



**REGION 11  
CHICAGO EMS SYSTEM  
POLICY**

Title: Emergency Medical Responder (EMR)
Section: EMS Personnel
Approved: EMS Medical Directors Consortium
Effective: December 17, 2025

## **EMERGENCY MEDICAL RESPONDER (EMR)**

### **I. EMERGENCY MEDICAL RESPONDER EDUCATION PROGRAMS**

- A. An Emergency Medical Responder (EMR) education program shall be pre-approved by IDPH and conducted only by an EMS System or a community college under the direction of the EMS System.
- B. Applications for approval of EMR education programs shall be filed with IDPH on forms prescribed by IDPH. The application shall contain, at a minimum, name of applicant, agency and address, type of training program, dates of training program, and names and signatures of the EMS MD and EMS System Coordinator.
- C. Applications for approval, including a copy of the course schedule and syllabus, shall be submitted at least 60 days in advance of the first scheduled class.
- D. The EMS MD of the EMS System shall attest on the application form that the education program will be conducted according to the national EMS education standards. The EMR education program shall include all components of the national EMS education standards, including all modifications required by IDPH. The course hours shall minimally include 52 hours of didactic education.
- E. The EMR education program shall designate an EMS Lead Instructor who shall be responsible for the overall management of the education program and shall be approved by IDPH.
- F. CE classes, seminars, workshops, or other types of programs shall be approved by IDPH before being offered to EMR candidates. An application for approval shall be submitted to IDPH at least 60 days prior to the scheduled event.
- G. Approval will be granted provided that the application is complete and the content of the program is based on topics or materials from the national EMS education standards for the EMR.
- H. All approved programs shall maintain course and student records for seven years, which shall be made available to IDPH upon request.

### **II. EMERGENCY MEDICAL RESPONDER LICENSURE**

- A. The EMS MD shall authorize the electronic submission-of licensure application documents to IDPH for an EMR candidate who is at least 18 years of age and has completed and passed all components of the education program, has successfully passed the final examination, and has paid the appropriate initial licensure fee.
- B. EMRs who are not affiliated with an EMS System shall have equipment immediately available to provide the standard of care established by the national EMS education standards for the EMR.
- C. Region 11 Chicago EMS Systems does not recognize provisional licensure of Emergency Medical Responders.



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### **III. EMERGENCY MEDICAL RESPONDER LICENSURE RENEWAL**

- A. To renew an EMR license, the applicant shall submit the following to IDPH at least 60 days, but no more than 90 days, before the license expiration.
1. The submission of an electronic transaction by the EMS MD will satisfy the renewal application requirement for an EMR who has been recommended for re-licensure by the EMS MD.
  2. The licensee shall file a written or electronic application for renewal with IDPH no less than 30 days before the license expiration date. Incomplete license applications submitted less than 30 days before the license expiration may not be processed by the expiration date and will be subject to a late fee.
  3. EMRs whose licenses have expired may, within 60 days after license expiration, submit all relicensure requirements and submit the required relicensure fees, including a late fee, online or by certified check or money order. Cash or personal check will not be accepted. If all relicensure requirements have been met, and there are no pending disciplinary actions against the EMR, IDPH will relicense the EMR.
  4. An EMR who has not been recommended for relicensure by the EMS MD shall independently submit to IDPH an application for renewal. The EMS MD shall provide the EMR with a copy of the application form.
- D. A written recommendation signed by the EMS MD shall be provided to IDPH regarding completion of the following requirements:
1. 24 hours of CE every four years. The System shall define in the EMS Program Plan the number of CE hours to be accrued each year for re-licensure; and
  2. The licensee shall have current CPR for Healthcare Providers recognition that covers didactic and psychomotor skills that meet or exceed American Heart Association guidelines.
- E. EMRs shall be responsible for submitting written proof of CE attendance to the EMS System Coordinator or, for independent renewals, to the IDPH Regional EMS Coordinator. The EMS System Coordinator or IDPH Regional EMS Coordinator shall verify whether specific CE hours submitted by the EMR qualify for renewal.
- F. EMRs shall maintain copies of all documentation concerning CE programs that he or she has completed.
- G. EMRs whose licenses have expired may, within 60 days after license expiration, submit all relicensure requirements and submit the required relicensure fees, including a late fee, online or in the form of a certified check or money order. Cash or personal check will not be accepted. If all relicensure requirements have been met, and there are no pending disciplinary actions against the EMR, IDPH will relicense the EMR.