

Policy Title: RELICENSURE: EMT-B			No. R - 4
Board approval: 3/20/03	Effective: 7/1/09	Supersedes: 7/1/05	Page: 1 of 2

Reference: IDPH Rules and Regulations Section 515.590 (July 25, 2003)

I. POLICY

Authority to conduct and verify CE hours completed in compliance with IDPH and system requirements and to verify valid CPR certification needed to relicense EMT-Bs in the NWC EMSS is delegated to each EMS Agency Chief/CEO or his designee.

II. PROCEDURE

A. In order to be relicensed as an EMT-B the following must be submitted to the Resource Hospital no later than 30 days prior to the license expiration date:

1. CHILD SUPPORT STATEMENT

- a. A child support statement will be mailed by IDPH to each EMT-B at their last listed address approximately two months prior to the current license expiration.
- b. IDPH requires the EMT-B 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 EMS Coordinator or the Hospital EMS Coordinator/Educator for a blank form.
- e. An EMT 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.

2. A photocopy of a current CPR certificate which covers the following:

- a. Adult one-rescuer CPR
- b. Adult foreign body airway obstruction management
- c. Pediatric one-rescuer CPR
- d. Pediatric foreign body airway obstruction management
- e. Adult two-rescuer CPR
- f. AED.

3. Verification of completed CE requirements signed by the Provider EMS Coordinator attesting to completion of the following requirements:

- a. One hundred twenty hours of IDPH site-code approved continuing education, seminars and workshops addressing both adult and pediatric care. No more than 25% of those hours may be the same subject.
- b. The System requires 30 hours of CE per year including completion of all mandatory classes. See System Policy C-2 for a listing of required hours and acceptable methods to accrue those hours.
- c. EMT-Bs with insufficient yearly CE hours documented by the deadline will have BLS privileges in the NWC EMSS suspended until verification has been received. Notice of suspension will be sent in accordance with System Policy D-1; Due Process/Disciplinary Action (Suspensions).

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- d. Any System CE requirements for an EMT approved to operate an automated defibrillator, epinephrine autoinjector, etc. shall be included in the required 120 CE hours.
4. Verification that the EMT is functioning within a System EMS agency.
- B. Once all recertification requirements are met, the Resource Hospital shall process the renewal in the IDPH database. IDPH shall forward a new license to the EMT.
- C. **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.
- D. **License expiration:** The license of an EMT 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.
- E. **REDUCTION TO Emergency Medical (FIRST) Responder status:** At any time prior to the expiration date of the current license, an EMT-B may revert to Emergency Medical (First) Responder status for the remainder of the license period. The EMT 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 EMT 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.
- F. To reduce status at the time of relicensure, the individual must meet the requirements for Emergency Medical (First) Responder relicensure.
- III. **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)
- IV. **RENEWAL WITHIN 60 DAYS OF EXPIRATION:** An EMT 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 EMT, IDPH will process the relicensure.
- V. **FAILURE TO RENEW WITHIN 60 DAYS OF EXPIRATION:** Any EMT whose license has expired for a period of more than 60 days shall be required to reapply for licensure, complete the training program and pass the test, and pay the fees as required for initial licensure.
- VI. **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 an EMT 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.