

# Website FAQs

<p>Individual Licenses</p> <p>Question</p> <p>I have moved or changed my last name. What are the requirements?</p> <p>Answer</p> <p>Per IDPH Administrative Code, this is to be updated within 30 days. To make an address change, go to <a href="#">ILDOH EMS Master (illinois.gov)</a>. Name changes must be made in writing. Include the document(s) to support the name change and email to <a href="mailto:dph.emtlic@illinois.gov">dph.emtlic@illinois.gov</a></p>
<p>Question</p> <p>I am up for renewal. What do I need to do?</p> <p>Answer</p> <p>Step 1: CE hours need to be submitted to the EMS Office. Please email to <a href="mailto:brown.sara@mhsil.com">brown.sara@mhsil.com</a> (Springfield Memorial EMS) or <a href="mailto:slade.michael@mhsil.com">slade.michael@mhsil.com</a> (Decatur Memorial EMS). Do not send CE hours to IDPH unless you are doing an independent renewal.</p> <p>Step 2: Fee payment needs to be made directly to IDPH. Online payment is the quickest, but they do charge a fee of approximately \$1.50. If by check, IDPH will only accept cashier's checks, money orders and business checks. If paying by check, please include a copy of your completed renewal notice. We strongly recommend paying fees online.</p> <p><a href="https://dph.illinois.gov/content/dam/soi/en/web/idph/files/forms/ems-renewal-notice-011717.pdf">https://dph.illinois.gov/content/dam/soi/en/web/idph/files/forms/ems-renewal-notice-011717.pdf</a></p> <p>Fee waivers <a href="https://dph.illinois.gov/content/dam/soi/en/web/idph/files/forms/ems-license-fee-waiver-application.pdf">https://dph.illinois.gov/content/dam/soi/en/web/idph/files/forms/ems-license-fee-waiver-application.pdf</a> (if applicable) need to be submitted to EMS. Please email to <a href="mailto:brown.sara@mhsil.com">brown.sara@mhsil.com</a> (Springfield Memorial EMS) or <a href="mailto:slade.michael@mhsil.com">slade.michael@mhsil.com</a> (Decatur Memorial EMS). These need to be completed at least 20 days before the expiration date as they are processed manually.</p>
<p>Question</p> <p>I don't have enough Continuing Education hours. What can I do?</p> <p>Answer</p> <p>Prior to expiration, a provider can request an extension <a href="https://dph.illinois.gov/content/dam/soi/en/web/idph/files/forms/ems-extension-request-application-060716.pdf">https://dph.illinois.gov/content/dam/soi/en/web/idph/files/forms/ems-extension-request-application-060716.pdf</a>. This cannot be requested on additional renewals. Typically, the System will request a 3-month extension from IDPH. IDPH may charge an additional fee for this. IDPH will not honor last minute requests. To validate if a request was honored, the EMS provider should monitor <a href="#">ILDOH EMS Master (illinois.gov)</a> for updated license expiration date. No additional paperwork from IDPH will be sent.</p>
<p>Question</p> <p>I do not have enough hours, and the extension period has passed. (Also applies to people who missed their renewal date.) What can I do?</p>

Answer

At midnight on the night of expiration, you no longer have a license to work/ volunteer in EMS. Notify your agency immediately. Most licenses go into a lapse period where an individual cannot work/ volunteer but can renew/ regain the license by completing requirements in less than 60 days and paying a late fee. Contact EMS immediately if you are in this situation because not all IDPH licenses qualify for lapse.

If you are beyond 60 days past expiration, the situation becomes more challenging. If more than 60 days and less than 36 months, some licensees could reapply for licensure. However, this requires meeting all renewal requirements and passing the current licensure exam (NREMT). Contact EMS immediately if you are in this situation because not all IDPH licenses qualify for reinstatement.

Question

I do not want my EMS license anymore. What should I do?

Answer

The license will expire at the next renewal. You can let it expire or you can request it to be placed inactive. Inactive licenses can be regained later, if desired, but CE and/or testing will be required. The form to request inactivation is

<https://dph.illinois.gov/content/dam/soi/en/web/idph/files/forms/ems-inactive-request-062116.pdf> .

Continuing Education

Question

I need CE hours? What opportunities exist?

Answer

Any provider in Memorial EMS System has access to [HealthStream](#). That provides access to EMS System as well as a published library of CE hours and registration to attend bimonthly CE trainings. It is up to the provider to select courses appropriate to their scope of practice. CE must always be appropriate for the current license or a reasonable scope of practice above that of the current license. (Example: EMT sitting in on Paramedic course lectures.)

Question

I am taking a class I think should count for CE. How do I earn CE for that?

Answer

IDPH has a couple of rules on this.

College courses: if topic is appropriate for the scope of practice, can be utilized and will cap at a maximum of 25% of any one topic. Transcripts showing successful completion of the coursework will be required for documentation. These can be unofficial school transcripts. The formula is a maximum of 8 CE hours per credit hour so can easily max out in a topic area.

Question

I attended an education not within EMS. Can I use that?

Answers

This is something that should be addressed prior to the event. The EMS Site Code is the mechanism used to track approval of training for EMS CE. If the organization hosting the activity does not have a site code, they do not have approval to provide EMS CE.

The only exception would be if training has CECBEMS (formerly known as CAPCE) approval. These will be accepted hour for hour so long as they are appropriate for the scope of practice.

#### Lead Instructor

##### Question

I want to teach CE classes. My agency already had an approved CE site code. What are the requirements?

##### Answer

A Lead Instructor license is encouraged but not required to teach CE classes.

##### Question

I want to obtain my IDPH Lead Instructor license. What is required?

##### Answer

IDPH has several requirements:

- Current IDPH EMS license
- A minimum of 4 years in EMS or emergency care
- At least 2 years of documented teaching experience
- Documentation of classroom teaching experience and recommendation of EMS MD
- Completion of the NAEMSE IC1 course [National Association of EMS Educators \(naemse.org\)](http://naemse.org)
  - Note: Instructor courses will not count toward CE requirements for any license except Lead Instructor.

##### Question

I have my Lead Instructor license. What are the renewal requirements?

##### Answer

IDPH has three requirements:

- Letter of support from the EMS MD
- Documentation of 40 hours of CE, of which 20 hours shall be related to the development, delivery and evaluation of education programs
- Attendance at a Department- approved national EMS education standards updates course, if applicable.

#### EMS Vehicles

##### Question

We have a new vehicle. What is the process to add that vehicle?

##### Answer

The IDPH Sys Mod form <https://dph.illinois.gov/content/dam/soi/en/web/idph/files/forms/ems-request-modify-amend-system-plan-050916.pdf> is the requirement for all vehicle action. This is the

first step to add, remove or change level of vehicles. Please email the completed form to [Krueger.Zachariah@mhsil.com](mailto:Krueger.Zachariah@mhsil.com) (Springfield Memorial EMS) or [slade.michael@mhsil.com](mailto:slade.michael@mhsil.com) (Decatur Memorial EMS) and include the timeline for when you think this vehicle will be ready for inspection. Every vehicle is inspected by IDPH/ EMS System or both. This is scheduled by contacting your EMS System who has to sign the Sys Mod and then submit to IDPH. The Sys Mod can be submitted as soon as the information is known, and the inspection scheduled after the vehicle arrives and all required equipment is installed. *All new vehicles must be inspected before being placed into service.*

Question

We have a vehicle that was involved in an accident/ or significant mechanical repairs are needed. What notifications are required?

Answer

If the repair can be completed in less than 10 days, no action is required. If greater than 10 days, no additional licensing fee will be required, but the vehicle must be inspected by IDPH/ EMS System. Please reach out early with a plan for if this will exceed the 10-day allowance. This is the IDPH Sys Mod <https://dph.illinois.gov/content/dam/soi/en/web/idph/files/forms/ems-request-modify-amend-system-plan-050916.pdf> form. The vehicle will be taken out of service until it can be repaired/ replaced. A new Sys Mod and inspections will be required to put the vehicle back in service, and an inspection is required.

Question

What is a Reserve Vehicle?

Answer

A Reserve Vehicle has met the IDPH minimum requirements for the vehicle but is not stocked for EMS response. This vehicle can be moved into service for up to 10 days before the Sys Mod and Inspection are required. The EMS System needs to be notified when a Reserve vehicle is moved into service as well as when it is returned to Reserve status.

Question

How can we change the level of a vehicle?

Answer

This is an IDPH Sys Mod <https://dph.illinois.gov/content/dam/soi/en/web/idph/files/forms/ems-request-modify-amend-system-plan-050916.pdf> to the EMS System who has to sign and forward to IDPH.

Question

How often are vehicles inspected? Our license says we are good for four years.

Answers

This is a confusing item. While the license says four years, annual inspections are required.

For Non-Transport vehicles, this occurs once a year at the same time for the entire region. Region 3 is due in March. Region 6 is due in June. These are typically self-inspections. Failure to complete the inspection, submit to the EMS System and allow enough time to be processed at IDPH can result in the agency losing their licensing with IDPH. We require these to be completed and submitted to the EMS Office by the 15<sup>th</sup> of the applicable month.

Transport vehicles are inspected on an annual basis, and IDPH completes a portion of these inspections each year. Agencies will be notified early in the year with the schedule for inspections.

These will be scheduled with enough time that if a unit is unavailable on the day of inspection, it can be brought to a later inspection site as an add-on and still meet expiration dates. Any transport vehicle that is not inspected and the renewal fee paid before their annual expiration date is expired and will not be able to be utilized until the situation is corrected and appropriate inspections/ fee payments completed.

New and/or returning vehicles needing inspection will typically be included as an add-on at the next scheduled System inspection.




