



## Region 11 Chicago EMS System Continuing Education (CE) Hours Tracking System FAQs

*Q. Why did the Region 11 Chicago EMS System update the way CE hours are tracked?*

A. In accordance with IDPH recommendations, the Region 11 Chicago EMS System has transitioned the tracking of CE hours into core content categories or ‘buckets’. For each relicensure period (every four years), each EMT and Paramedic should ensure they are receiving a well-rounded continuation of their initial EMS education. The Target Solutions system has been updated to allow us improved ability to track CE hours into these defined categories.

*Q. When did this change?*

A. The Region 11 Chicago EMS System has always limited the amount of total CE hours per core content category for each renewal period. On August 1, 2018, this changed to 20% (from the previous 25%).

*Q. What are the core content categories as recognized by IDPH?*

A. The core content categories are Preparatory, Airway Management and Ventilation, Patient Assessment, Trauma, Cardiology, Medical, Special Considerations, Geriatrics, and Operations.

*Q. Does this mean I need to obtain CE hours in each of these core content categories?*

A. At this time, we are updating our tracking system. We are laying the foundation to categorize all CE into a core content category. Currently, there can be no more than 20% of your total hours (120) per core content category (24 hours). In the future, we will be working to ensure that there is specific education provided in each core content category.

*Q. What are the current IDPH recommendations for hours in each core content category?*

A. Here is the recommended core content category breakdown. This is a total of 100 hours. The Region 11 Chicago EMS System requires 120 hours every 4 years for relicensure so we have added an ‘Elective’ category for overflow or uncategorized hours.

Preparatory	8 hours
Airway Management and Ventilation	12 hours
Patient Assessment	8 hours
Trauma	12 hours
Cardiology	16 hours
Medical	20 hours
Special Considerations (Pediatrics/Obstetrics)	16 hours
Geriatrics	4 hours
Operations	4 hours



*Q. Why does it look like all my CE hours have disappeared?*

A. Your uploaded 'outside CE' hours are still valid! They are now categorized under the 'Elective' category. You can find them under 'My Credentials', by clicking on your EMT or Paramedic license, then the 'Print' icon in the top right corner. You will see the core content categories and hours listed. The 'Applied' column is where you see your CE hours that have been categorized. The 'Completed' column is where you see ALL of your CE hours that have been uploaded and validated. Look at the 'Completed' column for your total hours. If any of your hours did not transfer over, call your Resource Hospital.

*Q. Will these hours still count toward my relicensure?*

A. Yes! Your Resource Hospital will work with you to ensure that you have enough CE in each core content category or 'bucket' to renew your license.

*Q. What if the majority of my CE certificates are in the 'Operations category'?*

A. You should have a maximum of 20% in each core content category. Please work with your Resource Hospital to ensure that you have the proper distribution of hours.

*Q. Can you go back and categorize my 'outside CE' hours?*

A. No, unfortunately there is no way for us to go back and categorize these hours. Your Resource Hospital will go through your list of CE hours and ensure that you have everything in place for relicensure.

*Q. How does this change the CE upload process?*

A. We are working on a new process, which will allow users to upload CE into each core content category. This will reflect the hours in the 'Applied' column, which will streamline the tracking process. More to come on this soon!

*Q. What are my responsibilities for CE in the Region 11 Chicago EMS System?*

A. Please review the current Region 11 [EMS Personnel Relicensing / Reregistration](#) and [Out-of-System Continuing Education](#) policies on the Region 11 Chicago EMS website ([chicagoems.org](http://chicagoems.org)).