



Central DuPage Hospital  
Emergency Medical Services System  
System Policy and Procedures

Title: EMS Lead Instructor – Renewal	
Section: System Entry / Licensing	Number: E-4
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 regarding an EMS Lead Instructor renewal.

**POLICY:**

1. CDHEMSS and the Illinois Department of Public Health require the following for renewal of Lead EMS Instructor status:
  - i. Written request for renewal of Lead Instructor license must be submitted to the CDHEMSS office sixty (60) days prior to the expiration date, but not more than 90 days prior, along with a detailed list of classes taught.
  - ii. Documentation of at least **5 hours of teaching and 5 hours of education creation annually.**
  - iii. The system office will submit the required recommendation from the EMS Medical Director indicating that the EMS Lead Instructor has satisfactorily instructed educational courses during the 4 year license renewal period.

**POLICY HISTORY:**

Effective Date	01 July 2018					
Review Date(s)						
Revision Date(s)	<b>01 Mar 2019</b>					