

## MEMORANDUM

Date: September 3, 2003

To: All SAMIC EMS System Personnel

From: Brian Churchill, EMT-P  
EMS System Coordinator

Re: License Renewal Requirements

**CC: Mary Reis, RN, REMSC, IDPH  
Aamir Banday, MD, FACHE, EMS Medical Director**

From time to time it is a good idea to review processes, which are important to all of us. At this time I would like to take this opportunity to reemphasize the important points of relicensure. Everyone has spent many hours to achieve licensure as and EMT and it is our mission to ensure that this occurs properly and expeditiously.

I would like to dispel some misconceptions of relicensure and explain the process, as it should occur so that all EMS personnel are aware of their responsibilities as well as ours as a system. The SAMIC EMS office does its best to keep a Continuing Education (CE) database with system personnel's CE hours and information current. However, it is the EMTs responsibility to maintain copies of CE documentation. Our effort to maintain our database is to facilitate expeditious relicensure. Like any database, it is only as good or accurate as the information placed into it. Therefore, we need accurate documentation to come to us as you attend your educational opportunities and not wait till relicensure time to give us four years of CE records.

Personnel that have blind faith in their agency training officer or coordinator to report this information to the EMS office must know that the license holder is ultimately accountable for ensuring this information is correct and reported to the EMS office at the time for relicensure. This is why the SAMIC EMS office sends via certified mail to licensees in the EMS systems, which are two months away from expiration, a CE Report. The SAMIC EMS Office will not take responsibility of tracking down current addresses on correspondence returned to us as undeliverable or refused delivery.

This is the process for relicensing EMT's in the SAMIC EMS System. As mentioned previously, we will send EMT's who are two months from expiration, a certified letter containing a SAMIC Continuing Education Report, which shows the CE hours we currently show for the EMT. If you have already shown that you have enough CE hours for recertification, you will receive a letter stating that you still need to provide a copy of your current CPR card or ACLS, BTLS or PHTLS, and PEPP or PALS if required for your license level.

The report carries the following message:

Please review the following CE report to ensure accuracy with your personal continuing education records. Please send the EMS office any additional hours that we do not show for you. 120 hours of continuing education, and a copy of your current CPR Card are required for you to be relicensed. Any additional CE hours not shown needs to be received by this office no later than the first day of the month in which your license expires. 77Illinois State Administrative Code Chapter I sections 515.560 e), 515.570 h), 515.580 h) pertains to EMT-CONTINUING EDUCATION states: An EMT shall be responsible for maintaining copies of all documentation concerning continuing education programs or activities that he or she has completed. SECTION 515.590 a) pertains to EMT LICENSE RENEWALS states: The licensee shall file an application for renewal with the Department at least 30 days prior to the license expiration date. Your notification to the Department occurs through this EMS System office. In addition, please ensure that you have returned your Child Support Statement to the Illinois Department of Public Health in the envelope that they provide. If you have any questions, please feel free to call: (217) 525-5645 St. John's Hospital, EMS Dept., 800 E. Carpenter, Springfield, IL 62769

If you follow this process you will have no problems in relicensing. Any EMT who has not provided this EMS office with their total CE's by the first of the month in which they expire and/or have not provided their Child Support statement to IDPH cannot be guaranteed that their license will be processed in time to avoid paying IDPH a \$50.00 late relicensure fee. Once your license has expired you have a two-month grace period to get needed information to the system and IDPH, however you will have to pay a \$50.00 late fee to IDPH.

If you have any questions please contact the EMS Office at 217-525-5645.