

State of Illinois TNS Program

TNS RENEWAL INSTRUCTIONS

IDPH will mail a renewal notice to each TNS 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 can be made ON LINE 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 TNS 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 TNS) or Pay INITIAL fee (if new TNS)
 - c. Answer the felony conviction and child support questions
 - d. Pay fee by credit card. **Renewal fee: \$25; initial license fee: \$50.00.**
The software is programmed to charge the correct fee.
 - e. **If renewing by Continuing Education:**
 - (1) Submit the completed TNS Continuing Education CE Summary Sheet along with proof of completion (CE certificates) to your local TNS Course Coordinator (TNSCC) **at least 40-90 days prior to the expiration of your TNS license.**

If submitted less than 40 days prior to license expiration, a \$10 processing fee may be charged by the TNS CC

If submitted after the license expiration date, the TNS will be assessed a \$50 late fee by IDPH that must be paid before the license will be renewed.
 - (2) The TNSCC will review the submitted CE and if 64 hours are approved, will complete the renewal process on the IDPH database.
 - (3) **ONLY THEN will your license be renewed. If payment is not received by IDPH and matched to your file; if the appropriate CE is not submitted to or reviewed by the TNSCC on time; or if the required felony and child support questions are not answered and received by IDPH, the license will not be renewed.**
 - f. **If renewing by exam** – contact your local TNSCC for instructions.
3. **To renew by MAIL:** If you are paying 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 before the deadline as listed on the renewal notice. Submit the Continuing Education verification (as listed above) to the TNSCC at least 40 to 90 days prior to the expiration date listed on your license.

It is IMPORTANT that you understand this change in state policy/practice. IDPH holds each **individual responsible** for maintaining their IDPH EMS/TNS licenses and renewing them on time. The TNSCC role now in the renewal process is only to affirm that CE hours submitted to them are complete and verifiable. They are not responsible for providing alternate notice that a TNS is due to renew or to organize CE submissions into a reviewable document.

Please contact your local TNS Course Coordinator with any questions.