



**Memorial  
Health**

# **Emergency Medical Services**

IDPH License Renewal

# IDPH License Renewal

- The subsequent slides outline the process for license renewal of the following licenses:
  - Emergency Medical Technician (EMT-B, A-EMT/ EMT-I, Paramedic)
  - Lead Instructor
  - Emergency Communications Registered Nurse
  - Emergency Dispatcher
  - EMR
  - Pre-Hospital Registered Nurse

# IDPH License Renewal

- It is of the upmost importance that IDPH has your correct address on file.
  - If you need to change your address, you can do so through this webpage:

[IDPH Address Change](#)

# IDPH License Renewal

- Approximately 60 days prior to the expiration of your license, IDPH will mail a letter to your address listed on file. This form will contain a PIN number and website address.
- Log onto the website and use your PIN number to
  - Pay renewal fees (listed on next slide)
    - Credit or debit card required
  - Declare child support status
  - Declare felony conviction status
- Print Confirmation Page to forward to EMS Office along with continuing education.
- Mailing the paper version w/ payment to IDPH can be done but will take longer. Forward copy to EMS Office .

# IDPH License Renewal

- Renewal Fees – Fees range from \$20-\$40
  - Complete fee schedule available through this webpage  
[EMS Fee Schedule](#)
  - Volunteers serving an area of less than 5,000 population, members of Illinois National Guard and Illinois State Police can apply for a waiver of the fee through this webpage:  
[EMS License Fee Waiver](#)
  - Allow extra time if you apply for this
  - Submit the completed form to the EMS Office as soon as possible.

# IDPH License Renewal

- Forward the Confirmation Page, current CPR card and CE hour documentation to EMS Coordinator prior to expiration date. In four years, the following are required.

- EMT-B = 60 hours
- EMT-I = 80 hours
- EMT-P = 100 hours
- Lead Instructor = 40 hours\*
- Emergency Communications RN = 32 hours
- Emergency Dispatcher = 48 hours
- First Responder = 24 hours
- Pre-Hospital RN = 100 hours

# Region 3 Renewal Requirements

Category	NR/ EMR	Lead Instructor	EMT-B	A-EMT EMT-I	EMT-P/PHRN
Airway Including: skills labs	2	2	4	8	10
Breathing, Patient Assessment	3	3	6	8	8
Circulation, Trauma, Shock/Resuscitation, Pathophysiology	8	6	18	24	32
Disability, Medical, Behavioral, OB/infant/Children	6	6	14	18	18
Environment, Preparations /Operations, Special Population, Pharmacology	5	3	10	14	16
Subtotal	24	20	52	72	84
Open topics L/I - Instructor Education	-	20	8	8	16
Total	24	40	60	80	100

# Region 3 Renewal Requirements

- Documentation Required
  - CPR for Healthcare Provider
- A-EMT/EMT-I/ Paramedic/ PHRN/ ECRN
  - ACLS
  - PHTLS (TECC- after initial PHTLS), ITLS, TNS or TNCC
  - PEPP, PALS or ENPC
- Additional Information/ Requirements
  - Lead Instructor 20 hours content education/ 20 hours instructor education
  - ECRN 32 hours Con Ed
  - EMD 48 hours Con Ed



# IDPH License Renewal

- Continuing education hours
  - 25% must be within Memorial EMS System
  - No more than 25% from clinical experience (off duty)
  - No more than 50% from instruction (2 hours = 1CE hour)
  - Up to 75% can be under one training site code
  - Internet Sites must have IDPH or CAPCE approval

[Welcome to HealthStream](#)

<https://mediced.com/index.asp>

<https://www.ems-ce.com/>

- Maximum 6 hours CPR

# IDPH License Renewal

- A 3-month extension will be granted once in the licensee's career. Application is available through this webpage.

[EMS Extension Request Application](#)

- Extensions have a late fee of \$50.00

# IDPH License Renewal

- After Licensee has completed online requirements
- AND
- Forwarded correct Con Ed documentation to the EMS Office
  - Confirm receipt by EMS Office
- Renewals are processed multiple times a month
- Licenses are active as soon as both renewal pieces are completed.
  - Paper license is not required; electronic proof is available at:  
[ILDOH EMS Master](#)
- Questions can be directed to [Brown.Sara@mhsil.com](mailto:Brown.Sara@mhsil.com) or [Slade.Michael@mhsil.com](mailto:Slade.Michael@mhsil.com)