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Extraordinary Care.

POLICY:	100.24 - IDPH STATE LICENSING EXAM WAIVER POLICY		
APPROVAL:	VICE PRESIDENT OF PROFESSIONAL SERVICES; MANAGER OF EMERGENCY MANAGEMENT SERVICES;		
EFFECTIVE DATE: 2/1/2017	CURRENT REVIEW/REVISION DATE: 1/17	SUPERSEDES: N/A	ORIGINAL EFFECTIVE DATE: 2/17
DEPARTMENT SPECIFIC		EMERGENCY MANAGEMENT SYSTEM	

I. Purpose:

To provide an avenue for a student who has failed the EMT or Paramedic State Licensing Exam (after three consecutive attempts) a means to obtain a waiver from IDPH for three more additional attempts on the applicable State Exam.

II. Policy:

Waivers will NOT be granted outside 12 months from the day the student graduated their EMT or Paramedic program. The Illinois Department of Public Health (IDPH) Division Chief will have the final authority on approving and granting waivers. Students will only be allowed one waiver and if the student fails to pass the State Exam with the additional attempts, they will need to retake the entire program if they so choose.

A. EMT & Paramedic Student Waiver Process:

EMT & Paramedic students who have failed the IDPH State Licensing Exam three consecutive times will be considered for a waiver for three additional attempts if the below requirements have been met.

1. Complete the applicable F5 Virtual Instructor Led NCCP Refresher Course at www.code3cme.com. Paramedics will be required to complete the 30-Hour NCCP Refresher and EMT's will be required to complete the 20-Hour NCCP Refresher. Code 3 CME is approved by the Commission on Accreditation for Pre-Hospital Continuing Education (CAPCE) and is accepted by the National Registry of Emergency Medical Technicians (NREMT). The individual student is responsible for the cost of the course.
2. After completion of the applicable NCCP Refresher Course, the student will meet with the Morris Hospital EMS Education Coordinator to analyze previous State Exam results and develop an education plan for remedial training. The student will be required to complete the assigned remedial training under the EMS Education Coordinator's direction and supervision.
3. After the student has completed both the applicable NCCP Refresher Course at www.code3cme.com and the assigned remedial training, the Morris Hospital EMS Education Coordinator will report back to the EMS Medical Director that the student has met the criteria to request a waiver for three additional exam attempts. The EMS Medical Director will draft a letter that verifies the student has completed the appropriate remediation and requests a waiver to be issued. This letter shall be sent directly to the IDPH Division Chief.
4. IDPH has the final authority on approval of waivers.

Approval:

Thomas J. Dohm **Date**
VP of Professional Services

Robin Stortz, RN **Date**
Manager of EMS