

## State of Illinois Site Code Submission Checklist – 10/22/18

EMS Rules: 515.500; 616.510; 515.520; 515.560; 515.570, 515.580; 515.700 (Lead instructor); 515.725 (EMR); 515.730 (PHRN); 515.740 (ECRN)

“Curricula and standards for all education programs for EMS Personnel offered or authorized within the System shall be consistent with national EMS education standards, including any necessary transitional or bridge education to align System personnel with the current national EMS education standards.”

“An EMS education program shall only be conducted by an EMS System or an academic institution under the direction of the EMS System”.

“Applications for pre-approval of EMS education programs shall be filed with the Department on forms prescribed by the Department.” “...no less than 60 days before the first schedule class”.

“Initial or revised education programs require full submission of all curriculum-related educational documents for Department pre-approval. **Education programs previously approved by the Department without changes to curricula or content require submission of the course schedule and syllabus only.**”

Information to complete on IDPH form (always pull most current form from the IDPH EMS website)	X
Date of application	
Name of the applicant, agency and address and EMS System providing authorization	
Lead instructor name, license number, address, and contact information	
Names and signatures of the EMS MD and EMS System Coordinator	
Type of education program(s) and types and # of CE hours being requested	
Dates, time and location of the education program (submit course schedule)	
Methods, materials, text books, & resources (may include lesson plan containing these items)	
<b>EMS MD and EMS System Coordinator attestations</b> that education will be conducted according to Ntl EMS education standards including all modifications required by the Dept. Clinical components may be done at hospitals, alternate health facilities; or field internships. Clinical experiences shall include minimum pt care contacts, competency evaluation, and measurement as defined in the standards and approved by the EMS MD.	
EMR: 52 hours didactic	
EMT: 125 hours didactic; 25 hours clinical (minimum)-	
A-EMT/EMT-I: 200 hours didactic; 150 hours clinical (minimum)	
Paramedic: 500 didactic; 500 hours clinical (CoA requirements per Ntl Education stnds)	
PHRN 40 hours didactic (minimum) and competency measurement equivalent to PM	
ECRN 40 hours didactic and practical (minimum) – see Rules for content	
Explanation of how the EMS MD and EMS System Coordinator in cooperation with the educational institution shall be responsible for oversight, quality assurance and outcome measurement for the education program.	
<b>Attachments to application</b>	
ALL: Course <b>schedule</b> : Content and times consistent with the national EMS education standards and IDPH-approved CE topics and time limits.	
ALL: <b>Goals, objectives, and course outline</b> (Syllabus or a lesson plan acceptable)	
Entry-level courses: Initial and modified course <b>syllabi</b> (must be approved by Department)	
Entry-level courses: Description of the <b>clinical and field requirements</b> – Syllabi covering this content acceptable for submission	
All: Description of <b>evaluation tools</b> (student, clinical units, faculty and programs) may be included in the syllabus, lesson plan, or may attach evaluation instrument(s) to application	
Entry-level courses or CE with a competency measurement and/or post-test: <b>Req. for successful completion</b>	
CV/resume: Lead Instructor (EMS MD and EMSC should have been previously submitted)	

Examples of syllabus, lesson plan, schedules, evaluations available from State EMS Education Committee upon request.

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