

Licensure Course Request Checklist

This form and the five items listed below should be included with course request submission. Course Request items must be submitted 60 days before proposed course start date, per IDPH Administrative Code. Clinical contracts should be in place before proposed course start date ([LINK](#)). Course can be advertised after the approved request is returned to the primary instructor. Courses longer than EMT will have additional timeline items.

- IDPH Training Request ([LINK](#))
- Course Syllabus- Including milestones below (EMR, PHRN and ECRN may not have all requirements.)
- Course Policies Handbook or Guide
- IDPH Lead Instructor license
- IDPH EMT license or other qualifying credential

Date	Milestone- all applicable should be included on student syllabus
	Course request submitted <input type="checkbox"/> Course is open to the public <input type="checkbox"/> Course is limited to only personnel of the host agency
	2 nd Day of Class (EMS System to attend virtually.) Time X
	Class roster submitted to EMS Office. Include all students regardless of clinical destinations. If completing clinical at any MH facility, send form also to WorkForceDevelopment@mhsil.com
	Clinical requirements complete. Instructor to validate; submit student list to clinical locations.
	Partial clinical completion due
	1 st Student update to EMS System
	NREMT Accommodations requests due. Unlock previous NREMT accounts (30 days before final).
	Final student update to EMS System
	Full clinical completion due
	Limmer EMT review
	Final course exam and NREMT registration (EMS Office to attend in person.) Time X
	Final course exam retest (24-72 hours after first attempt) Time X
	3 month P/F data to instructors

Clinical sites verified for availability: _____

Electronic document platform utilized: _____ Testing platform utilized: _____

Acknowledgements

Instructors are reminded that the Scope of Practice for the level of licensure should be taught, in its entirety.

Licensure course data will be collected by Memorial EMS in collaboration with other Central Illinois EMS Systems. Like courses will be grouped together as a measure of course success to help identify ways in which training courses can be more successful. Data points will include Student enrollment, course completion, NREMT certification and IDPH licensure success rates and timelines. Data will be organized by site code and instructor and recorded at three months post course completion. Data will be made available to agencies and instructors quarterly.

As the IDPH Lead Instructor and EMS agency holding the course, we acknowledge that we are responsible for teaching the scope of practice for this level of training in its entirety. Any student who does not meet the minimum standard will not be forwarded for certification or licensure.

_____ Course Lead Instructor Signature Printed: _____

_____ Agency Leader Signature Printed: _____