

Policy Title: <b>RELICENSURE/REINSTATEMENT: PARAMEDIC/PHRN</b>		No. R - 1
Board approval: 1/12	Effective: 2/1/12	Supersedes: 7/1/10
		Page: 1 of 4

Reference: EMS Rules; Section 515.590 (July 25, 2003); Section 515.640 Reinstatement (Aug 30, 2011)

I. **To be relicensed as a Paramedic/PHRN:**

- A. The licensee must submit verification of meeting all relicensure requirements to the Resource Hospital at least 30 days prior to the license expiration date.
- B. The Resource Hospital must receive verification that the Paramedic/PHRN completed the following requirements:
  1. One hundred forty-four hours of continuing education (CE) (System requirement), 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 each year for relicensure. No more than 25% of those hours may be on the same subject, i.e., extrication, cardiac, etc.
    - a. **The NWC EMSS System requires 36 hours of CE per year.** To review System-required hours and acceptable methods to accrue those hours, refer to System Policy C-2.
    - b. **All CE hours must be completed and verification submitted to the Resource Hospital 30 days prior to the licensure expiration date** to allow adequate time for renewal processing.
    - c. Those paramedics/PHRNs with insufficient yearly CE hours documented by the due date will have ALS privileges in the NWC EMSS suspended until verification has been received. Notice of suspension will be sent in accordance with System Policy D-1; System Due Process/Disciplinary Action (Suspensions).
    - d. Composition of CE programs and qualifications of instructors for non-system sponsored classes shall be submitted to the Resource Hospital not less than 70 days prior to the scheduled event for IDPH **site code** processing. Program approval will be granted provided the program is conducted in accordance with guidelines of the DOT National Standard Curriculum for EMT-Ps and the National EMS Education Standards and contains material relevant to the Paramedic/PHRN level of licensure. Qualifications of instructors shall be consistent with Section 515.700 of the Rules and System Peer Educator policies.
  2. A current **CPR certificate** that covers:
    - a. Adult one-rescuer CPR,
    - b. Adult foreign body airway obstruction management,
    - c. Pediatric one-rescuer CPR,
    - d. Pediatric foreign body airway obstruction management, and
    - e. Adult two-rescuer CPR, and
    - f. AED.
  3. Functioning within a State-approved EMS System providing advanced life support services as verified by the System's EMS MD.
  4. **CHILD SUPPORT STATEMENT**
    - a. A renewal notice/child support statement will be mailed by IDPH to each Paramedic/PHRN at their last listed address approximately two months prior to the current license expiration.

Policy Title: RELICENSURE/Reinstatement: PARAMEDIC/PHRN

No. R - 1

Board approval: 1/12

Effective: 2/1/12

Supersedes: 7/1/10

Page: 2 of 4

- b. IDPH requires the Paramedic/PHRN 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 [5 ILCS 100/10-65(c)]).
- c. This form may also be used as a method of providing notice for a change of name or address.
- d. If a child support statement is not received within 45 days of the license expiration date, contact the Provider EMSC or the Hospital EMSC/Educator for a blank form.
- e. Until the IDPH fee structure goes into place, a paramedic/PHRN must submit their signed child support statement directly to the Resource Hospital by mail, fax, or e-mail for processing of the relicensure. If a signed child support statement is not submitted before the license expiration date, the license will lapse. After the IDPH fee structure goes into place, applicants for relicensure will return the form to the address specified by IDPH.

- C. Currently, once all relicensure requirements are met, the Resource Hospital shall process the renewal in the IDPH database. After the fee structure goes into effect, the Resource Hospital will be asked by IDPH to verify completion of CE hours, but IDPH will affirm the required demographic information and receipt of the child support form. When all requirements are affirmed by IDPH, they shall forward a new certificate to the license holder.

Fee type	EMT	AEMT or EMTI	Paramedic
<i>Relicensure</i>	<u>\$20</u>	<u>\$30</u>	<u>\$40</u>

- D. **Independent Renewal:** If the EMS MD does not recommend a System member for relicensure, he shall submit all reasons for denial in writing to the member and IDPH. A licensee that is not affiliated with an EMS system is considered independent. A licensee who is not recommended for relicensure by an EMS MD must independently submit to IDPH an application for renewal. See the Independent Renewal Form 0506.
- E. **License expiration:** The license of a Paramedic/PHRN who has failed to submit all required paperwork to the Resource Hospital on time for renewal shall terminate on the day following the expiration date shown on the license.
- F. **REDUCTION TO EMT or Emergency Medical (FIRST) Responder status:** At any time prior to the expiration date of the current license, a Paramedic may revert to EMT or Emergency Medical (First) Responder status for the remainder of the license period. The Paramedic must make this request in writing with their signature to the Resource Hospital EMS Office and include a letter of authorization from their employer. They must relinquish and submit the original copy of their current Paramedic license and include a signed child support statement. 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.
- G. To reduce status at the time of relicensure, the individual must meet the requirements for EMT or Emergency Medical (First) Responder relicensure.
- II. **REQUESTS FOR EXTENSION:** Licensure 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 EMT Extension Form to the NWC EMSS Office for processing with IDPH. (See state letter explaining extension considerations)

Policy Title: <b>RELICENSURE/Reinstatement: PARAMEDIC/PHRN</b>	No. <b>R - 1</b>		
Board approval: 1/12	Effective: 2/1/12	Supersedes: 7/1/10	Page: 3 of 4

- III. **RENEWAL WITHIN 60 DAYS OF EXPIRATION:** A Paramedic/PHRN whose license has expired may, within 60 days after licensure expiration, submit all relicensure material as required by the EMS Rules and a fee of \$50 in the form of a certified check or money order (cash or personal check will not be accepted) payable to the Illinois Dept. of Public Health. If all material is in order and there is no disciplinary action pending against the Paramedic/PHRN, IDPH will process the relicensure.
- IV. **REINSTATEMENT AFTER 60 DAYS OF EXPIRATION**
- A. An Illinois licensed Emergency Medical Technician or Paramedic whose license has been expired for more than 60 days but 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 or 515.570 or 515.580.
    - b. EMT training in accordance with Section 515.500, 515.510, or 515.520.
    - c. Continuing education 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.
    - d. Candidates for reinstatement must make up all missed mandatory classes per System Policy M2.
    - e. Candidates must have a current CPR certificate as specified in I.B.2.
    - f. Candidates must make up the content and hours of missed CE classes in keeping with System policy C2. If a paramedic class is in session, they are encouraged to audit the classes that cover the missed content. If paramedic class is not in session, they may complete the CE class credit questions. All missed post-tests must be successfully completed OR if lapsed for longer than two years, a candidate may be requested to take all four modular written exams and the paramedic class final exam to ensure testing to the current SOPs.
  2. The applicant shall submit a positive recommendation in writing from an EMS Medical Director attesting to the applicant's clinical qualifications for retesting. The EMS Medical Director shall verify that the applicant has demonstrated competency of all skills at the level of EMT license sought to be reinstated.
    - a. In the NWC EMSS, this may be accomplished by a combination of strategies defined by the Resource Hospital 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 EAP may also specify clinical rotations in selected hospital units depending on the length of time the candidate's license has been lapsed.

Policy Title: RELICENSURE/Reinstatement: PARAMEDIC/PHRN

No. R - 1

Board approval: 1/12

Effective: 2/1/12

Supersedes: 7/1/10

Page: 4 of 4

3. The applicant shall pass a Department-approved test for the level of EMT license sought to be reinstated, in accordance with Section 515.530 of this Part. (Section 3.50(d)(5) of the Act. (eff. August 30, 2011)
- a. Candidates will be required to take the State of Illinois Exam following the application process as specified by Continental Testing Services. Once approved by the EMS MD to take the exam, instruction for registration can be obtained from the EMS Office.
- b. Testing fees in place at the time the exam is taken must be paid by the individual directly to CTS. Current fee structure:


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

4. 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 for applicant seeking reinstatement of a previously expired license expired more than 60 days but less than 36 consecutive months.

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

5. Once the exam is passed, IDPH will issue a new license and the individual will returned to good standing in the System.

- V. **CHANGE OF STATUS:** IDPH requires the Resource Hospital to maintain a current database of all EMS personnel including name, address, level of licensure, license status (active or inactive), CE hours, and expiration date. If any licensed/certified EMS personnel change name or address they must notify the Resource Hospital within 20 days of the change so it can be appropriately processed within the IDPH database within 30 days. If a paramedic/PHRN retires or leaves a System EMS agency for any reason, the change in status must be provided to the Resource Hospital within 30 days. Notification to the Resource Hospital can be in person, or by mail, fax or electronic mail.

  
 John M. Orin, M.D., FACEP  
 EMS Medical Director

  
 Connie J. Mattera, M.S., R.N.  
 EMS Administrative Director