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|---------------------------------------------------------------------------------------------------------|-------------------|--------------------|--------------|
| Policy Title: <b>RELICENSURE/REINSTATEMENT/Dropping to lower level of licensure: EMT/PARAMEDIC/PHRN</b> |                   |                    | No. R - 1    |
| Board approval: 6/28/19                                                                                 | Effective: 7/1/19 | Supersedes: 9/1/17 | Page: 1 of 6 |

Reference: EMS Rules; Section 515.590 Amended at 42 Ill. Reg. 17632, effective September 20, 2018.  
**Italicized text is a direct quote from the EMS Rules.**

I. **To be relicensed by IDPH (Department)**

- A. *The licensee shall file an application for renewal, either written or on-line (fastest, preferred method), with the Department, using the format prescribed by the Department, at least 30 days prior to the license expiration date (see below under licensee requirements). Incomplete license applications submitted to the Department less than 30 days before the expiration may not be processed by the expiration date and may be subject to a late fee.*
  1. ***In addition** to completion of the renewal application and payment of the renewal fee, a licensee who **functions within an EMS System** shall submit documentation of completion of CE requirements to his or her EMS System of primary affiliation at least 30 days before the expiration of his or her license. A licensee who **does not function within an EMS System**, and who seeks independent renewal, shall submit documentation of completion of CE requirements to the Department (Region IX IDPH Regional EMS Coordinator) at least 30 days before the expiration of his or her license.*
  2. *A licensee who has **not been recommended for relicensure by an EMS MD** shall independently submit an application for renewal to the Department (Region IX IDPH Regional EMS Coordinator). The EMS MD shall provide a written statement stating the reason for the denial of relicensure to the licensee and the Department. (See page 6)*
- B. *The **EMS MD or designee** shall provide an electronic authorization to the Department regarding completion of the following minimum requirements:*
  1. ***CE Hours: Paramedics and PHRNs** shall have a minimum of 100 approved CE hours (NWC EMSS Paramedics and PHRNs: **30 hours of NWC EMSS-specific CE per year accrued to 120 hours within the four year licensure period**). A-EMTs and EMT-Is shall have a minimum of 80 approved CE hours. **EMTs** shall have a minimum of 60 (NWC EMSS **20 hours/year accrued to 80 hrs within the four year licensure period**) approved CE hours.*
  2. *CE hours shall consist of EMS System-approved in-services, Department (IDPH)-recognized college health care courses, online CE courses, seminars and workshops, addressing both adult and pediatric care. The System shall define in the Program Plan the number of CE hours to be accrued for relicensure. No more than 20 percent of those hours may be in the same subject. (See C2 policy)*
  3. *Any System CE requirements for EMS Personnel approved to operate an automated external defibrillator shall be included in the required CE hours.*
  4. *The licensee shall have a current **CPR for Healthcare Providers card** that covers didactic and psychomotor skills that meet or exceed American Heart Association guidelines. (NWC EMSS requires annual renewal of competencies)*
- C. *The Department shall require the licensee to certify on the renewal application form, under penalty of perjury, that he or she is not more than 30 days delinquent in complying with a child support order. (Section 10-65(c) of the Illinois Administrative Procedure Act)*

- II. **CHANGE OF STATUS:** *An EMT, A-EMT, EMT-I or Paramedic shall notify the Department within 30 days after any change in name or address. Notification may be in person or by mail, phone, fax or electronic mail. Addresses may be changed through the Department's on-line system. Name and gender changes require certified copies of court orders, i.e., marriage license or court documents. (515.540 EMT, A-EMT, EMT-I and Paramedic Licensure Amended at 42 Ill. Reg. 17632, effective September 20, 2018)*

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### III. **System member relicensure requirements**

The Resource Hospital (NCH) EMS System Administrative Director must receive verification via e-mail from the Provider EMS Coordinator (PEMSC) that the licensee has completed the following requirements within their licensure cycle at least 30 days prior to the license expiration date.

- A. **CE hours:** The number and nature of CE hours to be accrued each year for relicensure is defined in **System Policy C2 Continuing Education**.
  - 1. See the C2 policy for compelling extenuating circumstances that qualify for an extension of CE hour completion.
  - 2. Those licensees with insufficient annual CE hours documented by the System-specified due date will have EMS privileges in the NWC EMSS suspended until verification has been received. Notices of intent to suspend and Suspension will be sent in accordance with System Policy D-1; System Due Process/Disciplinary Action (Suspensions).
- B. A current **CPR certificate** that covers:
  - 1. Adult one-rescuer CPR,
  - 2. Adult foreign body airway obstruction management
  - 3. Pediatric one rescuer CPR
  - 4. Pediatric foreign body airway obstruction management, and
  - 5. Adult two-rescuer CPR and AED

### IV. **RENEWAL STEPS**

- A. IDPH will mail a renewal notice to each EMS licensee at the last known name and address in the state database at least 60 days prior to license expiration. **If your name or address is incorrect**, the renewal notice may be **undeliverable**.
  - 1. **Mailing address:** Licensees may elect to use their home or EMS employer's address for IDPH correspondence relative to their license while employed by a System member if authorized to do so by the agency.
  - 2. If an EMS Agency receives an IDPH renewal notice for an employee, the Agency will provide the notice to the employee with sufficient advance notice for appropriate processing.
  - 3. If an EMS Agency receives an IDPH renewal notice for a former employee, the Agency must provide the notice to the former employee at their last known personal address, e-mail address or fax number with sufficient advanced notice for appropriate processing or return the renewal notice to IDPH.
  - 4. If a renewal notice is not received within 45 days of the license expiration date, the licensee shall contact the PEMSC, the NWC EMSS office, or go on line to the IDPH EMS website to obtain a blank form.
  - 5. Contact the Division of EMS and Highway Safety at 217-785-2080 or at [DPH.EMTLIC@illinois.gov](mailto:DPH.EMTLIC@illinois.gov) with questions or for more information.
- B. To renew **ON-LINE** (Fastest and preferred approach). Go to:  
<https://emslic.dph.illinois.gov/GLSuiteWeb/clients/ildohems/private/Shared/OnlineServices.aspx>

Individual licensees may use this site to pay initial EMS licensing fees, pay EMS renewal licensing fees and/or update address information. NOTE: **At this time, only Internet Explorer and Firefox on a desktop or laptop can be used when making an online fee payment.** Other browsers and/or hand held devices may cause an error when making payment.

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1. The renewal notice contains a **PIN #** that is needed to renew a license online. If you do not have the original notice or this number, contact IDPH at the phone number above or the NWC EMSS Admin Director to get your PIN number.
2. Select **renew license** (if currently licensed) or Pay INITIAL fee (if a new license)
3. The licensee must certify on the IDPH RENEWAL NOTICE or ON-LINE, under penalty of perjury, that he or she is not more than 30 days delinquent in complying with a **child support** order. (Section 10-65(c) of the Illinois Administrative Procedure Act [5 ILCS 100/10-65(c)]).
4. They must also answer a **Personal History Statement**: Have you ever been convicted or plead guilty of any felony offense? Yes/No If yes, contact IDPH, Division of Highway Safety at 217-785-2080 and request a personal history review packet.

**5. The Northwest Community EMS System number is 0907.**

6. **Pay fee by credit card.** The software is programmed to charge the correct fee.

| Fee type    | EMT  | AEMT or EMTI | Paramedic | PHRN |
|-------------|------|--------------|-----------|------|
| Relicensure | \$20 | \$30         | \$40      | \$20 |

**7. Once you have completed your part of the renewal process: Contact your PEMSC to inform them. The PEMSC will then contact the NWC EMSS Administrative Director by e-mail to verify that you are up to date or delinquent in your CE hours.**

8. **The license will NOT be renewed until the Resource Hospital (NCH) EMSS office attests in the IDPH EMS database that all CE has been completed and the listed social security number is accurate.**
9. If delinquent in CE and/or the child support and/or felony conviction attestations or fee payment has not been received by IDPH and linked to an individual's license, the license will not be renewed.

**C. To renew by MAIL (Slow and not recommended)**

1. **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; include your EMS license number on the money order or cashier's check and note that the fee is for relicensure. Submit form and fee to the IDPH address printed on the form before the deadline as listed on the renewal notice.
2. **Inform your PEMSC** that you are mailing your renewal request to IDPH. They may want a copy of the signed form & check for your file prior to mailing to IDPH. The NWC EMSS must still make the above attestations in the state database for the license to be renewed.

**V. REQUEST FOR EXTENSION:** The license expiration date may be extended by IDPH only when appropriate documentation substantiating hardship is provided accompanied by a recommendation from the EMS MD. **To request an extension**, submit the IDPH Extension Request Application <http://www.dph.illinois.gov/sites/default/files/forms/ems-extension-request-application-060716.pdf> to the NWC EMS System Office for processing with IDPH.

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VI. **License EXPIRATION:** *The license of any EMS Personnel who has failed to file a completed application for renewal on time shall be invalid on the day following the expiration date shown on the license.*

- A. **RENEWAL WITHIN 60 DAYS OF EXPIRATION:** *EMS Personnel whose licenses have expired may, within 60 days after license expiration, submit all relicensure requirements and submit the required relicensure fees (see Section 515.460), including a **late fee**, online or by certified check or money order. Cash or personal check will not be accepted. If all relicensure requirements have been met, and no disciplinary actions are pending against the EMS Personnel, the Department will relicensure the EMS Personnel.*
- B. **Send the \$50 late fee to 422 S. 5<sup>th</sup> St, Springfield IL 62701.** Include the license number on the money order or cashier's check and note that it is a late fee.

VII. **REINSTATEMENT AFTER 60 DAYS OF EXPIRATION**

- A. *An Illinois licensed EMR, EMD, EMT, EMT-I, A-EMT, Paramedic, ECRN or PHRN whose license has been expired for less than 36 consecutive months may apply for reinstatement by the Department. (Section 3.50(d)(5) of the Act)*
- B. **Reinstatement shall require the following:**
1. *The applicant shall submit satisfactory proof of completion of continuing medical education and clinical requirements in accordance with the following:*
    - a. *Continuing education in accordance with Sections 515.560, 515.565, 515.570, 515.580, 515.710, 515.715, 515.725, 515.730 and 515.740.*
    - b. *EMS Personnel education in accordance with Sections 515.500, 515.505, 515.510, 515.520, 515.710, 515.715, 515.725, 515.730 and 515.740.*
  2. CE requirements in the NWC EMSS will be individually determined (Education Action Plan or EAP) by the EMS MD and EMS Administrative Director based on the length of time the individual has been lapsed and may include the content of the NREMT Refresher Course for the appropriate level of licensure.
    - a. Candidates for reinstatement must make up all missed mandatory classes per System Policy M2.
    - b. Candidates must have a current CPR certificate as specified in II.B.
    - c. Candidates must make up the content and hours of missed CE classes in keeping with System policy C2. If a paramedic or EMT class is in session, they are encouraged to audit the classes that cover the missed content for their desired scope of practice. If an entry level class is not in session, they may complete the CE class credit questions. If lapsed for longer than two years or prior to an SOP revision implementation, a candidate may be requested to take the modular written exams and the class final exam for the level of licensure desired to ensure current academic competency.
  3. *The applicant shall submit a positive recommendation in writing from an Illinois EMS MD attesting to the applicant's clinical qualifications for testing.*
    - a. The applicant shall file a **License Reinstatement Application** form to the NWC EMSS office attaching the following items to the completed application. See: <http://www.dph.illinois.gov/sites/default/files/forms/ems-license-reinstatement-application-061416.pdf>

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- (1) Letter requesting reinstatement
  - (2) Documentation of required CE hours (legible copies only)
  - (3) Copy of the applicant's current Healthcare Provider Basic Life Support (CPR) card
  - (4) For applicants convicted of a felony; follow the steps on the form instructions page.
  - (5) Submit the completed application and other required documentation to the EMS System authorizing the reinstatement.
4. *The EMS MD shall verify that the applicant has demonstrated competency of all skills at the level of EMS Personnel license to be reinstated.*
- a. In the NWC EMSS, this may be accomplished by a combination of strategies defined by the EMS MD or designee including participating in EMT or paramedic class or System entry skills labs; or direct observation and evaluation by a Peer I or II educator depending on the level of licensure to be regained and the skills to be demonstrated.
  - b. For high risk skills, like intubation, the candidate may be required to complete rotations in the operating room where they are to demonstrate intubation competency under the direct supervision of an anesthesiologist.
  - c. The education plan may also specify clinical rotations in selected hospital units depending on the time the candidate's license has been lapsed.
5. Once approved by IDPH, *the applicant shall **pass a Department-approved test** for the level of EMS Personnel license sought to be reinstated, in accordance with Section 515.530. (Section 3.50(d)(5) of the Act).* This may include the State of Illinois or National Registry Exam (NREMT) exams. Instructions for registration can be obtained from the NWC EMS System Office.
- Testing fees in place at the time the exam is taken must be paid by the individual directly to CTS or the NREMT. Current fee structure for the State exam:

| Fee type       | EMT  | AEMT or EMTI | Paramedic | PHRN |
|----------------|------|--------------|-----------|------|
| <b>Testing</b> | \$20 | \$30         | \$40      | \$40 |

6. A reinstatement licensure fee, in an amount prescribed by IDPH (money order, cashier's or organizational check only) made payable to the Illinois Department of Public Health will be assessed.

| Fee type             | EMT  | AEMT or EMTI | Paramedic | PHRN |
|----------------------|------|--------------|-----------|------|
| <b>Reinstatement</b> | \$45 | \$45         | \$60      | \$60 |

7. Once approved by IDPH, a new license will be issued and the individual will be returned to good standing in the System.

#### VIII. Independent Renewal

- A. A licensee functioning within a State-approved EMS System should be renewed by the Primary System of affiliation. If the EMS MD does not recommend a System member for relicensure, he or she shall submit all reasons for denial in writing to the member and IDPH.
- B. A licensee that is not employed within with an EMS system is considered **independent**.

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C. A licensee who is not employed by an EMS Agency and one who is NOT recommended for relicensure by an EMS MD must file independently to the IDPH Regional EMS Coordinator assigned to their geographic area. **(The NWC EMSS is in Region IX.)** They shall submit documentation of completion of CE requirements at least 30 days before the expiration of his or her license

D. *The instructions and application for **independent renewal** may be found on the Department's website:*

<http://www.dph.illinois.gov/sites/default/files/forms/emsindependentrenewal-040317.pdf>

IDPH Regions 8 & 9 EMS Coordinator: Joyce McNamara-Coughlin, M.Ed., RN

Illinois Department of Public Health Division of EMS & Highway Safety

245 W. Roosevelt Road, Building 5, West Chicago, IL 60185

Phone: 630-293-6805

E-mail: [Joyce.McNamara-Coughlin@Illinois.gov](mailto:Joyce.McNamara-Coughlin@Illinois.gov)

#### IX. **REDUCTION TO EMT or Emergency Medical Responder (EMR) status**

*At any time prior to the expiration of the current license, an EMT, A-EMT, EMT-I or Paramedic may **downgrade** to EMT or EMR status for the remainder of the license period. The EMT, A-EMT, EMT-I or Paramedic shall make this request in writing to the EMS MD of his or her System of primary affiliation along with a signed renewal notice and his or her original EMS license and duplicate license fee. The EMS MD or designee shall verify that the license is current with CE hours and forward the approved applications to the Department. To relicense at the EMT or EMR level, the individual must meet the relicensure requirements for that downgraded level.*

- A. The licensee must make this request in writing with the date and their signature on the letter and submit to the Resource Hospital (NWC EMS System Office).
- B. They must show that they are current with all CE for the existing level of licensure up to the date requesting a reduction in status unless extenuating circumstances apply that will be considered on a case-by-case basis by the EMS Administrative Director and EMS MD.
- C. Include a letter of authorization from their employer chief/EMS CEO
- D. Submit (relinquish) the original copy of their current EMS license. If they are not in possession of the original copy of the current license, they must attest to that fact in writing in their request to reduce status.
- E. Include a current and signed Renewal notice (child support statement).
- F. To reduce status at the time of relicensure, the individual must meet the requirements for EMT or Emergency Medical (First) Responder relicensure.
- G. There is a \$10 fee to reduce licensure when requested other than at the time of renewal. If downgrading at the time of renewal, only the renewal fee is required.

X. *EMS Personnel who have downgraded to EMT, A-EMT or EMT-I status may subsequently **upgrade** to his or her original level of licensure held at the time of the downgrade upon the recommendation of an EMS MD who has verified that the individual's knowledge and psychomotor skills are at the level of the licensure being requested. The individual shall complete any education or testing deemed necessary by the EMS MD for resuming A-EMT, EMT-I or Paramedic activities and submit a duplicate license fee. EMS Personnel cannot upgrade from the EMR level.*