PURPOSE

To list the procedure for an individual EMS provider to follow for re-licensure.

SPECIAL INSTRUCTIONS/EQUIPMENT

Will require the re-licensing form from IDPH

MISSION / VALUES RATIONALE

This policy is aligned with the Mission and Values for Presence Health. Our mission calls us to provide compassionate, holistic care with a spirit of healing and hope for all persons in the communities we serve. Our ministry is an enduring sign of our Core Values of HOPE, to instill us with integrity, inspire us to interconnect with each other, encourage us to honor diversity and dignity of each individual and empower us to always strive for exceptional performance to our patients/residents and to best serve those in need.

PROCEDURE

I. Immediately inform the EMS office of any change of address.

II. Upon receiving the IDPH re-licensure form, access the IDPH website (www.idph.state.il.us/ems), use the PIN number from the IDPH form (located in the upper left corner) and input the following information:
   A. Select the appropriate answer to the Child Support status.
   B. Answer the felony conviction question
   C. Pay the re-licensure fee via credit card.

III. Bring the IDPH form and receipt to your EMS Coordinator.

IV. Have the EMS Coordinator print any CE hour information and add the CE hours. (IDPH law states EMT-P needs 100 hours, EMT-I needs 80 hours, and EMT-B needs 60 hours).

V. Bring proof of hours and the IDPH form to the EMS office. (MUST have SS# and EMS#).

VI. The EMS Office will verify the CE hours.

VII. The EMS Office will verify the SS# as listed on the IDPH website.
VIII. The EMS Office will input the EMS System authorization for re-licensure.

VIX. The provider should receive their new license within two weeks.

Kevin Bernard  
Department Leader  

DATE: 03/29/2019

NOTE: Policies with original signatures are on file in Administration.