

Policy Title: RECERTIFICATION: ECRNs**No. R - 5****Board approval: 9/21/00****Effective: 2/1/09****Supersedes: 7/1/05****Page: 1 of 2****I. POLICY**

Emergency Communication Registered Nurses (ECRNs) in the NWC EMSS shall be recognized for a period of four years unless an exemption applies. Every System ECRN shall renew their status prior to the certification expiration date. Every certificate which has not been renewed shall terminate on the day following the expiration date shown on the IDPH ECRN certificate.

II. RECERTIFICATION REQUIREMENTS**A. An ECRN shall be recertified in the NWC EMSS provided that he/she has satisfactorily**

1. maintained an active registered professional nurse license in Illinois in accordance with the Nursing and Advanced Practice Nursing Act;
2. maintained employment in the Emergency Department of a System Hospital;
3. completed a minimum of eight approved EMS CE hours and all mandatory EMS classes in each of the last four years as specified in the Policy E7 and M2;
4. demonstrated satisfactory performance in providing and documenting on-line medical control (OLMC) per System SOPs as validated by the designated EMS Coordinator and/or EMS Medical Director (EMS MD); and
5. passed written and practical components of CE post-tests and/or modular examinations per policy.

B. PROCESS

1. It is the responsibility of each individual ECRN to petition for renewal a minimum of 30 days prior to the certificate expiration date by submitting evidence of successful completion of all recertification requirements (as listed above) to their hospital EMS Coordinator.
2. **CHILD SUPPORT STATEMENT**
 - a. A child support statement will be mailed by IDPH to each ECRN at their last listed address approximately two months prior to the current license expiration.
 - b. IDPH requires the ECRN 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 EMS Coordinator/Educator for a blank form.
 - e. An ECRN 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.
3. Once all recertification requirements are met, the Resource Hospital shall process the renewal in the IDPH database. IDPH shall forward a new certificate to the ECRN.

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Keeping records current: ECRNs are required to notify the Resource hospital in writing within 30 days of a name, employment, and/or address change so files are kept current and renewal certificates can be sent to the correct address.

- 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 Extension Form to the NWC EMSS Office for processing with IDPH. (See state letter explaining extension considerations)
- IV. **LICENSE EXPIRATION:** The license of an ECRN 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. The nurse may not serve in the capacity of an ECRN.
- V. **RENEWAL WITHIN 60 DAYS OF EXPIRATION:** An ECRN whose certificate has expired may, within 60 days after certificate expiration, submit all renewal materials as required by the EMS Rules and System policy to the Resource Hospital EMS office for processing with IDPH. If all materials are in order and there is no disciplinary action pending against the ECRN, IDPH will process the relicensure.
- VI. **FAILURE TO RENEW WITHIN 60 DAYS OF EXPIRATION:** Any ECRN whose certificate has expired for a period of more than 60 days must petition for ECRN certification again and may be required to complete all current competency measures (written and practical exams).
- VII. **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.

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