



<b>REGION 11 CHICAGO EMS SYSTEM POLICY</b>	Title: Inactive Status
	Section: EMS Personnel
	Approved: EMS Medical Directors Consortium
	Effective: June 1, 2023

## INACTIVE STATUS

### I. INACTIVE STATUS

- A. Prior to the expiration of their current license, EMS personnel may request to be placed on inactive status.
- B. This request must be made in writing by the EMS personnel to the respective Resource Hospital EMS Medical Director (EMSMD) and shall include the individual's name and contact information, current license level and number with expiration date, and circumstances requiring inactive status using the IDPH approved form, "EMS Inactive Request".
- C. All CE requirements must be up to date prior to granting the inactive status.
- D. If the EMSMD approves, the request will be submitted to the Illinois Department of Public Health that the individual be placed on inactive status.
- E. For independent license holders, IDPH will review and confirm that relicensure requirements have been met by the date of the application for inactive status.
- F. IDPH will review requests for inactive status and notify the EMSMD in writing of its decisions.
- G. During Inactive Status, the individual shall not perform at any level of EMS provider.

### II. RETURN TO ACTIVE STATUS

- A. When EMS personnel request to return to active status, they **MUST REACTIVATE** in the EMS System that put them on inactive status.
- B. EMS personnel requesting reactivation must complete the following:
  - 1. Submit a letter of intent.
  - 2. Successfully complete all components of the Region 11 EMS System Entry Policy.
  - 3. Meet as determined by the EMS Coordinator to set timelines for and monitor progress toward completion of all system entry requirements.
  - 4. Complete all mandatory modules held during the individual's inactive status and any others deemed necessary by the EMSMD or EMS Coordinator.
- C. A reactivation fee will be assessed by the Resource Hospital based upon the amount of CE necessary.



<b>REGION 11 CHICAGO EMS SYSTEM POLICY</b>	Title: Inactive Status
	Section: EMS Personnel
	Approved: EMS Medical Directors Consortium
	Effective: June 1, 2023

- D. After completion of the required CE, the EMS MD shall confirm that the applicant has been examined (physically and mentally) and found capable of functioning within the EMS System; that the applicant's knowledge and psychomotor skills are at the active EMS level for that individual's license; and that the applicant has completed any education and evaluation deemed necessary by the EMS MD and approved by the Department. If the inactive status was based on a disability, the EMS MD shall also verify that the applicant can perform all critical functions of the requested license level.
  
- E. EMS Personnel whose inactive status period exceeds 48 months shall pass an IDPH approved licensure examination for the requested level of license upon recommendation of an EMS MD.
  
- F. Upon review, IDPH may reinstate the individual to active status and establish a new licensing period.