



**REGION 11
CHICAGO EMS SYSTEM
POLICY**

Title: Paramedic Continuing Education

Section: EMS Education

Approved: EMS Medical Directors Consortium

Effective: December 17, 2025

PARAMEDIC CONTINUING EDUCATION

I. PARAMEDIC CONTINUING EDUCATION APPLICATION

- A. A complete Continuing Education (CE) site code application should be completed by a licensed EMS Lead Instructor and sent to the EMS System for review at least 90 days prior to the anticipated start date.
- B. Continuing education classes, seminars, or other types of programs shall be approved by IDPH before being offered to Paramedics.
- C. An application for approval shall be submitted to IDPH by an EMS Medical Director, on a site code form prescribed, prepared, and furnished by IDPH, at least 60 days prior to the scheduled event. The application will include, but not be limited to, the following:
 - 1. Name of applicant, agency, and address;
 - 2. Lead Instructor's name, license number, address, and contact information, including e-mail address;
 - 3. Name and signature of the EMS MD and the EMS System Coordinator;
 - 4. Type of education program;
 - 5. Dates, times, and location of the education program (submit course schedule);
 - 6. Goals and objectives at or above the license level;
 - 7. Methods and materials, textbooks, and resources, when applicable;
 - 8. Content consistent with the National EMS Education Standards for the appropriate license level;
 - 9. Description of evaluation instruments; and
 - 10. Requirements for successful completion, when applicable.
- D. Approval will be granted provided the application is complete and the content of the program is based on topics or materials from the National EMS Education Standards, as modified by IDPH. Upon approval, IDPH will issue a site code to the course, seminar, or program.
- E. An EMS System may apply to IDPH for a single System site code to cover CE activities conducted or approved by the System solely for System Paramedics when an urgent education need arises that requires immediate attention or when other appropriate education opportunities present outside of the scheduled approved offerings. Activities conducted under the System site code shall not require individual approval by IDPH. The single System site code is not intended to replace routine CE pre-approvals.



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II. PARAMEDIC CONTINUING EDUCATION CREDITS

- A. A Paramedic functioning within an EMS System shall submit written proof of CE attendance to the EMS System Coordinator pursuant to EMS System policy (EMS Continuing Education Relicensure Requirements Policy). A Paramedic not functioning within an EMS System shall submit written proof of CE attendance to the IDPH Regional EMS Coordinator upon licensure renewal request.
- B. The EMS MD or designee of the EMS System Paramedic's primary affiliation shall verify whether specific CE hours meet the criteria for educational credit towards active status or renewal purposes.
- C. An EMS System that requires clinical CE shall specify in the System Program Plan the number of hours required, and the manner in which those hours must be earned, submitted, and verified.
- D. A Paramedic shall maintain copies of all documentation concerning CE programs or activities that he or she has completed for a period of not less than four years.