



POLICY:	400.07 EMERGENCY MEDICAL TECHNICIAN-INTERMEDIATE (EMT-I) RENEWAL PROCESS		
APPROVAL:	VICE PRESIDENT OF PROFESSIONAL SERVICES; MANAGER OF EMERGENCY MEDICAL SERVICES (EMS)		
EFFECTIVE DATE: 2/16/2024			ORIGINAL EFFECTIVE DATE: 7/16/18
DEPARTMENT SPECIFIC			EMS

I. Purpose:

To define the requirements and process for EMT-Intermediate to relicense through Morris Hospital EMS System (MHEMSS).

II. Policy:

It will be the responsibility of the individual EMT-I 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).

- A. The EMS Medical Director will process the EMT-I's relicensure with the IDPH upon documentation of the following:
 - 1. A minimum of 80 hours of Continuing Education, seminars and workshops, addressing both adult and pediatric care, is required for the 4-year relicensure period. No more than 25% of hours and be in one subject.
 - 2. A current CPR card in compliance with AHA guidelines
 - 3. A current ACLS card in compliance with AHA guidelines (If primary in MHEMSS and or working for an ILS/ALS agency)
 - 4. A current PALS card in compliance with AHA guidelines (If primary in MHEMSS and or working for an ILS/ALS agency)
 - 5. A completed Child Support and Felony Conviction Statement must be made on-line at [ILLINOIS IDPH WEBSITE](#) using the PIN provided by IDPH and last 4 of your SS# along with a renewal fee set by and payable to IDPH on-line via credit/debit card. Please submit a hard copy of child support felony conviction statement with other required documents.
- B. All relicensure requirements shall be submitted at the same time to the EMS System Office. **KEEP IDENTICAL COPIES OF EVERYTHING FOR YOUR OWN RECORDS.**
- C. Upon relicensure, the EMT-I must submit a copy of their current EMT-I license to the System Office and their Agency EMS Coordinator.
- D. An EMT-I who fails to meet all requirements will not be recommended for relicensure unless:
 - 1. The EMT-I has successfully completed a state approved Paramedic Education Program and has met all requirements for licensure at the EMT-P level; or
 - 2. The EMT-I 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-I will have until the end of the extension period to meet all requirements for relicensure. This request must be done prior to license expiration.
- E. At any time prior to the expiration of the current license, an EMT-I may revert to the First Responder or EMT-B status for the remainder of the license period. The

EMT-I is required to submit their original license and voluntary reduction request in writing to the System who forwards to IDPH. To relicense at the EMT-B level, the individual must then meet the EMT-B relicensure requirements.

- F.** An EMT-I who has reverted to EMT-B status may be subsequently be relicensed as an EMT-I, upon the recommendation of the EMS Medical Director who has verified that the individual’s knowledge and clinical skills are at an active EMT-I level, and that the individual has completed any retraining, education or testing deemed necessary by the EMSMD for resuming EMT-I activities. An EMT-I who has reverted to First Responder status may NOT be re-instated to their previous EMT level, but would need to re-complete the respective EMT training programs.
- G.** Any EMT-I, whose license has expired, **within 60 days** after license expiration, may submit all relicensure material as required in this Part and a fee set by and payable to Illinois Department of Public Health, in the form of a certified 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.
- H.** 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 set by and payable to 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-I, the System will approve and sign the EMT-I’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.
 - 1.** The provider will be required to produce a valid CPR card and 80 hours of CE
 - 2.** Pay for and submit a State of Illinois background check via ISP.
 - 3.** 16 hours of ED clinical time with Medical Director (If applicable)
 - 4.** EMT-Is will take and pass with a >80% score:
 - a.** 100 question EMT-I general knowledge written exam
 - b.** A 50 question SMO (most recent) exam
 - c.** A skills evaluation exam scored on National Registry of Emergency Medical Technicians (NREMT) guidelines
- I.** 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.

Approval:

James Kirchner **Date**
Vice President of Professional Services

Kathleen Geiger MSN, RN **Date**
Manager of EMS & Emergency Management