

**WILL/GRUNDY EMERGENCY MEDICAL SERVICES SYSTEM****TITLE: METHODS FOR SUBMITTING CONTINUING EDUCATION****POLICY :** IDPH CODE 515.560, 515.570, 515.580

The System and the IDPH Regional EMS Coordinator have agreed to accept several methods in regards to the submittal of continuing education hours for acceptance and credit issues. Acceptable types of CE are listed under the “Standards for Acceptable CE” section in the relicensure policies and should be referred to when assessing valid CE hours. Refer to policy (200-16) “Continuing Education Acceptance & Validation Standards” also, on IDPH site code approval. Once the required number of CE hours have been accumulated they shall be submitted in one of the following formats:

- I. **Proper utilization of the CE Blue Book** containing appropriate instructor signatures and site codes of courses obtained in and out of the System. You may also use the Will/Grundy CME Form (obtainable off of our website) in addition to the CE Blue Book or when you do not have your Blue Book on you.
  - A. The CE Blue Book was developed by the System to enable Providers to efficiently track their own CE as it is ultimately the EMS Providers responsibility.
  - B. After the first 2 years of a relicensure period, EMT-Intermediates, Paramedics and PHRN’s should submit the first blue book at their "2-year check" and obtain a new CE Blue Book for their last 2 years of record retention. EMT-B’s will retain their book for the entire 4 years. Make copies before turning the book in.
  
- II. **Provider agency computer print-out** that contains the following:
  - A. Fire Department or Agency name.
  - B. EMT-B, I, P or PHRN’s full name.
  - C. Signature of the Chief or EMS Coordinator that verifies the total number of hours stated is correct and on file at that agency.
  - D. Dates and names of the subjects taught with the corresponding IDPH approved site codes and number of hours awarded per each attended offering.
  - E. Printout shall contain only pertinent data to that EMT-I, P or PHRN’s current 2-yr time frame (EMT-B’s 4 years). File space is limited so submit pertinent data only.
  
- III. **Formal letter on agency letterhead** from and signed by the Chief or EMS Coordinator verifying the number of “acceptable” CE hours on file at the agency with corresponding site codes for the years of CE listed in the letter. Letter must also contain the EMT-B, I, P or PHRN’s full name, current address, and state license number and accompany a print out of the hours considered acceptable. Do not use this method if the provider works for multiple agencies/fire departments.
  
- IV. The proof of CE hours **MUST** be submitted in one of these approved formats 30 days prior to the individual’s relicensure date. These records will become part of that providers permanent file in the System office, therefore, that individual or Agency should keep identical copies.
  
- V. Mail Continuing Education, Certifications, and your IDPH Child Support Statement form to your primary EMS System office.

**EFFECTIVE DATE:** 09-01-94**REVISED DATE:** 06-10-08