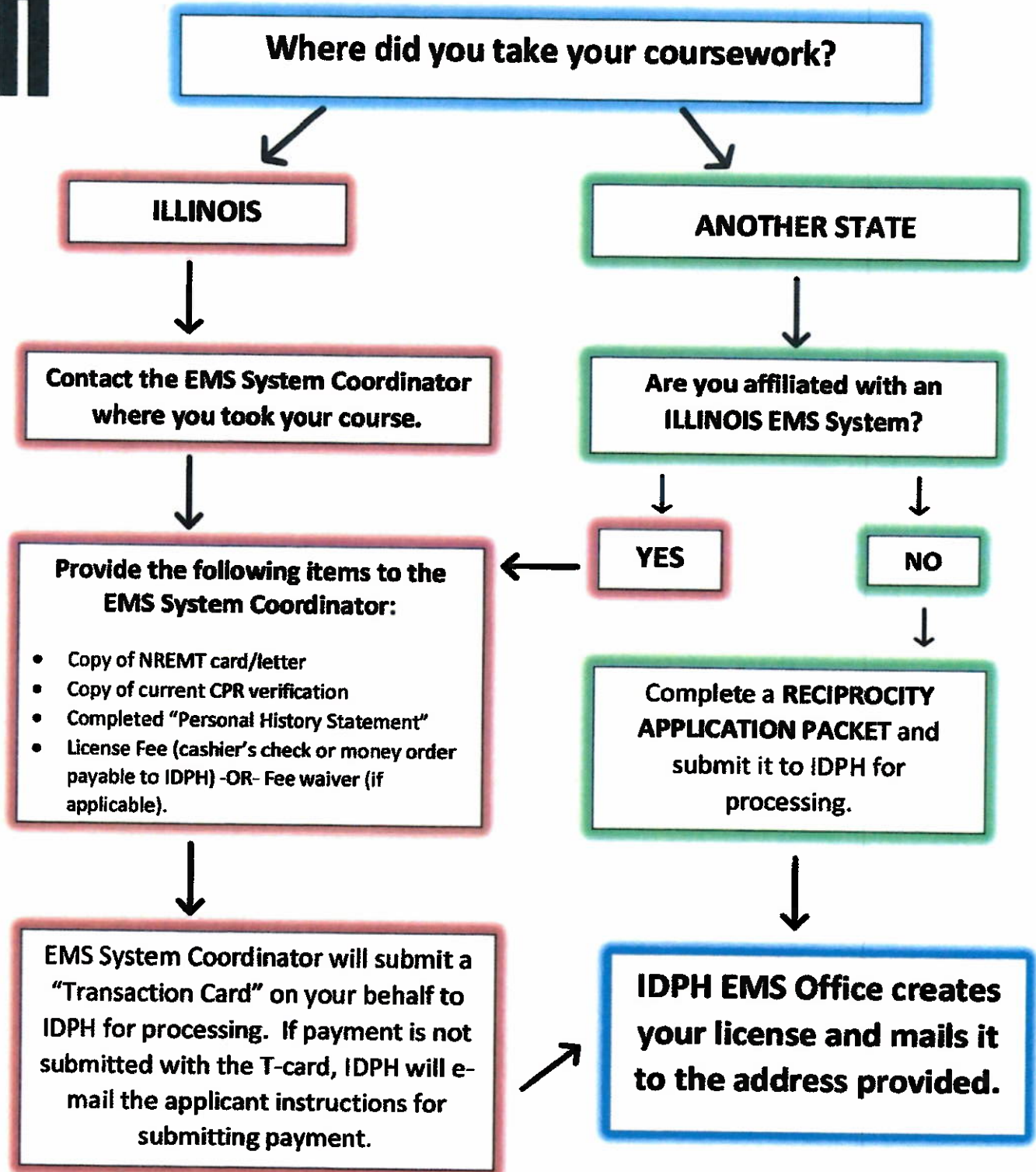




# I passed the National Registry Exam! How do I get an Illinois License?



For more information, contact the Division of EMS & Highway Safety  
Phone: (217) 785-2080 / E-Mail: [DPH.EMTLIC@illinois.gov](mailto:DPH.EMTLIC@illinois.gov)

**QUINCY AREA EMS SYSTEM**  
**POLICY AND PROCEDURE**  
**LICENSURE**

I. INITIAL EMS LICENSURE

Initial EMS licensure must be obtained through the EMS System in which the educational program was completed. QAEMS Instructors must provide program graduates with the following information; if unable to obtain this information from your EMS Instructor, graduates may contact the EMS System coordinator of the System in which their program took place for this information. Illinois requires EMS license candidates to meet the following requirements:

- A. Possess a current AHA or equivalent healthcare provider CPR certification.
- B. Have graduated from an IDPH approved EMS educational course.
- C. Have no felony criminal convictions (certain felony charges may be eligible for a waiver per IDPH JCAR 515.190 – contact the QAEMS EMS System Coordinator for additional information).
- D. Be current on all child support payments (if applicable).
- E. Pay an initial license fee to IDPH.

II. LICENSE RENEWAL

A. General information

1. IDPH and QAEMS allow EMS licenses to be renewed up to 90 days prior to the date of license expiration
2. IDPH requires EMS license holders to submit for license renewal no later than 30 days prior to license expiration to allow time for processing.
3. QAEMS requires an additional 15 days for license processing. This means that QAEMS EMS license holders that wish to renew their EMS license(s) through QAEMS must submit no later than 45 days prior to the license expiration date.
4. Failure to do so may result in license expiration, inability to function with no active EMS license, and additional fees as a result of having allowed the license to expire.

B. Two step renewal process

1. Pay Illinois licensing fee
  - a. IDPH will mail a renewal reminder to your address on file with them. If you did not receive a PIN number, contact Blessing EMS Department.
  - b. Go to the IDPH EMS Licensing website located at <https://emslic.dph.illinois.gov/GLSuiteWeb/clients/ildoheems/private/Shared/OnlineServices.aspx>, pay the license renewal fee using the PIN number you received in the mail and answer the questions regarding child support and felonies.
2. Verify continuing education requirements (see requirements in II. C)
  - a. Contact QAEMS to request a QAEMS license renewal form or locate the form on line on the QAEMS webpage of the Blessing Health System website where the system protocols are maintained.

- b. You must submit the completed QAEMS license renewal form to QAEMS at least 45 days prior to license expiration.

C. Continuing education requirements

1. All EMS licenses require a valid AHA or equivalent healthcare provider CPR card.
2. Applicants for license renewal should review CET-1 or CET-2 policies to ensure compliance with specific continuing education requirements.
3. If an EMS provider holds multiple licenses, such as an Emergency Medical Dispatcher who is also an Emergency Medical Technician, the same CE may be counted towards the renewal of both licenses in most cases.

**a. EMERGENCY MEDICAL DISPATCHER (EMD) (IDPH JCAR 515.710)**

- i. Must have a valid AHA or equivalent healthcare provider CPR certification.
- ii. Must show proof of completion of 48 hours of medical dispatch continuing education.

**b. EMERGENCY MEDICAL RESPONDER (EMR) (IDPH JCAR 515.725)**

- i. Must have a valid AHA or equivalent healthcare provider CPR certification.
- ii. Must show proof of completion of 24 hours of medical continuing education.

**c. EMERGENCY MEDICAL TECHNICIAN (EMT) (IDPH JCAR 515.590)**

- i. Must have a valid AHA or equivalent healthcare provider CPR certification.
- ii. Must have a valid PHTLS or ITLS certificate.
- iii. Must have a valid PEPP or PALS certificate.
- iv. Must show proof of completion of 60 hours of medical continuing education.

**d. ADVANCED EMT / EMT-INTERMEDIATE (AEMT / EMT-I) (IDPH JCAR 515.590)**

- i. Must have a valid AHA or equivalent healthcare provider CPR certification.
- ii. Must have a valid PHTLS or ITLS certificate.
- iii. Must have a valid PEPP or PALS certificate.
- iv. Must show proof of completion of 80 hours of medical continuing education.

**e. PARAMEDIC (IDPH JCAR 515.590)**

- i. Must have a valid AHA or equivalent healthcare provider CPR certification.
- ii. Must have a valid PHTLS or ITLS certificate.
- iii. Must have a valid PEPP or PALS certificate.

- iv. Must have a valid ACLS certificate.
- v. Show proof of completion of 100 hours of medical continuing education.

**f. PRE-HOSPITAL REGISTERED NURSE (PHRN) (IDPH JCAR 515.590)**

- i. Must have a valid AHA or equivalent healthcare provider CPR certification.
- ii. Must have a valid PHTLS or ITLS certificate.
- iii. Must have a valid PEPP or PALS certificate.
- iv. Must have a valid ACLS certificate.
- v. Must show proof of completion of 100 hours of medical continuing education.

**g. EMERGENCY COMMUNICATIONS RADIO NURSE (ECRN)**

- i. Must have a valid AHA or equivalent healthcare provider CPR certification.
- ii. Must have a valid PALS certificate.
- iii. Must have a valid ACLS certificate.
- iv. Must show proof of completion of 48 hours of medical continuing education.

**h. TRAUMA NURSE SPECIALIST (TNS) (IDPH JCAR 515.750)**

- i. A TNS may be relicensed by either submitting approved trauma-specific CE or taking the current TNS final written examination as provided in this Section.
- ii. Documentation of 64 hours of approved trauma-specific CE/activities for nursing or CME acquired over four years, using the TNS CE Summary Submission form. CE approval will be granted, provided that the application is complete and the content of the program educational activity is based on topics listed in the TNS program in place at the time the CE is acquired;
- iii. TNS relicensure candidates must contact the QAEMS Trauma Coordinator no later than 45 days prior to license expiration to ensure all requirements are met.

**i. EMS LEAD INSTRUCTOR (LI) (IDPH JCAR 515.700)**

- i. Must have a valid AHA or equivalent healthcare provider CPR certification.
- ii. Must have the express support of the EMS System Medical Director.
- iii. Must show proof of completion of 40 hours of medical continuing education of which 20 hours shall be related to the development, delivery, and evaluation of education programs.
- iv. Must show documentation of attendance at an IDPH approved national EMS education standards update course, if applicable.

- III. REINSTATEMENT OF EXPIRED EMS LICENSE (IDPH JCAR 515.590)
- A. EMS Personnel whose licenses have expired may, **within 60 days after license expiration**, submit all relicensure requirements and submit the required relicensure fees (see Section 515.460), including a late fee, online or by certified check or money order. Cash or personal check will not be accepted. If all relicensure requirements have been met, and no disciplinary actions are pending against the EMS Personnel, the Department will relicense the EMS Personnel.
  - B. **EMS Personnel whose licenses have expired for a period of more than 60 days shall be required to reapply for licensure**, complete the education program, pass a Department-approved licensure examination, and pay the fees as required for initial licensure (see Section 515.460). Within 36 months after expiration of a license, an individual may qualify for reinstatement under Section 515.640.
- IV. LICENSE EXTENSIONS (IDPH JCAR 515.150)
- A. EMS license extensions are rare and not to be requested lightly.
  - B. The following conditions must be met for an individual to be granted a license extension (this is done in the form of a waiver from the IDPH EMS Division granted to a requesting EMS MD)
    - 1. The waiver will not reduce the quality of medical care established by the Act and this Part;
    - 2. An explanation of how the waiver will not reduce the quality of medical care established by the Act and this Part; and
    - 3. Full compliance with the statutory or regulatory requirement at issue is or would be a unique hardship on the applicant;
    - 4. The EMS Personnel has previously received no more than one extension since his or her last relicensure; and
    - 5. The EMS Personnel has not established a pattern of seeking extensions (e.g., waivers sought based on the same type of hardship in two or more previous license periods);
    - 6. The period of time for which the waiver is being sought;
    - 7. If the applicant is a System Participant, the applicant's EMS MD shall state in writing whether he or she recommends or opposes the application for waiver, the reason for the recommendation or opposition, and how the waiver will or will not reduce the quality of medical care established by the Act and this Part. The applicant shall submit the EMS MD's statements along with the application for waiver. If the EMS MD does not provide written statements within 30 days after the applicant's request, the EMS MD will be determined to be in support of the application, and the application may be submitted to the Department.
    - 8. An EMS MD may apply to the Department for a waiver on behalf of a System Participant by submitting an application that contains all of the information required by subsection (b), along with a statement signed by the System Participant requesting or authorizing the EMS MD to make the application.
- V. PLACING A LICENSE ON INACTIVE STATUS (IDPH JCAR 515.600)
- A. Request license inactive status on a form prescribed by IDPH available on the IDPH EMS website: <http://dph.illinois.gov/sites/default/files/forms/ems-inactive-request-062116.pdf>. The application shall contain the following information:
    - 1. Name of individual and contact information

2. Applicant's current original license
  3. Level of licensure
  4. License number
  5. Circumstances requiring inactive status
  6. Confirmation from the EMS MD of the System of primary affiliation or the Department for independent licensees that relicensure requirements have been met by the date of the application for inactive status. (This means that continuing education requirements must be up to date at the time of the request)
- B. During inactive status, the individual shall not perform at the level of any EMS provider.

VI. REACTIVATION OF INACTIVE LICENSE (IDPH JCAR 515.600)

- A. For EMS Personnel to return to active status, the EMS MD shall make application to IDPH on a form prescribed by IDPH EMS Division available on the IDPH EMS website: <http://dph.illinois.gov/sites/default/files/forms/ems-reactivation-request-061416.pdf>.
1. The EMS MD shall confirm that the applicant has been examined (physically and mentally) and found capable of functioning within the EMS System; that the applicant's knowledge and psychomotor skills are at the active EMT level for that individual's license; and that the applicant has completed any education and evaluation deemed necessary by the EMS MD and approved by the Department.
  2. If the inactive status was based on a disability, the EMS MD shall also verify that the applicant can perform all critical functions of the requested license level.
- B. EMS Personnel whose inactive status period exceeds 48 months shall pass a Department-approved licensure examination for the requested level of license upon recommendation of an EMS MD.

VII. VOLUNTARY REDUCTION OF LICENSURE (IDPH JCAR 515.590)

- A. At any time prior to the expiration of the current license, an EMT, A-EMT, EMT-I or Paramedic may downgrade to EMT or EMR status for the remainder of the license period.
- B. The EMT, A-EMT, EMT-I or Paramedic shall make this request in writing to the EMS MD of his or her System of primary affiliation along with his or her original EMS license and duplicate license fee.
- C. The EMS MD or designee shall verify that the license is current with CE hours and forward the approved applications to the IDPH.
- D. To relicense at the EMT or EMR level, the individual must meet the relicensure requirements for that downgraded level.
- E. EMS Personnel who have downgraded to EMT, A-EMT or EMT-I status may subsequently upgrade to his or her original level of licensure held at the time of the downgrade upon the recommendation of an EMS MD who has verified that the individual's knowledge and psychomotor skills are at the level of the licensure being requested. The individual shall complete any education or testing deemed necessary by the EMS MD for resuming A-EMT, EMT-I or Paramedic activities and submit a duplicate license fee.
- F. EMS Personnel cannot upgrade from the EMR level.