

Northwest Community EMS System Paramedic Licensure/relicensure INSTRUCTIONS

IDPH will mail a renewal notice to each paramedic (PM) 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.

Address changes must be made ON LINE by the PM 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>

- The renewal notice contains a **PIN #** that is needed to renew your PM 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.
- Select **renew license** (if current PM) or Pay INITIAL fee (if new PM)
- Answer the felony conviction and child support questions
- The Northwest Community EMS **System number is 0907**.
- Pay fee by credit card. **Renewal fee: \$40; initial license fee: \$60.00**
The software is programmed to charge the correct fee.
- Once you have completed your part of the renewal process: Contact your Provider EMS Coordinator (PEMSC) to inform them. The PEMSC 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 CE.

If up to date, the EMS Admin Director will complete the processing of your PM renewal.

If delinquent, you cannot be renewed.

2. **To renew by MAIL:**

- IDPH will not accept personal checks or cash. If you are paying fees 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 PEMSC that you are submitting a written packet in the mail to IDPH. They may want a copy of the signed written notice & check for your PM file prior to mailing to IDPH.

3. **LATE FEE:** If the renewal information and fees are not received by IDPH before the license expiration date, but are received within 60 days after that date, the PM 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 lapsed PM will have to go through a process of reinstatement that includes remediation, retaking the state PM exam, and paying a reinstatement fee of \$60.

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 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 PM license will lapse.

It is essential that every PM understands this change in state policy/practice. IDPH holds each **individual responsible** for maintaining their IDPH PM license and renewing it on time. The System's role 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 a PM is due to renew or to organize CE submissions into a reviewable document.

Please contact your Provider EMS Coordinator with any questions.