

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

It will be the responsibility of the individual EMT-I and/or their System provider agency to ensure efficient and effective monitoring of CE hours during this 4-year relicensure period (with the System checking accrued hours every 2 years). Requirements for EMT license renewals are delineated in the Rules and Regulations set forth by the IDPH (Illinois Department of Public Health).

- I. The EMS Medical Director will process the EMT-I's relicensure with the IDPH upon documentation of the following:
 - 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. CE records will be checked 2 years prior to the expiration date (2-year check) and again at the expiration/relicensure date, to verify that at least 60 hours have been accrued every 2 years. No more than 25 percent of those hours may be in the same subject.
 1. 60 hours to be accrued during the first 2 years (at the 2-yr check), and 60 hours to be accrued during the last 2 years (by the expiration date). Refer to the "Standards for EMT-Intermediate Continuing Education" in this policy for a breakdown of acceptable CE.
 2. Proof of Continuing Education hours shall be submitted in a System 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/pediatric one-rescuer CPR, adult/pediatric foreign body airway obstruction management, and adult two-rescuer CPR.
 - C. Affiliation with a State-approved ALS/ILS System provider agency validating that the EMT-I is currently functioning within their guidelines. Appearance on a System Agency Roster with valid System number is sufficient.
 - D. Successful completion of any mandatory System CE as required by the EMS Medical Director (ie: performance or QA needs-based CE, introduction of new skills or procedures based CE, SMO Updates and or Testing, etc).
 - E. 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.

NOTE: FAILURE TO MEET THE 2-YEAR CHECK OF REQUIRED CE WILL RESULT IN THE EMT-I NOT BEING ABLE TO FUNCTION IN THE SYSTEM. RESOLUTION INCLUDES COMPLETION OF ALL 2 YEAR REQUIREMENTS.

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POLICY: CONTINUED

- II. All relicensure requirements shall be submitted at the same time to the EMS System Office. Always KEEP IDENTICAL COPIES OF EVERYTHING FOR YOUR OWN RECORDS.
- III. If the EMS Medical Director has appropriate evidence that an EMT-I's skills performance has not been adequately demonstrated; the EMT-I will be required to complete a written system examination with a minimum score of 80% to pass. An EMT-I may request to retake the exam in its entirety within 14 days of the original test date. It is the EMT-I's responsibility to make the necessary arrangements. Should an EMT-I fail a second attempt, a review must be completed by the EMS Medical Director to make a determination on the EMT-I's status. Further reviews beyond this point must follow the procedure outlined regarding conflict resolution.
- IV. An EMT-I who fails to meet all requirements will not be recommended for relicensure unless one of the following apply:
 - A. The EMT-I has successfully completed a state approved Paramedic Education Program and has met all requirements for licensure at the EMT-P level.
 - B. The EMT-I 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-I will have until the end of the extension period to meet all requirements for relicensure.
- V. At any time prior to the expiration of the current license, an EMT-I may revert to the First Responder or EMT-B status for the remainder of the license period. The EMT-I is required to submit their original license and voluntary reduction request in writing to the System who forwards to IDPH. To relicense at the EMT-B level, the individual must then meet the EMT-B relicensure requirements.
- VI. An EMT-I who has reverted to EMT-B status may be subsequently relicensed as an EMT-I, upon the recommendation of the EMS Medical Director who has verified that the individual's knowledge and clinical skills are at an active EMT-I level, and that the individual has completed any retraining, education or testing deemed necessary by the EMSMD for resuming EMT-I activities. An EMT-I who has reverted to First Responder status may NOT be re-instated to their previous EMT level. The First Responder would need to re-complete the respective EMT training programs.
- VII. Any EMT-I, 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.
- VIII. 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.

**WILL/GRUNDY EMERGENCY MEDICAL SERVICES SYSTEM
STANDARDS FOR EMT-INTERMEDIATE CONTINUING EDUCATION**

I. RELICENSURE REQUIREMENTS SUMMARY:

1. 120 Hours of CE (The 120 required hours may include hours from 2 & 3 listed next*)
(a minimum of 60 hours must be completed by your 2-year check)
- * 2. Any Mandatory System CE as required by the EMS Medical Director
- * 3. Current CPR Certification
4. Child Support Form (completed and returned to the System)

Submit to System: Items 1-3 to complete 2-year check / Items 1-4 to complete relicensure.

II. STANDARDS FOR ACCEPTABLE CONTINUING EDUCATION:

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. Refer to www.willgrundyems.org or policy 200-16 "Continuing Education Acceptance & Validation Standards" on IDPH site codes.

Continuing Education Recommendations (Documentation) & [Hours] ***Over 4 Years***

1. W/G CME: Study Guides-9 hours per trimester, Exam-1 hour per trimester 120 hours
2. Audit EMT-I Class (Instructor signature required)..... UNLIMITED
3. Agency EMS Training including Hazmat (IDPH approved w/site codes) 120 hours
4. Specialty Courses: i.e. AMLS,PEPP, IDPH Lead Instructor, etc. (Certificate/Card)hour for hour
5. Hospital Clinical Rotations (Preceptor signature required)30 hours (max)
6. ILS Field Run Time **OFF DUTY** (documented and signed off by EMS Coordinator) ..30 hours (max)
7. Classroom Instructor/Evaluator [2 teaching hours = 1 CE hour]30 hours (max)
8. Ambulance Skills Evaluator/Preceptor [1 clock hour = 1 CE hour].....30 hours (max)
9. Disaster Drill: i.e. triage,moulage,etc. [1 clock hour = 1 CE hour].....30 hours (max)
10. Fire Fighter II Course: EMS/Medical Portion (Certificate & Outline).....28 hours (max)
11. CPR Re-certification Course (3 hours max per class every other year)6 hours (max)
12. CPR Instruction Course (Teaching CPR) [2 clock hours = 1 CE hour]16 hours (max)
13. Agency EMS Coordinator [1 hour per attended meeting – 5 per year].....20 hours (max)
14. Nursing/Medical/Physician Assistant Course [1 credit hour = 2 CE hours] UNLIMITED
15. Other Health Related College Courses [1 credit hour = 1 CE hour] UNLIMITED
16. Prevention Programs: i.e. Buckle-up, Drugs, Handguns (Certificate/Signature)30 hours (max)
17. NHTSA Child Passenger Safety Tech Program (Certificate).....8 hours (max)
18. EMS/Pre-Hospital Conferences and/or Seminars (Certificate).....hour for hour
19. Internet CE - EmCert.com, Eminent.com, ems-ce.com, MedicEd.com only (Certificate).....30 hours (max)
20. EMS Video and Magazine CE (EMS Coordinator verification) 30 hours (max)
21. Participation/Observation: Surgery, Phys Therapy, Lamaze, Childbirth, Autopsy3 hours (max)
(Written & Signed statement from Charge Nurse or Physician regarding attendance)
22. IDPH Approved Miscellaneous CE (Certificate/Signature)30 hours (max)

Repetition of a specific class session within a twelve-month period will not be accepted for credit. Certificates submitted for CE must include the number of CE hours approved and awarded. Drug box inventory and ambulance inventory do not qualify for CE hours or credit.

EFFECTIVE DATE: 01-01-94

REVISED DATE: 06-10-08