



REGION 11 CHICAGO EMS SYSTEM POLICY	Title: EMS Personnel Licensing Requirements
	Section: EMS Personnel
	Approved: EMS Medical Directors Consortium
	Effective: June 1, 2023

EMS PERSONNEL LICENSING REQUIREMENTS

I. EMS PERSONNEL RESPONSIBILITIES:

- A. All EMS personnel are responsible for maintaining copies of continuing education certificates as required by the Illinois Department of Public Health (IDPH) and your Resource Hospital for relicensure.
- B. Each EMS provider within Region 11 must maintain an active account on the Vector Solutions – EMS Medical Directors Consortium site. This allows the Resource Hospital to track and verify continuing education hours.
 - 1. Proof of valid continuing education hours meeting IDPH and EMS System requirements over a 4-year license period **MUST** be reviewed and verified by the Resource Hospital **PRIOR** to relicensure (per EMS Continuing Education Requirements Policy).
 - 2. Each continuing education course may only be submitted once per licensure period.
- C. All EMS personnel are **SOLELY RESPONSIBLE** to track their respective date of relicensure and to adhere to the IDPH and EMS System relicensure requirements.
- D. Maintain current CPR certification.
- E. Inform IDPH, your Resource Hospital and employer, in writing, of a change of address and/or employer within 72 hours. EMS providers must also simultaneously update their profile on the Vector Solutions – EMS Medical Directors Consortium site.
- F. At the time of initial licensure or renewal, all license holders shall report all new felony convictions to their assigned Resource Hospital and IDPH in writing within seven (7) days after the conviction.
- G. Carry your current EMS license and photo identification while on duty at all times.
- H. Upon receipt of a renewed EMS license, a copy should be uploaded to the Vector Solutions – EMS Medical Directors Consortium site under the credential section.
- I. Any Region 11 EMS provider must report, on their own time, to the EMS Medical Director (EMSMD) or EMS Coordinator as requested for patient care review.

II. CONTINUING EDUCATION (CE) RESPONSIBILITIES:

- A. Emergency Medical Dispatchers (EMDs) must complete 12 hours of EMS system-approved EMD specific CE per year for a total 48 hours per licensure period.
- B. Emergency Medical Responders (EMRs) must complete 6 hours of EMS system-approved



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CE per year for a total of 24 hours per licensure period.

- C. EMTs must complete 20 hours of CE per year of EMS system approved CE per licensure period for a total of 80 hours per licensure period.
- D. Paramedics must complete 30 hours of CE per year of EMS system approved CE for a total of 120 hours of CE per licensure period.
- E. Emergency Communications Registered Nurses (ECRNs) must complete 8 hours of EMS system approved CE per year for a total of 32 hours per licensure period.
- F. Any EMS personnel must complete additional and specific CE mandated by the EMSMD to address individual needs on their own time.
- G. It is the responsibility of the EMS provider to complete any mandatory Region 11 EMS CE assignment as directed by the EMS Medical Director's Consortium (refer to EMS Mandatory Continuing Education Policy).

III. RENEWAL OF LICENSURE

- A. The Illinois Department of Public Health Division of EMS and Highway Safety maintains the policy regarding all EMS license renewals.
 - 1. IDPH normally mails a "Renewal Form" to all EMS personnel at their respective **home address**. In this mailing IDPH will provide a **PIN number** and **address of the IDPH EMS website**. On the IDPH EMS website, personnel will find an "ONLINE LICENSING AND RENEWAL LINK."
 - 2. Using the "ONLINE LICENSING AND RENEWAL LINK", EMS personnel MUST COMPLETE the "Child Support and Felony Conviction Reporting" statement.
 - 3. The online form will direct you to notify your Resource Hospital that you are applying for renewal. The Resource Hospital must then verify that submitted hours are valid, the appropriate amount of hours for relicensure are completed, the Child Support Statement and Felony Conviction Statement are submitted, and approve EMS personnel for licensure in the IDPH data base.
 - 4. If EMS personnel DO NOT meet any or all of the IDPH relicensing requirements (i.e. the required amount of continuing education hours, not current with CPR certification, or have NOT completed the IDPH EMS web relicensing requirement) YOU WILL NOT BE RECOMMENDED FOR RELICENSURE.
 - 5. It is solely the responsibility of EMS personnel to follow the IDPH instructions for relicensure. EMS personnel must contact their respective Resource Hospital regarding their submission of the online application for relicensure and submit the appropriate amount of required continuing education hours.



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6. It is recommended that online renewals be completed no later than 2 weeks prior to expiration date. It is recommended that renewal by mail be completed no later than 4 weeks prior to expiration date. Failure to complete renewals in a timely manner may delay delivery of the new license prior to expiration of the expiring license.
7. If renewal requirements have not been met, the personnel's license will expire.
8. License renewal fees will be assessed and paid to IDPH. These fees may be paid online.

IV. VOLUNTARY REDUCTION/ UPGRADE OF LICENSURE

- A. Licensure Downgrade: In the event EMS personnel wish to voluntarily downgrade their current license status, the following procedure will be followed:
 1. The Paramedic must submit a written request to the EMSMD at least 30 days prior to the expiration of his/her current license.
 2. The Paramedic must be up to date in continuing education requirements for his or her licensure level.
 3. The Paramedic must surrender the original license to the EMSMD.
 4. Following approval of the EMSMD, the request will be forwarded to the IDPH for review.
- B. License Upgrade After Downgrade: To upgrade a previously reduced license, the EMS personnel will utilize the following procedure:
 1. Notify the EMSMD in writing of request to upgrade their license to the previously held status.
 2. The EMSMD will review the request, current status, continuing education requirements, and make any recommendations for additional requirements necessary to upgrade the license.
 3. The EMSMD will identify required CE and successful completion of a written and skills component prior to recommending upgrade to previous licensure. Educational and testing fees will apply.
 4. When all requirements have been met, the EMSMD will notify IDPH in writing to upgrade the EMS personnel's previously held status.