

Northwest Community Paramedic Program
800 W. Central; EMS Resource Offices/ Kirchoff Behavioral Health Center
Arlington Heights, IL 60005
Phone: 847-618-4482 | Fax: 847-618-4489



Date: November 20, 2025
To: All System members
From: Kourtney Chesney BSN, RN, PM, EMS System Coordinator & Education Program Director
Vasilios (Bill) Toliopoulos, MBA, BSN, RN, PHRN, EMS Administrative Director
RE: **EMS Field Preceptor classes – February 2026**

System Memo: # 440

Serving as a paramedic field preceptor is one of the most important and professionally honored roles in our EMS System. They are critically influential in mentoring our students to become competent entry level paramedics and we are deeply grateful for their assistance and service.

Paramedic students are not authorized to perform any ALS intervention without a System-approved field preceptor directly observing and coaching their actions to ensure compliance with practice standards and patient safety. **No student may begin the field internship or perform any ALS skills in the field environment until they are released to start by the PM Program Director in writing.**

Field Preceptor eligibility requirements:

1. Paramedic/PHRN with time, tenure, and qualifications per System Preceptor policy (P1)- please note: a highly qualified applicant with <2 years' experience may be submitted with a request for early eligibility by the PEMSC with an explanation of their unique ability to be a preceptor | PLUS
2. Peer II, III or IV Educator - See policy P7 PEER EDUCATORS I-IV / IDPH Lead instructors

**Preceptor Applications and Agreements must be submitted every year.
Peer Educator status is approved for 4 years.**

Process Steps: Application submission and approval

1. ALL preceptor candidates shall complete the **2026 Preceptor Application** sections outlining teaching experience, qualifications and reasons they would like to be considered for a preceptor position + a signed **2026 Preceptor Agreement**.
2. Each must verify Peer II or above educator status in the NWC EMSS. **If not yet a Peer educator**, make application ASAP to Pamela Ross (pamela.ross@endeavorhealth.org).
3. Submit Application & Agreement to your Agency Chief/EMS CEO for approval/signature.
4. Once signed: Forward the Application & Agreement to the hospital EMSC/educator assigned to your agency to validate qualifications and eligibility, and to approve and sign.
5. Once all signatures are attached: Submit Application & Agreement to Pam Ross by hard copy, fax (847-618-4489), or e-mail (pamela.ross@endeavorhealth.org).

The **2026 Preceptor Application and Agreement** are attached to this memo and will be posted to the System website: www.nwcmss.org under the Education Tab/paramedic. **Due date: February 6, 2026**

2026 Field Preceptor Classes

EXISTING Field Preceptors **DO NOT** need to attend a **LIVE** class. They are required to attend a 30-minute **annual** refresher on updates to the internship process & forms offered via zoom.

Dates	Times	Location:
Thur. February 19, 2026	9:00 AM	Zoom
Mon. February 23, 2026	1:00 PM	Zoom

NEW PRECEPTORS must attend one of the classes listed below.

Dates	Times	Location:
Thurs. February 19, 2026	1:00 PM - 4:00 PM	NCH Auditorium
Mon. February 23, 2026	9:00 AM - 12:00 PM	NCH Auditorium

Register IN ADVANCE via email to Pam Ross (pamela.ross@endeavorhealth.org) with the date **you plan to attend** If you have any questions, please contact Kourtney Chesney at kourtney.chesney@endeavorhealth.org