

# Northwest Community EMS System

## ECRN RENEWAL INSTRUCTIONS

IDPH will mail a renewal notice to each ECRN at the last known address in the state database at least 60 days prior to expiration. **If your name, address or other information is not correct**, this can cause the renewal notice to be undeliverable.

This is NOT the same change notification required for your nursing license and must be done separately.

**Address changes** must be made ON LINE by the ECRN in the IDPH database listed below.

**Name changes** must be processed with the IDPH EMS Division per the mail, submitting copies of legal documents acceptable to IDPH that verifies the name change. Contact the IDPH Springfield office at **217-785-2080** to get information on changing your name in the IDPH database.

### Renewal STEPS:

1. **To renew ON-LINE - GO TO:**  
<https://emslicensing.dph.illinois.gov/Clients/ILDOHEMS/Private/OnlineServices.aspx>
  - a. The renewal notice contains a **PIN #** that is needed to renew your ECRN license online. This is the easiest way to renew and can expedite processing time. If you lost the renewal notice, contact IDPH at the phone number above to get your PIN number.
  - b. Select **renew license** (if current ECRN) or Pay INITIAL fee (if new ECRN)
  - c. Answer the felony conviction and child support questions
  - c. The Northwest Community EMS **System number is 0907**.
  - d. Pay fee by credit card. **Renewal fee: \$20; initial license fee: \$55.00**  
The software is programmed to charge the correct fee.
  - e. Once you have completed your part of the renewal process: Contact your hospital EMS Coordinator to inform them. The hospital EMSC will then contact the NWC EMSS EMS Administrative Director (Connie Mattera) by e-mail to verify if you are up to date or delinquent in your ECRN CE.  
  
If up to date, the EMS Admin Director will complete the processing of your ECRN renewal  
If delinquent, you cannot be renewed.
2. **To renew by MAIL:** IDPH will not accept personal checks or cash. If you are paying the renewal fee by certified check or money order, answer the child support and felony conviction questions on the renewal notice received in the mail and submit with your payment to the IDPH address printed on the form before the deadline as listed on the renewal notice. Inform your hospital EMSC that you submitted a written packet in the mail to IDPH. They may want you to provide them with a copy of the signed written notice prior to mailing it to IDPH for your ECRN file.
3. **LATE FEE:** If the renewal information and fees are received by IDPH after the license expiration date, but within 60 days after that date, the ECRN will be assessed an additional \$50 late fee by IDPH that must be paid before the license will be renewed. If received later than 60 days after the license expiration date, the ECRN will have to gain ECRN recognition all over again.
3. **VERY IMPORTANT:** If payment is not received by IDPH and matched to your file; if the appropriate CE is not completed on time and verified by the EMS Administrative Director; or if the required felony conviction and child support questions are not answered and received by IDPH, the license will not be renewed and your ECRN license will lapse.

**It is essential that every ECRN understands this change in state policy/practice.** IDPH holds each **individual responsible** for maintaining their IDPH ECRN license and renewing it on time. The System's role now in the renewal process is only to affirm that CE hours are complete and verifiable. The System is not responsible for providing alternate notice that an ECRN is due to renew or to organize CE submissions into a reviewable document.

Please contact your hospital EMS Coordinator with any questions.