



Central DuPage Hospital
Emergency Medical Services System
System Policy and Procedures

Title: EMD, EMT, EMT-P, PHRN, ECRN License Renewal	
Section: System Entry / Licensing	Number: E-1
Approved By: Dr. Steve Graham, EMS Medical Director	
Effective Date: 01 July 2018	Number of Pages: 2

PURPOSE:

To define the Central DuPage Hospital Emergency Medical Services (CDHEMSS) policy regarding licensure renewal for providers within the CDHEMSS.

POLICY:

CDHEMSS will only relicense providers who are currently on an active roster under a licensed CDHEMSS agency. CDHEMSS will not relicense “independent” providers who are not affiliated with a CDHEMSS agency.

1. EMD

- a. The agency EMS Coordinator shall submit to the CDHEMSS office, 30 days prior to the providers expiration date:
 - i. A copy of the providers CE hours, with approved EMS Site Codes totaling no less than 48 hours
 - ii. A copy of the providers current CPR healthcare provider card
 - iii. Confirmation that all IDPH required renewal steps (payment, felony and child support statements) have been completed.

2. EMT

- a. The agency EMS Coordinator shall submit to the CDHEMSS office, 30 days prior to the providers expiration date:
 - i. A copy of the providers CE hours, with approved EMS Site Codes totaling no less than 120 hours
 1. 50% of the total hours toward renewal must be obtained from CE offered by CDHEMSS
 - ii. A copy of the providers current CPR healthcare provider card
- b. Confirmation that all IDPH required renewal steps (payment, felony and child support statements) have been completed

3. EMT-P

- a. The agency EMS Coordinator shall submit to the CDHEMSS office, 30 days prior to the providers expiration date:
 - i. A copy of the providers CE hours, with approved EMS Site Codes totaling no less than 120 hours
 1. 50% of the total hours toward renewal must be obtained from CE offered by CDHEMSS
 - ii. A copy of the providers current CPR healthcare provider card
- b. Confirmation that all IDPH required renewal steps (payment, felony and child support statements) have been completed

4. PHRN



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- a. The agency EMS Coordinator shall submit to the CDHEMSS office, 30 days prior to the providers expiration date:
 - i. A copy of the providers CE hours, with approved EMS Site Codes totaling no less than 120 hours
 - 1. 50% of the total hours toward renewal must be obtained from CE offered by CDHEMSS
 - ii. A copy of the providers current CPR healthcare provider card
 - b. Confirmation that all IDPH required renewal steps (payment, felony and child support statements) have been completed
5. ECRN
- a. The ECRN shall submit to the CDHEMSS office, 30 days prior to the providers expiration date:
 - i. A copy of the providers CE hours, with approved EMS Site Codes totaling no less than 32 hours
 - 1. 50% of the total hours toward renewal must be obtained from CE offered by CDHEMSS
 - 2. A single 8 hour ride time may count toward renewals
 - ii. A copy of the providers current CPR healthcare provider card
 - b. Confirmation that all IDPH required renewal steps (payment, felony and child support statements) have been completed

POLICY HISTORY:

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