EMS SYSTEM PERSONNEL LICENSE RESPONSIBILITIES

- A. EMS personnel are individually responsible for maintaining Continuing Education (CE) certificates as required by IDPH and the EMS System for the license renewal process.
- B. EMTs and Paramedics that are active in the Chicago EMS Systems (Region 11) are required to maintain a Vector Solutions account on the EMS Medical Directors Consortium site to maintain EMS CE records. This allows the Resource Hospital to track, verify, and assign CE.
- C. EMS personnel should maintain current address, email, and phone number with their EMS System and IDPH. In the event of a change of address, a written notification to IDPH, the EMS System, and the employer must be submitted within 30 days. EMS personnel must also simultaneously update their profile on the Vector Solutions – Region 11 EMS Medical Directors Consortium site.
- D. At the time of initial licensure or renewal, all license holders shall fully disclose any new felony convictions. All EMS licensees should report all new felony convictions in writing to the EMS System and IDPH within seven days after the conviction.
- E. EMS personnel must carry a copy of their license and photo identification while on duty.
- F. Upon receipt of a renewed EMS license, a copy should be uploaded to the Vector Solutions – Region 11 EMS Medical Directors Consortium site to the corresponding EMS license located under the credential section.
- G. IDPH licensed EMS personnel that are credentialed to work in another EMS System should designate their status with the Resource Hospital on their Vector Solutions profile noting their “Primary EMS System” for CE and license renewal and any “Secondary EMS System.”
- H. As an EMS System participant, all Region 11 EMS personnel must report to the EMS Medical Director (EMSMD) or EMS Coordinator when requested for a patient care run review.

II. IDPH EMS LICENSE RENEWAL PROCESS

- A. Within 90 days of license renewal, IDPH will mail a “Renewal Form” to EMS personnel at their respective **home address**. This form will provide a **PIN number** and the **IDPH EMS Licensing website address**.
- B. Using the “EMS Licensing Online Fee Payment” link on the IDPH EMS Licensing website, EMS personnel must complete the ***EMS Systems Renewal Notice/Child Support/Personal History*** statement and answer all the prompts.
 - 1. During this process, you must select your current Resource Hospital EMS System number:



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- a. Advocate Illinois Masonic Medical Center (#1103)
- b. John H. Stroger, Jr., Hospital of Cook County (#1178)
- c. Northwestern Memorial Hospital (#1108)
- d. University of Chicago Medicine (#1113)

- C. The online form submission will notify your EMS System that you are applying for renewal. The Resource Hospital in the EMS System must then verify that submitted CE hours are valid, the required amount of hours for license renewal are completed, the Child Support Statement and Felony Conviction Statement are submitted and approve EMS personnel for license renewal in the IDPH database.
- D. EMS personnel that do not meet all the IDPH requirements within the four-year license period (i.e. the required amount of continuing education hours, not current with CPR certification, have not completed an approved Dementia continuing education, or have NOT completed the IDPH EMS web license renewal requirement) will not be recommended for license renewal.
- E. **It is solely the responsibility of EMS personnel to follow the IDPH instructions for license renewal.** EMS personnel should contact their respective Resource Hospital with questions regarding their submission of the online application for license renewal and to review the required amount of continuing education content and hours.
- F. If all renewal requirements have not been met, the EMS license will lapse.
- G. If all renewal requirements have not been met after 60 days, the EMS license will expire.
- H. License renewal fees will be assessed and paid online to IDPH.

III. IDPH EMS LICENSE RENEWAL REQUIREMENTS

- A. To be relicensed, the licensee shall file an application for renewal at least 30 days prior to the license expiration date. Incomplete license applications submitted to IDPH less than 30 days before the expiration may not be processed by the expiration date and may be subject to a late fee.
1. In addition to completion of the renewal application and payment of the renewal fee, a licensee who functions within an EMS System shall submit documentation of completion of CE requirements to his or her EMS System of primary affiliation at least 30 days before the expiration of his or her license.
 2. A licensee who does not function within an EMS System, and who seeks independent renewal, shall submit documentation of completion of CE requirements to IDPH at least 30 days before the expiration of his or her license.
 3. A licensee who has not been recommended for license renewal by the EMS MD shall independently submit an application to IDPH. The EMS MD shall provide a written statement stating the reason for the denial of license renewal to the licensee and IDPH. The application for independent renewal may be found on the IDPH's Division of EMS website.



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B. **EMS System CE Requirements.** Proof of valid continuing education hours satisfying IDPH and EMS System requirements over a 4-year license period must be reviewed and verified by the Resource Hospital prior to license renewal. The EMS MD or designee shall provide an electronic authorization to IDPH regarding completion of the following minimum requirements:

1. **Continuing Education (CE) Hour Requirements:**

- a. EMTs must complete 20 hours of EMS system-approved CE per year, for a total of 80 hours per license period.
- b. Paramedics must complete 30 hours of EMS system-approved CE per year, for a total of 120 hours per license period.
- c. It is the responsibility of the EMS personnel to complete all mandatory Region 11 EMS CE assignments, as directed by the EMS Medical Directors Consortium (refer to EMS Mandatory Continuing Education Policy).

2. **Continuing Education (CE) Hour Content:**

- a. All EMS CE shall consist of EMS System-approved courses, IDPH-recognized college health care courses, online CE courses, seminars, workshops, addressing adult and pediatric care.
 - b. EMS CE should be in core content category hours as defined in the EMS Continuing Education Relicensure Requirements Policy.
 - c. No more than 20 percent of those CE hours may be in the same subject.
 - d. Each continuing education course may only be submitted once per licensure period.
3. **CPR Certification:** The licensee shall have proof of current CPR for Healthcare Providers that covers didactic and psychomotor skills that meet or exceed American Heart Association guidelines.
4. **Dementia Course:** For license renewals occurring on or after January 1, 2023, EMS personnel must complete at least one one-hour course of training on the diagnosis, treatment, and care of individuals with Alzheimer's disease or other dementias per license renewal period. This training shall include, but not be limited to, assessment and diagnosis, effective communication strategies, and management and care planning. EMS courses on dementia can be found in the Vector Solutions Learning Management Systems (LMS) library.
5. **Pediatric Skills:** For license renewals occurring on or after July 1, 2026, EMS personnel must participate in a Pediatric Core Content Course with a psychomotor skills component at minimum once per license renewal period as defined in the EMS Continuing Education Relicensure Requirements Policy

C. The license of EMS personnel who have failed to file a completed application for renewal on time shall be invalid on the day following the expiration date shown on the license. EMS personnel shall not function on an expired license.

D. IDPH shall require the licensee to certify on the renewal application form, under penalty of perjury, that he or she is not more than 30 days delinquent in complying with a child support order.



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IV. EMS PERSONNEL LICENSURE DOWNGRADES AND UPGRADES

- A. At any time prior to the expiration of the current license, an EMT or Paramedic may downgrade to EMT or EMR status for the remainder of the license period. The EMT or Paramedic shall make this request in writing to the EMS MD of his or her System of primary affiliation along with a signed renewal notice and his or her original EMS license and duplicate license fee. The EMS MD or designee shall verify that the license is current with CE hours and forward the approved applications to IDPH. To relicense at the EMT or EMR level, the individual must meet the license renewal requirements for that downgraded level.
- B. EMS personnel who have downgraded to EMT status may subsequently upgrade to his or her original Paramedic license held at the time of the downgrade upon the recommendation of an EMS MD who has verified that the individual's knowledge and psychomotor skills are at the level of the licensure being requested. The individual shall complete any education or testing deemed necessary by the EMS MD for resuming Paramedic activities and submit a duplicate license fee. EMS personnel cannot upgrade from the EMR level.

V. EXPIRED EMS LICENSES

- A. EMS personnel whose licenses have expired may, within 60 days after license expiration, submit all license renewal requirements and submit the required fees, including a late fee, online or by certified check or money order. Cash or personal check will not be accepted. If all license renewal requirements have been met, and no disciplinary actions are pending against the EMS personnel, IDPH will relicense the EMS personnel.
- B. EMS personnel whose licenses have expired for a period of more than 60 days shall be required to reapply for licensure, complete the education program, pass an IDPH-approved licensure examination, and pay the fees as required for initial licensure. Within 36 months after expiration of a license, an individual may qualify for reinstatement.