



**REGION 11
CHICAGO EMS SYSTEM
POLICY**

Title: Inactive Status
Section: EMS Personnel
Approved: EMS Medical Directors Consortium
Effective: August 1, 2018

INACTIVE STATUS

I. INACTIVE STATUS

- A. Prior to the expiration of their current registration/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 licensing date, EMS provider identification number, and circumstances requiring inactive status.
- C. All CME requirements must be up to date prior to granting the inactive status.
- D. If the EMSMD approves, he/she will apply to the Illinois Department of Public Health in writing and request that the individual be placed on inactive status.
- E. EMS personnel requesting inactive status must return the original license to the Illinois Department of Public Health (Department) prior to processing by the Department.
- F. The Department will review requests for inactive status and shall notify the EMSMD in writing of its decisions.
- G. EMS personnel will not function in the capacity with which the inactive license/registration applies.

II. RETURN TO ACTIVE STATUS

- A. When EMS personnel request to return to active status, they **MUST REACTIVATE** in the 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 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 Coordinator.
 - 5. A field clinical monitoring period of a minimum of 40 hours with a system-approved preceptor after successful completion of all written and clinical system entry requirements.



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6. Meet with the EMS Coordinator after each 40 hours of completed field time during field clinical monitoring period to discuss prehospital care experiences and review evaluations.
 7. 4-hours clinical time with the EMSMD or designee and any additional clinical time deemed necessary by the EMSMD.
- C. EMS Personnel wishing to reactive after a five-year inactive period, will complete the aforementioned requirements as well as the following:
1. Show successful completion of a course/s (e.g., ITLS, ACLS, PEPP) as approved by the EMSMD or EMS Coordinator.
 2. Pass a final EMS system exam appropriate for the EMS personnel's level of training.
 3. An additional 10 hours of field clinical monitoring per year of inactive status.
 4. Other requirements as deemed necessary by the EMSMD.
- D. A reactivation fee will be assessed by the Resource Hospital based upon the amount of CME necessary.
- E. After completion of the required CME, the EMSMD will apply to IDPH to request reinstatement of the individual to active status. This application shall be in writing and will include notation that the individual has been examined (physically and mentally) and found capable of functioning within the EMS system. Furthermore, that the individual's knowledge and clinical skills are at active EMS personnel level and that the individual completed any refresher training deemed necessary by the EMSMD. If the inactive status was based on a temporary disability, the EMSMD shall verify that the disability has ceased.
- F. Upon review, IDPH may reinstate the individual to active status and establish a new reregistration/relicensing period.