

# State of Illinois TNS Program TNS RENEWAL INSTRUCTIONS

## STEP 1: TNS Renewal notification

IDPH will mail a renewal notice to each TNS at the last known address in the state database at least 60 days prior to expiration. If your name, address or other information is not correct, this can cause the renewal info to be undeliverable.

- **Address changes** can 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.

## STEP 2: On-line IDPH license renewal

- **To renew on-line go to:**  
<https://emslicensing.dph.illinois.gov/Clients/ILDOHEMS/Private/OnlineServices.aspx>



- Once at the website, select **Pay license RENEWAL fee** (if current TNS) or Pay INITIAL fee (if new TNS).
- Your renewal notice contains a PIN# that is needed for you to renew your TNS certification online. On-line fee payment is easier than by mail and can expedite processing of your license. If you lost the renewal notice, contact IDPH at the phone number above to get your PIN number.
- Answer the felony conviction and child support questions.
- Pay the renewal fee by credit card. **Renewal fees are \$25.** The system is set up to charge the correct fee.
- **To complete the renewal process you must then choose to: Renew by Continuing Education or by Exam\*.** (\*If renewing by exam – contact your local TNSCC for instructions.)

## STEP 3: To renew by Continuing Education: Submit completed TNS Continuing Education CE Summary Sheet:

- ✓ Submit completed TNS Continuing Education CE Summary Sheet (by Category) along with proof of completion (CE certificates) to your local TNS Course Coordinator (TNSCC) **40 to 90 days prior to the expiration of your TNS license.**
- ✓ If submitted less than 40 days prior to license expiration, a \$10 processing fee may be charged by the TNSCC.
- ✓ If submitted after the license expiration date, the TNS will be assessed a \$50 late fee by IDPH that must be paid before the license will be renewed.

To renew by exam: TNS Renewal by exam:

Your 4 digit system number + 99T + 4 digit month and year(when they plan to sit the exam) = 080599T1013 for Loyola renewal by exam in October of 2013

TNS New License by Challenge to TNS Exam:

Your 4 digit system number + 99T + 4 digit month and year (when they plan to sit the exam) + C (Challenge) = 013999T1113C for Rockford Memorial initial license by exam challenge November of 2013

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## STEP 4: CE review and new license arrival

- Your local TNSCC will review your CE, and if 64 hours of approved, trauma-related CE was submitted, the TNSCC will complete the information needed on the state database that is required to renew your license. **ONLY THEN will your license be renewed. If payment is not made, the appropriate continuing education is not submitted, or if the required felony and child support questions are not answered, the license cannot be renewed. You will receive your new license in the mail within 1-2 weeks after above is completed.**
- **To renew by mail:** If you are paying by certified check or money order, you must complete the child support and felony conviction questions in writing. on the renewal notice received in the mail. This must be submitted before the deadline as listed on your renewal materials. Your continuing education (as listed above) must be received by the TNS Course Coordinator 40 to 90 days prior to the expiration date listed on your license.

**It is important that you understand this change in state policy/practice. IDPH holds each individual responsible** for maintaining their IDPH EMS/TNS licenses and renewing them on time. The TNSCC role in the renewal process is only to affirm that CE hours submitted to them are complete and verifiable. They are not responsible for providing alternate notice that a TNS is due to renew or to organize CE submissions into a reviewable document.

\*Local TNSCC contact information is located at [www.Illinoistraumanurse.org](http://www.Illinoistraumanurse.org) under the TNS tab. Please contact your local TNSCC with any questions.

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