



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, along with a detailed list of classes taught.
  - ii. Documentation of at least 10 hours of continuing education 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)						