

# Northwest Community EMS System IDPH EMS Licensure/Relicensure INSTRUCTIONS

IDPH will mail a renewal notice to each EMS licensee at the last known address in the state database at least 60 days prior to license 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 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** - This is the fastest way to renew. 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. 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.

- The renewal notice contains a **PIN #** that is needed to access your state file online. If you lost or did not receive the renewal notice, **contact the NWC EMSS Administrative Director to get your PIN number.**
- Select **renew license** (if currently licensed ) or **Pay INITIAL fee** (if this is a new license)
- Answer the felony conviction and child support questions
- The Northwest Community EMS **System number is 0907.**
- Pay fee by credit card.  
The software is programmed to charge the correct fee for a particular license.
- **Once you have completed your part of the renewal process:** Contact your Provider EMSC or Hospital EMSC/E to inform them. The NWC EMSS EMS Admin Director must be notified by e-mail to verify that you are up to date in CE.  
If up to date, the EMS Admin Director will complete the processing of your renewal.  
If delinquent in CE, you cannot be renewed until that requirement is met.

2. **To renew by MAIL: Very slow and takes a long time**

- 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 EMSC as above** that you are submitting a written renewal request to IDPH. They may want a copy of the signed form & check for your 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 licensee will be assessed a \$50 late fee in addition to the usual renewal 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 licensee must complete a reinstatement process that includes remediation, retaking the credentialing exam (NREMT exams for EMTs, AEMTs, PM, PHRN), and paying a reinstatement fee of \$60.

3. **LAPSED licenses:** 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 EMS license will lapse.

**It is essential that every EMS licensee understands this state procedure.** IDPH holds each **individual responsible** for maintaining their EMS license and renewing it on time. The System's role in the renewal process is 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 or the EMS Administrative Director with any questions or need for assistance.**