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Memorandum

To: EMS Medical Directors
EMS System Coordinators

From: Bobby VanBebber, MSN, RN 
Division Chief, EMS and Highway Safety

Subject: Training Applications

Date: June 5, 2024

It has recently come to my attention that there may be confusion about Emergency Medical Dispatch (EMD), EMT, A-EMT, Paramedic and Lead Instructor (LI) courses. We remind the EMS System of the following:

- All EMS training course must be coordinated by an Illinois Licensed EMS Lead Instructor, approved by the EMS System and the training application forwarded to the Regional EMS Coordinator (REMSE) for state approval to receive a state site code. The training application must meet all state mandates and course requirements. Any training application that is returned to the EMS System for corrections should be resubmitted in its entirety. Each training course must have an IDPH site code for the student to receive a state of Illinois license.
- In contrast, Lead Instructor (LI) courses do not need a site code. LI courses are conducted by the National Association of EMS Educators (NASEMSE) with most of these classes being conducted online over a three-day period.
- The EMS System is required to verify successful course completion of the National Standard Curriculum for EMS Instructors, a minimum of 2 years of documented teaching experience, documented EMS classroom teaching experience with a recommendation for LI licensure by the EMSMD or licensed LI and teaching experience to IDPH (515.700 b) before a LI license can be issued.
- EMS Systems are responsible to conduct (515.530) an investigation for any training course with a 30 percent or greater failure rate on the licensing examination. The Department may also conduct a separate investigation on any program that fails to meet this requirement.

If you have questions, you may contact me at Robert.VanBebber2@illinois.gov.

Cc: Regional EMSCs
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