



REGION 11 CHICAGO EMS SYSTEM POLICY	Title: EMS Personnel Relicensing / Reregistration Requirements
	Section: EMS Personnel
	Approved: EMS Medical Directors Consortium
	Effective: August 1, 2018

EMS PERSONNEL RELICENSING / REREGISTRATION REQUIREMENTS

I. EMS PERSONNEL RESPONSIBILITIES:

- A. All EMS personnel are responsible for accruing and maintaining copies of Continuing Education required by the Illinois Department of Public Health and your Resource Hospital for re-licensure. Each EMS provider within the Region 11 System must maintain an active account with the **Region 11 online educational platform**. This allows the Resource Hospital to track Continuing Education hours. 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 re-licensure.
- B. All EMS personnel are **SOLELY RESPONSIBLE** to track their respective date of re-licensure and to adhere to the IDPH and EMS System re-licensure requirements (see Section IV: Renewal of Licensure Registration).
- C. Carrying a current EMT-B/Paramedic license and photo identification while on duty at all times.
- D. Providing, within 72 hours of receipt, a copy of any new registration/license and current driver's license to their employer and Resource Hospital.
- E. Maintaining current CPR recognition.
- F. Informing the IDPH, Resource Hospital and employer, in writing, of a change of address and/or employer within 72 hours. Providers must also immediately update their Region 11 online educational platform profile.
- G. All applicants for any license permit or certification shall fully disclose any and all felony convictions in writing to their assigned Resource Hospital at the time of initial application or renewal.
- H. All license, permit and certificate holders shall report all new felony convictions to their assigned Resource Hospital within seven (7) days after the conviction. Felony convictions shall be reported by means of a letter to the assigned Resource Hospital.

II. CONTINUING EDUCATION (CE) RESPONSIBILITIES:

- A. Emergency Medical Dispatchers must complete 12 hours of system-approved CME per year. Tracking of CE for EMD's will be the responsibility of the individual EMD and the ambulance service provider (employer) or participating dispatch agency.
- B. First Responders must complete 6 hours of system-approved CE per year. Tracking of



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CE for First Responders will be the responsibility of the individual First Responder and the ambulance service provider (employer).

- C. EMT-B's and Paramedics must complete current hours of CE per year as required by IDPH and respective Resource Hospital. No more than 20% of didactic hours may be in a single topic area.
 - 1. **EMT-B/PARAMEDIC DIDACTIC TIME:** 30 hours total/year
 - a. The Region 11 EMS System will approve CE and will offer a variety of CE hours of training in cooperation with the Chicago EMS System.
 - b. Other didactic time must be approved by the EMS Medical Directors Consortium (EMSMD) Education Committee if credit is to be considered (see policy - Out of System CE).

- D. Any EMS personnel must complete specific clinical and/or didactic education mandated by the EMSMD to address individual needs on their own time. This may or may not be applied toward re-licensure requirements at the EMSMD's discretion.

- E. Any EMS personnel must report, on their own time, to the EMSMD or EMS Coordinator as requested for patient care review. CE hours may or may not be given at the option of the EMSMD.

- F. Completion of mandatory regional CE modules.
 - 1. There **WILL NOT** be make-up dates upon completion of a module.
 - a. If EMS personnel fail to attend the mandatory scheduled module without prior notice and/or valid excuse approved by the EMSMD or EMS Coordinator, they must make arrangements with the EMS Coordinator to complete the mandatory CE.
 - b. This will be scheduled at the Coordinator's discretion at his/her convenience and availability.
 - c. There will be a charge of \$100.00/hour of CE credit for unexcused absence for mandatory CE make ups. This fee must be submitted to the EMS Coordinator or designee at the beginning of the educational session; **NO PERSONAL CHECKS ACCEPTED.**

 - 2. If the mandatory CE is not completed by EMS personnel by the assigned date, the Resource Hospital will initiate action toward suspension of medical privileges.
 - a. The suspended individual will be reinstated upon completion of the mandatory CE.
 - b. The charge will be \$150.00/hour of CE credit for completion of a module after the suspension date.



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3. Failure to comply with these stipulations will result in an individual's inability to function within Region 11's EMS system.

III. RENEWAL of LICENSURE /REGISTRATION

- A. Effective September 21, 2012 the Illinois Department of Public Health, Division of EMS and Highway Safety implemented new policy regarding all EMS 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. On the LICENSING AND RENEWAL LINK – 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 verify that submitted hours are valid and the appropriate amount of hours for re-licensure completed Child Support Statement, Felony Conviction Statement and approve EMS personnel for licensure in the IDPH Data Base.
 4. If EMS personnel DO NOT meet any or all of the IDPH re-licensing 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 RE-LICENSURE.
 5. It is solely the responsibility of EMS personnel to follow the IDPH instructions for re-licensure EMS personnel must contact the respective Resource Hospital regarding their submitting the online application for re-licensure, and submit the appropriate amount of required continuing education hours.
 6. It is recommended that on line 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.



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IV. VOLUNTARY REDUCTION/ UPGRADE OF LICENSURE

A. **LICENSE DOWNGRADE:** In the event EMS personnel wish to voluntarily downgrade their current license/registration 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.
5. The Resource Hospital will validate knowledge and/or skill following a request for licensure change after the provider receives the re-issued license and before the provider may return to participation in the EMS System.

B. **LICENSE UPGRADE FOLLOWING REDUCTION:** To upgrade a previously reduced license/registration, 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 will 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 clinical 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.

Please see the Region 11 EMS Personnel Reinstatement policy for information regarding the reinstatement of licenses expired for less than 36 consecutive months.