



EMT-BASIC RELICENSURE PROCESS

- A. **ALL of the following requirements are needed to relicense:**
1. **120 Hours of Continuing Education over the 4-year period**
 2. **Current CPR Certification**
 3. **Child Support Form signed and returned to IDPH**
- B. **See the attached IDPH EMT-Basic Licensure Recommendations form. This is a great guideline to follow when accumulating your 120 hours of CE.**
- C. **Some Fire Departments and Ambulance Services will keep track of your CE hours for you. The System and Regional EMS Coordinators will accept relicensure information from an agency in either of the following formats. An agency may submit a formal letter on agency letterhead, stating your “number of accumulated hours on record with them with corresponding IDPH site codes” as long as it is signed by the Chief or Agency EMS Coordinator. An agency may also submit a computer print-out or CE log as long as they have the agency’s name, provider’s name, IDPH site codes, and again Chief’s or EMS Coordinator’s Signature. All relicensure requirements should be submitted at the same time.**
- D. **Approximately 45 days prior to your license expiration you should receive in the mail, directly from IDPH, your “Renewal Notice/Child Support Form”. This form is vital to your relicensure. If IDPH does not receive this completed and signed form back, you will NOT be relicensed. It must be done whether you have children or NOT. If within 30 days prior to your license expiring you still have not received this form, then print a blank one from the System website at www.willgrundyems.org under the Relicensure tab. This form may also be printed from the IDPH website. This form should be submitted attached to your CE verification.**
- E. **Always KEEP IDENTICAL COPIES FOR YOUR OWN RECORDS.**
- F. **Mail your relicensure requirements to: WILL/GRUNDY EMS SYSTEM
1200 MAPLE ROAD
JOLIET, IL 60432**
Office Phone is 815-740-7130 #6

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 www.EmCert.com , www.Eminet.com , www.ems-ce.com , www.MedicEd.com	Certificate of Completion	Hour for hour	30 hours maximum These 4 sites only.

REVISED DATE: 06-10-08