



North Region EMS System

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- Purpose** To describe the requirements and procedure for initial ECRN education, licensure, renewal, and inactive status.
- Policy**
- 1) Any nurse providing OLMC must hold an active Emergency Communications Registered Nurse (ECRN) license with current practice privileges. An ECRN is a RN, who under the authority of the EMS MD, in accordance with protocols may accept telecommunications from and give verbal orders to EMS personnel.
 - 2) To be approved as an ECRN, an individual shall:
 - a. Be a RN in accordance with the IL Nursing Act.
 - b. Successfully complete, in order, the following requirements:
 - i. ECRN course prerequisites: cardiac - ACLS; pediatrics - PALS/ENPC/CPEN or equivalent; trauma - TNCC/TNS/TCRN or equivalent; and minimum one year ED nursing experience.
 - ii. ECRN education program with curriculum formulated by EMS System, approved by IDPH, which consists of at least 40 hours of classroom and practical training for both the adult and pediatric population, including telecommunications, system standing medical orders, procedures and protocols.
 - iii. Meet with EMS Medical Director.
 - iv. OLMC calls (minimum 10 ALS & 5 BLS) precepted by ECRN or ED physician.
 1. Submit copies of logs to EMS Coordinator.
 2. Recordings will be reviewed for appropriateness of assessment and intervention and acceptance toward completion of requirement.
 - v. Eight (8) hours of field observation on an ALS ambulance supervised by approved EMT/PM preceptor.
 1. EMS Coordinator will schedule with provider agency.
 2. ECRN student to submit completed form to EMS Coordinator.
 - vi. ECRN application form as prescribed by the Department.
 - 3) Renewal of ECRN license occurs every four years if the ECRN:
 - a. Is a RN in accordance with the IL Nursing Act
 - b. Has completed 32 hours of approved EMS continuing education.
 - c. Has completed 4 yearly education sessions provided by the EMS System.
 - i. 2 Mandatory sessions of choice hosted at EMS System fire departments (2 hours of CE awarded each session).
 - ii. 1 Mandatory Session with EMS educator during annual ED Skills Day (4 hours CE awarded for attending session and completing ED Skills Day)



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- iii. ECRNs may be excused from mandatory sessions in the event of medical or parental leave upon notification from department leadership/management.
- d. ECRN Licensure Renewal Procedure
 - i. ECRN will receive IDPH renewal form in mail before expiration.
 - ii. Fill out EMS system renewal form and complete documentation.
 - iii. If not received in the mail, fill out IDPH Renewal Notice/Child Support/Personal History Statement.
 - iv. <http://dph.illinois.gov/sites/default/files/licensecertificate/ems-renewal-notice-011717.pdf>
 - v. Pay fee online; will need renewal pin listed on form.
 - 1. <https://emslic.dph.illinois.gov/GLSuiteWeb/clients/ildoh/ems/private/Renewal/Login.aspx?ProcType=Renewal>
 - a. Select system Code = 1082
 - 2. If pin misplaced, call IDPH 217-785-2080 or contact EMS System Administrator/Coordinator.
 - vi. After paying fee, forward copy of completed IDPH renewal form and EMS system renewal form to EMS Coordinator, at least 45 days before expiration, to allow for renewal authorization.
 - vii. If ECRN license is not authorized for renewal before expiration date, ECRN will be also responsible for the additional late fee.
 - viii. If ECRN license is not renewed within 60 days after expiration, ECRN need to retake the ECRN course, and pay the initial licensing fee.
- 4) Prior to license expiration, ECRN may request inactive status.
 - a. The request shall be in writing and contain the following information:
 - i. Name of individual
 - ii. Circumstances requiring inactive status
 - iii. Statement that recertification requirements have been met
 - iv. EMS MD will review and grant or deny request.
 - v. Date of approval
 - b. For the ECRN to return to active status, the EMS MD must document that the ECRN has been examined (physically and mentally) and found capable of functioning within the EMS System, the ECRN's knowledge and clinical skills are at the active ECRN level, and that the ECRN has completed any refresher training deemed necessary by the EMS System.
 - i. If the inactive status was based on a temporary disability, the EMSS shall also verify that the disability has ceased.
 - ii. While inactive, individual shall not function as ECRN.
 - c. IDPH will be notified in writing of the ECRN's approval, reapproval, or granting or denying inactive status within 10 days after change in an ECRN's approval status.



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- 5) An ECRN shall notify IDPH within 30 days after change in name or address. Notification may be in person, by mail, phone, fax, or electronic mail.
- a. <https://emslic.dph.illinois.gov/GLSuiteWeb/clients/ildohems/private/AddressChange/AddressLogin.aspx>

References <http://www.ilga.gov/commission/jcar/admincode/077/077005150E07400R.html>

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