



REGION 11 CHICAGO EMS SYSTEM POLICY	Title: EMS Mandatory Continuing Education
	Section: EMS Personnel
	Approved: EMS Medical Directors Consortium
	Effective: June 1, 2023

EMS MANDATORY CONTINUING EDUCATION

I. It is the responsibility of the EMS provider to complete any mandatory Region 11 EMS CE assignment as directed by the EMS Medical Directors. Specific details of EMS Mandatory Continuing Education are detailed in memo format by the EMS Medical Directors. EMS Continuing Education can be in the form of “Online CE Assignments” or “In-Person CE Modules”.

A. Mandatory Online CE Assignments

1. Mandatory CE assignments will be assigned through the Vector Solutions – EMS Medical Directors Consortium site.
2. EMS providers in Region 11 must complete all mandatory CE assignments within the specified date and time written in the accompanying memo from the EMS Medical Directors.
3. EMS providers that do not achieve a 75% score after three attempts on the quiz will not receive credit for the assignment and must contact their Resource Hospital for review.
4. For an EMS provider to be considered complete, a passing score of 75% and a certificate of completion from the assignment must be obtained.
5. In situations where there is a failure to complete the mandatory CE requirements, the process is detailed below.

B. Mandatory In-Person CE Modules

1. There will be no make-up dates upon completion of a module.
2. If the EMS provider fails to attend the mandatory scheduled module without prior notice and approval by the EMSMD or EMS System Coordinator, they must schedule time with the EMS Coordinator to complete the mandatory CE module.
3. This will be scheduled based on the availability of the EMS System Coordinator.
4. In situations where there is a failure to complete the mandatory CE requirements, the process is detailed below.

II. Failure to Complete Mandatory CE Requirements

- A. At the conclusion of a mandatory CE assignment or module, the EMS provider will receive written notification from the EMS System Coordinator via the email associated with their Vector Solutions – EMS Medical Directors Consortium site. This email serves as an official notification of the failure to comply with deadline requirements and includes the intent to suspend from System Participation. The EMS provider employer agency will be copied on



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the email notification.

- B. Failure to complete a mandatory assignment or module by the deadline, will result in an administrative fee of \$100/CE credit hour.
- C. After the deadline of the mandatory assignment or module, there is a 15 day grace period to complete the CE requirements and arrange payment of the administrative fee with the EMS provider's assigned EMS System Coordinator (per the profile in Vector Solutions).
- D. Failure to complete requirements of the mandatory CE and administrative fee payment within the 15 day grace period, will result in suspension of System Participation in Region 11.
- E. This grace period serves as an opportunity for the EMS provider to have due process prior to suspension of System Participation in Region 11. Refer to the Region 11 EMS System Participation Suspension Policy for additional details.
- F. The suspension of EMS System Participation will continue until the EMS provider completes all the requirements as noted above.