

WILL/GRUNDY EMERGENCY MEDICAL SERVICES SYSTEM**TITLE: EMT-B RELICENSURE****POLICY: IDPH CODE 515.590**

It will be the responsibility of the individual EMT-B and/or their System provider agency to ensure efficient and effective monitoring of CE hours during this 4-year relicensure period. Requirements for EMT license renewals are delineated in the Rules and Regulations set forth by the IDPH (Illinois Department of Public Health).

- I. The licensee shall file for renewal with the IDPH in a form prescribed by the IDPH at least 30 days prior to the license expiration date. The System shall process the EMT for renewal upon receiving documentation of the following, from the EMT or the EMT's Agency EMS Coordinator or Chief:
 - A. A total of 120 hours of Continuing Education, seminars and workshops, addressing both adult and pediatric care, is required for the 4-year relicensure period. Refer to "Standards for EMT-Basic Continuing Education" for recommendations.

Proof of Continuing Education hours shall be submitted in an approved format (ie: CE Blue Book, agency computer printout, formal agency letter, etc) as designated in the System policy 200-8 "METHODS FOR SUBMITTING CONTINUING EDUCATION".
 - B. A current CPR completion card that covers adult and pediatric one-rescuer CPR, adult and pediatric foreign body airway obstruction management, and adult two-rescuer CPR.
 - C. A signed and completed Child Support Statement/Renewal Notice Form. IDPH REQUIRES THE LICENSEE TO CERTIFY ON THE RENEWAL APPLICATION FORM (ALSO KNOWN AS THE CHILD SUPPORT FORM), UNDER PENALTY OF PERJURY, THAT HE OR SHE IS NOT MORE THAN 30 DAYS DELINQUENT IN COMPLYING WITH A CHILD SUPPORT ORDER. This form is vital to your relicensure. If within 30 days prior to your license expiring you still have not received this original form, download a blank copy from our website at www.willgrundyems.org.
- II. All relicensure requirements shall be submitted at the same time to the System. Always **KEEP IDENTICAL COPIES OF EVERYTHING FOR YOUR OWN RECORDS.**
- III. Upon relicensure, the EMT-B must submit a copy of their current EMT license to the System office and their Agency's EMS Coordinator and be included on the active roster of a System provider agency.
- IV. An EMT shall submit to the System proof of successful completion of any **MANDATORY** System Continuing Education as required by the EMS Medical Director (i.e.: performance needs-based CE, introduction of new skills or procedures based CE, SMO Updates and or Testing etc), when requested.

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POLICY: CONTINUED

- V. If the EMS Medical Director has appropriate evidence that an EMT-B's skills performance has not been adequately demonstrated; the EMT-B will be required to complete a written system examination with a minimum score of 80% to pass. An EMT-B may request to retake the exam in its entirety within 14 days of the original test date. It is the EMT-B's responsibility to make the necessary arrangements. Should an EMT-B fail a second attempt, a review must be completed by the EMS Medical Director to make a determination on the EMT-B's status. Further reviews beyond this point must follow the procedure outlined regarding conflict resolution.
- VI. An EMT-B who fails to meet all requirements will not be recommended for relicensure unless one of the following apply:
- A. The EMT-B has successfully completed a state approved Intermediate or Paramedic Education Program and has met all requirements for licensure at the EMT-I or P level.
- B. The EMT-B submits a written request for an extension to the EMS Medical Director, who files by form to the IDPH for a final ruling. If the request is granted, the EMT-B will have until the end of the extension period to meet all requirements for relicensure.
- VII. At any time prior to the expiration of the current license, an EMT-B may revert to First Responder status for the remainder of the license period. The EMT-B is required to submit their original license and voluntary reduction request in writing to the System (who forwards to IDPH). To re-register at the First Responder level, the individual must then meet the requirements for First Responder registration. An EMT-B who has reverted to First Responder status may NOT be re-instated to the EMT-B level. The First Responder would need to re-complete the respective EMT-B training program.
- VIII. An EMT-I or EMT-P who has reverted to EMT-B status may be subsequently relicensed as an EMT-I or EMT-P, upon the recommendation of the EMS Medical Director who has verified that the individual's knowledge and clinical skills are at an active level, and that the individual has completed any retraining, education or testing deemed necessary by the EMSMD for resuming EMT-I/P activities. The individual may not be relicensed at a level higher than that of their previous level prior to reverting to EMT-B status.
- IX. Any EMT-B, whose license has expired, within 60 days after license expiration, may submit all relicensure material as required in this Part and a fee of \$50.00, made payable to Illinois Department of Public Health, in the form of a certified check or money order. If all material is in order and there is no disciplinary action pending against the EMT, the System will submit a transaction card to the IDPH.
- X. Any EMT whose license has expired for a period of more than 60 days shall be required to reapply for licensure, complete the training program and pass the test, and pay the fees as required for initial licensure.

ILLINOIS DEPARTMENT OF PUBLIC HEALTH
EMT –BASIC RELICENSURE RECOMMENDATIONS

Continuing education classes, seminars, clinical time, workshops or other types of programs shall have an assigned IDPH approved site code to be submitted as acceptable CE hours. This includes CE hours obtained by attending Fire Department or Agency Training. Ambulance inventory does not qualify for CE hours or credit. Refer to www.willgrundyems.org or policy (200-16) “Continuing Education Acceptance & Validation Standards” on IDPH site codes. Repetition of a specific class session within a twelve-month period will not be accepted for credit. Totals below for a 4-yr period.

<u>ACTIVITY</u>	<u>DOCUMENTATION</u>	<u>HOURS</u>	<u>MISCELLANEOUS</u>
Audit of EMT Course	Certificate, computer records, or Signed System form	Hour for hour	Topics must be license appropriate.
PHTLS/BTLS	Copy of certification	up to 16 CE hours	Provider or Instructor
Continuing Education (approved by IDPH)	Certificate or computer records meeting standards	Hour for hour	30 hours maximum per subject
Ambulance Ride Time	Signed form. Must be off duty.	Hour for hour	30 hours maximum
Clinical Rotations	Signed System form	Hour for hour	30 hours maximum
Instruction/Teaching	Signed letter, schedule or form	2 clock hours=1 CE hour	30 hours maximum
Evaluator or Clinical Preceptor	Letter from Course Coordinator, Lead Instructor or Signed Form	Hour for hour	30 hours maximum
Disaster Drill (i.e. Triage, Moulage)	Letter from Drill Coordinator, EMS Coordinator, or EMSMD	Hour for hour	30 hours maximum
CPR Certification	Copy of Certificate or Card	3 CE hours every 2 yrs	6 hours maximum
CPR Instruction Course	Copy of Instructor certificate	2 clock hours=1 CE hour	16 hours maximum
Firefighter II Course - EMS/Medical portion	Certificate or computer records	Hour for hour	28 hours maximum
Nursing/Medical/Physician Asst. Course	Evidence of course completion	1 college credit=2 CE hours	
Other Health Related College Courses	Evidence of Course Completion Transcript or grades	1 college credit=1 CE hour	
Prevention Programs (i.e. Buckle Up, Drugs)	Certificate of completion or Coordination of program.	Hour for hour	30 hours maximum
Surgery, Physical Therapy, Childbirth, or Autopsy	Verification of participation from Nurse or Doctor	3 hour maximum	Once per license period
EMS/Pre-Hospital out-of-State Seminar/Conference	Proof of Attendance	Hour for hour	
EMD Course	Certificate of Completion	4 hour maximum	For EMT-B level only
EMS Video/Magazine CE	Letter from EMS Coordinator	Hour for hour	30 hours maximum
Approved Internet CE	Certificate of Completion	Hour for hour	30 hours maximum
	www.EmCert.com , www.Eminet.com , www.ems-ce.com , www.MedicEd.com		These 4 sites only.

EFFECTIVE DATE: 01-01-94

REVISED DATE: 06-10-08