



Central DuPage Hospital  
Emergency Medical Services System  
System Policy and Procedures

Title: EMS License – Inactivation / Reactivation	
Section: System Entry / Licensing	Number: E-5
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 to place an EMS license on “Inactive Status.”

**POLICY:**

1. Prior to the expiration of a current license, an EMS provider of any level may request to be placed on inactive status. The request shall be made in writing to the EMS Medical Director via the CDHEMSS System Coordinator. The EMS Medical Director will apply to the Department (IDPH) in writing and request that the provider be placed on inactive status. The application shall contain the following information:
  - a. Name of individual
  - b. Date of licensure
  - c. Licensure type (EMT, Paramedic, ECRN, PHRN, EMD)
  - d. Circumstances requiring inactive status
  - e. A statement that re-licensure requirements have been met by the date of the application for inactive state
    - i. CDHEMSS will only endorse this statement if the provider is up to date on his or her CE and would qualify for a letter of good standing at the time of the inactive request
2. IDPH will review request for inactive status. IDPH shall notify the CDHEMSS Medical Director in writing of its decision bases on the above listed requirements. IDPH’s review will be communicated with the requesting provider to inform them of the next steps.
3. If the request for inactive status is granted by IDPH, CDHEMSS will forward the EMS Provider’s license to IDPH
4. For the licensee to return to active status the CDHEMSS Medical Director must make an application to IDPH. The application must be in writing and include a statement that the licensee has been examined (didactic and psychomotor) and found to be capable of functioning within the CDHEMSS; that the licensee’s knowledge and clinical skills are at the active level for their licensure level; and that the licensee has completed a refresher training deemed necessary by the CDHEMSS Medical Director and approved by IDPH. If the inactivity status was requested



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due to a temporary disability the CDHEMSS Medical Director shall also verify that the disability has ceased.

5. During inactive status, the licensee shall not provide any care as an EMS provider at any level.

**POLICY HISTORY:**

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