

**SILVER CROSS EMERGENCY MEDICAL SERVICES SYSTEM****TITLE: EMT-B RELICENSURE****POLICY: IDPH CODE 515.590**

It will be the responsibility of the individual EMT-B and/or their System provider agency to ensure efficient and effective monitoring of CE hours during this 4-year relicensure period. Requirements for EMT license renewals are delineated in the Rules and Regulations set forth by the IDPH (Illinois Department of Public Health).

- I. The licensee shall file for renewal with the IDPH in a form prescribed by the IDPH at least 30 days prior to the license expiration date. The System shall process the EMT for renewal upon receiving documentation of the following, from the EMT or the EMT's Agency EMS Coordinator or Chief:
  - A. A total of 60 hours of Continuing Education, seminars and workshops, addressing both adult and pediatric care, is required for the 4-year relicensure period. Refer to "Standards for EMT-Basic Continuing Education" for recommendations. Proof of CE hours shall be submitted in an approved format per System policy 200-8 "METHODS FOR SUBMITTING CONTINUING EDUCATION".
  - B. A current CPR completion card in compliance with AHA guidelines that covers adult and pediatric one-rescuer and two rescuer CPR with adult and pediatric fbao management.
  - C. A completed Child Support and Felony Conviction Statement must be made on-line at [www.idph.state.il.us/ems](http://www.idph.state.il.us/ems) using the PIN provided by IDPH and last 4 of your SS# along with a renewal fee of \$20 paid to IDPH on-line via credit/debit card.
- II. All relicensure requirements shall be submitted at the same time to the System. Always KEEP IDENTICAL COPIES OF EVERYTHING FOR YOUR OWN RECORDS.
- III. Upon relicensure, the EMT-B must submit a copy of their current EMT license to the System Office, their Agency's EMS Coordinator.
- IV. An EMT shall submit to the System proof of successful completion of any MANDATORY System Continuing Education as required by the EMS Medical Director (i.e.: performance needs-based CE, introduction of new skills or procedures based CE, SMO Updates and or Testing etc), when requested. SCÉMSS Trimester CME is worth 10 hours per trimester and must include completion of 3 packets with corresponding single exam. SCÉMSS Moodle Monthly CE is worth 2 - 2.5 hours per month. Details at [www.silvercrosssems.com](http://www.silvercrosssems.com) System CME Page.
- V. If the EMS Medical Director has appropriate evidence that an EMT-B's skills performance has not been adequately demonstrated; the EMT-B will be required to complete a written exam with a minimum score of 80% to pass. An EMT-B may request to retake the exam in its entirety within 14 days of the original test date. It is the EMT-B's responsibility to make the necessary arrangements. Should an EMT-B fail a second attempt, a review must be completed by the EMS Medical Director to make a determination on the EMT-B's status. Further reviews beyond this point must follow the procedure outlined regarding conflict resolution.
- VIII. An EMT-B who fails to meet all requirements will not be recommended for relicensure unless one of the following applies:
  - A. The EMT-B has successfully completed a state approved Intermediate or Paramedic Education Program and has met all requirements for licensure at the EMT-I or P level.
  - B. The EMT-B submits a written request for an extension to the EMS Medical Director, who files by form to the IDPH for a final ruling. If the request is granted, the EMT-B will have until the end of the extension period to meet all requirements for relicensure.

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- VII. At any time prior to the expiration of the current license, an EMT-B may revert to First Responder status for the remainder of the license period. The EMT-B is required to submit their original license and voluntary reduction request in writing to the System (who forwards to IDPH). To re-register at the First Responder level, the individual must then meet the requirements for First Responder registration. An EMT-B who has reverted to First Responder status may NOT be re-instated to the EMT-B level. The First Responder would need to re-complete the respective EMT-B training program.
- VIII. An EMT-I or EMT-P who has reverted to EMT-B status may be subsequently relicensed as an EMT-I or EMT-P, upon the recommendation of the EMS Medical Director who has verified that the individual's knowledge and clinical skills are at an active level, and that the individual has completed any retraining, education or testing deemed necessary by the EMSMD for resuming EMT-I/P activities. The individual may not be relicensed at a level higher than that of their previous level prior to reverting to EMT-B status.
- IX. Any EMT-B, whose license has expired, **within 60 days** after license expiration, may submit all relicensure material as required in this Part and a fee of \$50.00 made payable to the Illinois Department of Public Health, in the form of a certified check, organizational check, or money order. If all material is in order and there is no disciplinary action pending against the EMT, the System will submit a transaction card to the IDPH.
- X. Any EMT whose license has expired for a period of **more than 60 days but less than 36 months** may apply for "**REINSTATEMENT**" with their EMS System. This reinstatement shall include submission of all relicensure material as required in this policy, plus a fee of \$45.00 made payable to the Illinois Department of Public Health in the form of a certified check or money order, and in addition to the items listed below. If all material is in order and there is no disciplinary action pending against the EMT, the System will approve and sign the EMT's IDPH License Reinstatement Application form and forward to IDPH. The applicant would still need to take and pass an IDPH test for the level of EMT license sought to be reinstated.
- A. The provider will be required to produce a valid CPR card and 120 hours of CE
  - B. Pay for and submit a State of Illinois background check via ISP.
  - C. 16 hours of ED clinical time with an approved Silver Cross ED preceptor
  - D. EMTs will take and pass with a >80% score:
    1. 100 question EMT-B general knowledge written exam
    2. A 50 question SMO (most recent) exam
    3. A skills evaluation exam scored on NREMT-P guidelines
- XI. Any EMT whose license has expired for a period of **more than 36 months** shall be required to reapply for licensure, complete the training program and pass the test, and pay the fees as required for initial licensure.

**EFFECTIVE DATE:** 01-01-94  
**REVISED DATE:** 07-08-16  
**REVIEWED DATE:**

**SILVER CROSS EMERGENCY MEDICAL SERVICES SYSTEM  
STANDARDS FOR EMT-BASIC CONTINUING EDUCATION**

**I. RELICENSURE REQUIREMENTS SUMMARY:**

1. 60 Hours of CE (The 60 required hours may include hours from the list below)
2. Current CPR Certification
3. IDPH on-line: Child support and felony conviction statement plus \$20 renewal fee

**Submit to System: Items 1 & 2 / Submit to IDPH ONLINE: Item 3 to complete relicensure.**

**ALL MANDATORY SYSTEM CME MUST BE CURRENT FOR SYSTEM TO RENEW LICENSE.**

**II. STANDARDS FOR ACCEPTABLE CONTINUING EDUCATION:**

Continuing education classes, seminars, clinical time, workshops or other types of programs shall have an assigned IDPH approved site code to be submitted as acceptable CE hours. This includes CE hours obtained by attending Fire Department or Agency training. Refer to [www.silvercrosssems.com](http://www.silvercrosssems.com) or policy 200-16 “Continuing Education Acceptance & Validation Standards” on IDPH site codes.

<u>Continuing Education Recommendations</u>	<u>(Documentation) &amp; [Hours]</u>	<u>*Over 4 Years*</u>
1. SCEMSS Trimester CME: (10 hours per completed trimester) .....	60 hours	
2. SCEMSS Moodle CME Monthly PowerPoint and Quiz (2 - 2.5 hours/month) .....	60 hours	
3. Audit EMT-B Class or B topics of I or P Class (Instructor signature required) .....	UNLIMITED	
4. Agency EMS Training including Hazmat (IDPH approved w/site codes listed) .....	60 hours	
5. Initial: PHTLS, ITLS, CPR Instructor etc. (Card + Course Schedule) hr/hr .....	16 hours (max)	
6. Renewal: PHTLS, ITLS, CPR Instructor etc. (Card + Course Schedule) hr/hr .....	8 hours (max)	
7. ATLS, Wilderness EMS, TEMS, Critical Care Paramedic (Cert) EMS Hrs only .....	hour for hour	
8. Emergency Vehicle Operators course/EMD course (Cert + Course Schedule) .....	12 hours (max)	
9. Clinical Preceptor/Evaluator (signed CE Sheet) hour for hour .....	15 hours (max)	
10. Emergency Preparedness event/exercise/training (signed CE Sheet) hr/hr .....	12 hours (max)	
11. Health Related College Courses [1 college credit hour = 8 CE hours] .....	UNLIMITED	
12. EMS related Conferences and/or Seminars (Certificate) .....	hour for hour	
13. Online: EmCert.com, Eminent.com, ems-ce.com, MedicEd.com, cecbems.org (Certificate) .....	15 hours (max)	
May include: Webinars and online offerings with subject matter found in the EMS Education Standards [eg sponsored by a governmental agency (infectious diseases, emergency preparedness) legal experts (documentation HIPAA) organizations or commercial offerings]		
14. Commercial CE: EMS Video and Magazine CE (Certificate) .....	15 hours (max)	
15. Participation/Observation: Surgery, Phys Therapy, Lamaze, Childbirth, Autopsy .....	5 hours (max)	
(Written & Signed statement from Charge Nurse or Physician regarding attendance)		
16. IDPH Approved Locally Offered CE (Certificate or CE sheet w/hrs +site codes listed) .....	hour for hour	

Certificates must include provider’s name, CE topic, hours awarded, site code or CECBEMS, etc. Repetition of a specific class session within a twelve-month period will not be accepted for credit. Drug box inventory and ambulance inventory do not qualify for CE hours or credit.

**Independent EMT-Bs are limited to 3, 5, 6, 7, 10, 11, 12, 13, 14, 15, and 16 for CE and must submit items 1 & 2 to the IDPH Regional Coordinator NOT A SYSTEM.**