



# North Region EMS System

Policy Section #	<b>Administrative</b>	
	<b>AD 206</b>	<b>Date 8/2025</b>
Title	<b>Continuing Education &amp; License Renewal – EMT and Paramedic</b>	
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## Purpose

To establish a standard for continuing education for EMT and Paramedic providers as a requirement for system participation and state license renewal.

## Policy

1. Continuing Education (CE) hours shall consist of EMS System-sponsored and IDPH approved in-person classes and online make-up classes addressing both adult and pediatric care. The System shall define the number of CE hours to be accrued for relicensure.
2. CE content will be driven by educational needs identified by quality improvement metrics, EMS MD requests, IDPH and NREMT requirements, the National EMS Education Stations, and requests by System providers.
3. Annual requirements shall be earned within the calendar year extending from January 1<sup>st</sup> to December 31<sup>st</sup>
4. System provider annual requirements include:
  - a. In-person or online make-up attendance of System provided Airway and Ventilation CE module.
  - b. In-person written Airway Credential testing and psychomotor Airway Credential testing to licensure level.
5. Primary System provider annual requirements include:
  - a. All requirements as defined in AD 206.4
  - b. Attendance and participation in a minimum of five in-person classes provided by the System.
  - c. Completion of ten System provided modules (combination of at least five in person and up to five make-up modules)
  - d. System members are held to knowing and applying the information contained in every CE class as an expectation of ongoing System privileges. Thus self-study of missed content is necessary.
6. Failure to complete all annual CE and competency validation requirements on time without an extension or variance preauthorized in writing from the System office is considered non-compliance with System requirements and will provide grounds for disciplinary action per System Police AD 204.
7. System members who are on medical LOA, active military deployment, inactive status, or experiencing other compelling extenuating circumstance may submit an extension request to be approved in advance by the EMS Coordinator. Extension requests may be submitted by the Department Medical Officer if the individual is unavailable to submit the request personally.
  - a. Upon return from leave, the provider must notify the System in writing via email of their intended return date. Providers returning from leave



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are not permitted to operate until cleared by the EMS office, ensuring they are compliant and up to date with the following:

- i. current valid Airway/Ventilation Credential
  - ii. current valid Protocol Score on file
  - iii. current valid State License
  - iv. current AHA BLS for Healthcare Providers
  - v. any other requested documentation to verify Good Standing
- b. Upon return, Primary Providers will not be held to the annual minimum requirement for live CE missed during LOA.
- i. Providers are still required to practice protocols with proficiency and must still meet the requirements for renewal at the end of the 4-year renewal cycle.
  - ii. During LOA, providers will be maintain access to EMS1 and the ability to complete online modules for credit.

## 8. System requirements for IDPH relicensure:

- a. Provider must have completed System Entry requirements in order for the System to renew IDPH or NREMT licensure.
- b. The individual provider is responsible for ensuring completion of all relicensure requirements and timely submission of paperwork. Late submission will incur a late fee from IDPH that the provider is responsible for paying.
- c. Documented psychomotor testing to physically demonstrate the correct use of defined pediatric-specific. (515.Appendix D)
- d. One one-hour course on the diagnosis, treatment, and care of individuals with Alzheimer's disease or other dementias.
- e. 100 hours of System approved CE hours.
  - i. 80 hours of System provided CE modules
  - ii. 20 hours of self-directed, System approved CE hours
- f. Valid annual Airway Credential test score
- g. Valid AHA BLS for Healthcare Providers card

## 9. Process for Primary System provider IDPH license renewal

- a. IDPH license renewal must occur through the provider's Primary System affiliation.



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- b. Approximately sixty (60) days prior to license expiration, IDPH will mail the provider PIN number via post to the mailing address on file. Navigate to IDPH online payment portal, enter provider information including the PIN number, and pay for renewal. The individual provider or the provider's department is responsible for paying all IDPH fees.
  - i. If at forty-five (45) days from expiration, the provider has not received their PIN number, contact the EMS Coordinator.
- c. At least forty-five (45) days from expiration, submit completed System license renewal request packet to the EMS Coordinator for renewal approval. Directions and required forms found on System website.

## 10. National Registered EMT/Paramedic CE Requirements:

- a. NREMT registration is not a license to practice in Illinois, but serves as the required assessment for initial license eligibility. Maintaining NREMT certification is optional. Ongoing NREMT certification does not affect one's IDPH license or System privileges to practice privileges. However, it is strongly recommended if one ever anticipates seeking EMS reciprocity in another state.
- b. Nationally Registered EMTs (NREMT) are required to renew their certification every two years. NREMTs can recertify by either taking the cognitive examination or by completing continuing education.
- c. The Paramedic National Continued Competency Program (NCCP) requires a total of 60 hours of continuing education (q. 2 years) to recertify. The model requires continuing education in three components: (1) a national component (30 hrs), (2) a local/state component (15 hr), and (3) an individual component (15) with specific topic requirements. [See <https://www.nremt.org/Handbooks/Recertification>]
- d. National Registry accepts State EMS Office accepted and CAPCE accredited education, education from EMS education programs, and U.S. accredited academic credit, college course, college course or credit provided by the National Registry Alternative Recertification Credits Policy. All education must be directly related to EMS patient care.
- e. NREMT recertification requests are due in writing via email to the EMS Coordinator no later than February 28<sup>th</sup> of the recertification year.
  - i. Failure to submit on time may result in lapse of certification.

## References

IDPH Online Payment Portal: [ILDOH EMS Master](#)  
System website: [www.northregionems.org](http://www.northregionems.org)

## Attachment

none



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Written 06/2017  
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IDPH Approval  
Effective

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