



**REGION 11
CHICAGO EMS SYSTEM
POLICY**

Title: EMS Lead Instructor (LI)

Section: EMS Education

Approved: EMS Medical Directors Consortium

Effective: December 17, 2025

EMS LEAD INSTRUCTOR (LI)

I. LEAD INSTRUCTOR (LI) INITIAL LICENSE APPLICATION

- A. In the Region 11 Chicago EMS Systems, and per IDPH, all education, training, and Continuing Education (CE) courses for EMTs, Paramedics, ECRNs, EMRs and EMDs shall be coordinated by at least one approved Illinois EMS Lead Instructor (LI). A program that includes education, training or CE for more than one type of EMS Personnel may use one EMS LI to coordinate the program. A single EMS LI may simultaneously coordinate more than one program or course.
- B. To be eligible for an Illinois EMS LI license, the applicant shall meet at least the following minimum experience and education requirements:
1. A current Illinois license as an EMD, EMT, Paramedic, RN, or physician;
 2. A minimum of four years of experience in EMS or emergency care;
 3. At least two years of documented teaching experience (CPR, ACLS, PALS, PHTLS, EMT or Paramedic etc.);
 4. Documented EMS classroom teaching experience with a recommendation for LI licensure by an EMS MD or licensed LI;
 5. Documented successful completion of the Illinois EMS Instructor Education Course or equivalent to the National Standard Curriculum for EMS Instructors (NAEMSE Lead 1 Course) as approved by IDPH.
- C. The LI applicant shall complete the Region 11 EMS Lead Instructor Application that describes the above requirements and details regarding their teaching experience (available online at <https://chicagoems.org/lead-instructor/>). This includes course dates and roles in the course teaching and administration. This application and copy of the successful Course Completion Certificate of the Lead Instructor course should be sent to the Resource Hospital.
- D. Once the criteria are met to the standards of the Resource Hospital, the EMS Medical Director signs the IDPH Lead Instructor Initial/Renewal EMS Medical Director Authorization Form.
- E. The candidate is responsible for completing the IDPH EMS Systems Renewal Notice/Child Support/Personal History Statement (available online at <https://chicagoems.org/lead-instructor/>) and submitting it to their Resource Hospital.
- F. The Resource Hospital is responsible for completing the Transaction Card for the license.
- G. The Resource Hospital will submit the complete application packet to IDPH.
- H. Once the complete application packet is received by IDPH, they will notify the LI applicant with instructions for online payment.



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- I. Once issued, the EMS Lead Instructor license should be added as a credential to the Vector Solutions platform to track CE hours and renewal.

II. LEAD INSTRUCTOR (LI) LICENSE RENEWAL APPLICATION

- A. All LI license renewal applicants will receive a renewal letter from IDPH 60 days prior to their expiration date. The letter will contain information for renewal and a PIN ID number required for online payment.
- B. All EMS LIs shall attend an IDPH approved review course whenever revisions are made to the national EMS education standards.
- C. To apply for license renewal, the EMS LI shall submit the following to their Resource Hospital at least 60, but no more than 90 days prior to the LI's license expiration:
 1. A letter of support or electronic authorization from the EMS MD indicating that the LI has satisfactorily coordinated programs for the EMS System at any time during the four-year period.
 2. Documentation of at least 40 total hours of continuing education.
 - a. There should be at least 20 hours of "Instructor Related Education" which is related to the development, delivery, and evaluation of education programs.
 - b. There should be at least 20 hours related to the "Classroom Time" as documented on a course roster or verification letter.
 3. Documentation of attendance at an IDPH-approved national EMS education standards update course, if applicable
 4. Completed IDPH EMS Systems Renewal Notice/Child Support/Personal History Statement (available online at <https://chicagoems.org/lead-instructor/>).
 5. Once the criteria are met, the EMS Medical Director signs the IDPH Lead Instructor Initial/Renewal EMS Medical Director Authorization form.
 6. The Resource Hospital will submit to IDPH the Lead Instructor Initial/Renewal EMS Medical Director Authorization Form and a new license will be issued to the individual.
- D. A LI that has not been recommended for relicensure shall be provided with a written statement from the EMS MD stating the reason for the withholding of the endorsement.
 1. The license of a LI who has failed to complete the renewal application requirements for the EMS System and IDPH shall be invalid on the expiration date of the license. An individual shall not function as an EMS LI on an expired license.
 2. A LI whose license has expired may, within 60 days after the expiration of the license, submit all relicensure requirements and the required fees, including a late fee, online or by certified check or money order.



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3. A LI whose license has expired after 60 days of expiration should follow the process for a new license application.

III. LEAD INSTRUCTOR (LI) LICENSE SUSPENSION AND EXPECTATIONS

- A. IDPH may suspend, revoke, or refuse to issue or renew the approval of an EMS LI license, after an opportunity for a hearing, when findings show one or more of the following:
 1. The EMS LI has failed to conduct a course in accordance with the curriculum of the Region 11 EMS Systems;
 2. The EMS LI has failed to comply with protocols and policies of the Region 11 EMS Systems.
- B. The EMS LI shall be responsible for the following:
 1. Understanding the process and requirements for site code applications in the Region 11 EMS Systems;
 2. Ensuring that no EMS education course begins until after IDPH issues its formal written pre-approval, which shall be in the form of a numeric site approval code; and
 3. Ensuring that all materials presented to participants comply with National EMS Education Standards, as modified and approved by Region 11 and IDPH. Methods of assessment or intervention that are not approved by both the EMS System and the Department shall not be presented.