



POLICY:	400.08 EMERGENCY MEDICAL TECHNICIAN-PARAMEDIC (EMT-P) AND PRE-HOSPITAL REGISTERED NURSE RENEWAL PROCESS		
APPROVAL:	VICE PRESIDENT OF PROFESSIONAL SERVICES; MANAGER OF EMERGENCY MEDICAL SERVICES (EMS)		
EFFECTIVE DATE: 2/16/2024			ORIGINAL EFFECTIVE DATE: 9/18
DEPARTMENT SPECIFIC			EMS

I. Purpose:

To define the requirements and process for EMT-Paramedic and Prehospital Registers Nurses (PHRN) to relicense through Morris Hospital EMS System (MHEMSS).

II. Policy:

It will be the responsibility of the individual EMT-P/PHRN and/or their System provider agency to ensure efficient and effective monitoring of CE hours during this 4-year re-licensure period. Requirements for 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 paramedic’s/PHRN re-licensure with the IDPH upon documentation of the following:
 - 1. A minimum of 100 hours of Continuing Education, seminars and workshops, addressing both adult and pediatric care, is required for the 4-year re-licensure period.
 - 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 re-licensure requirements shall be submitted at the same time. Always keep identical copies of everything for your own records.
- C. Upon re-licensure, the EMT-P/PHRN must submit a copy of their current EMT-P license to the System Office and their Agency EMS Coordinator.
- D. An EMT-P/PHRN who fails to meet all requirements will not be recommended for re-licensure unless the EMT-P/PHRN submits a written request for an extension prior to license expiration to the EMS Medical Director, who files by form to the IDPH for a final ruling. If the request is granted, the EMT-P/PHRN will have until the end of the extension period to meet all requirements for re-licensure.
- E. At any time prior to the expiration of the current license, an EMT-P may revert to the EMR (Emergency Medical Responder) status, EMT-B or EMT-I status for the remainder of the license period. The EMT-P is required to submit their original license and voluntary reduction request in writing to the System who forwards to IDPH. To relicense at the EMR, EMT-B or I level, the individual must then meet the re-licensure requirements of that level.
- F. An EMT-P who has reverted to EMT-B or EMT-I status may be subsequently relicensed as an EMT-P, upon the recommendation of the EMSMD who has verified that the

