



Central DuPage Hospital  
Emergency Medical Services System  
System Policy and Procedures

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| Title: EMS Lead Instructor – Initial                |                    |
| Section: System Entry / Licensing                   | Number: E-3        |
| Approved By: Dr. Steve Graham, EMS Medical Director |                    |
| Effective Date: 01 July 2018                        | Number of Pages: 1 |

**PURPOSE:**

To define the Central DuPage Hospital Emergency Medical Services (CDHEMSS) policy for initial licensing of an EMS Lead Instructor

**POLICY:**

1. To apply to for the EMS Lead Instructor's license, the candidate shall submit
  - a. Documentation of experience and education in EMS.
  - b. The required fee as set by IDPH in the form of a money order or certified check made payable to the Department (cash or a personal check will not be accepted)
  - c. An EMS Lead Instructor application form prescribed by the Department, which shall include, but not be limited to, name, address, and resume.
2. An EMS Lead Instructor shall meet at least the following minimum experience and education requirements:
  - a. A current license as an EMT, EMT-I, Paramedic, RN or physician;
  - b. A minimum of two years of experience in pre-hospital emergency care;
  - c. At least one years of documented teaching experience;
  - d. Documented classroom teaching experience, i.e., BTLS, PHTLS, CPR, Pediatric Advanced Life Support (PALS);
  - e. Documented successful completion of the NAEMSE Educators Course or equivalent to the National Standard Curriculum for EMS Instructors.
3. Upon the applicant's completion of the EMS Lead Instructor examination with a score of at least 80 percent, the Department will approve the individual as an EMS Lead Instructor. The approval will be valid for four years.
4. Lead Instructors shall attend a Department-approved curriculum review course whenever revisions are made to the National Standard Curricula for EMR, EMT, Advanced EMT, and/or Paramedic.
5. The Department shall, in accordance with Section 515.160 of the Illinois EMS Act , suspend or revoke the approval of an EMS Lead Instructor, after an opportunity for a hearing, when findings show the EMS Lead Instructor has failed:
  - a. To conduct a course in accordance with the curriculum prescribed by the Act

**POLICY HISTORY:**

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| Effective Date   | 01 July 2018 |  |  |  |  |  |
| Review Date(s)   |              |  |  |  |  |  |
| Revision Date(s) |              |  |  |  |  |  |