



# North Region EMS System

Policy  
Section  
#

**Administrative**

**AD 208**

**Date 02/2020**

Title

**System Entry Credentialing**

Page

**1 of 3**

## Purpose

To standardize the process for credentialing of prehospital EMS providers. Credentialing is the authorization to practice and establishes an oversight relationship with the EMS System.

Medical practice is built on the domains of education, certification, licensure, and credentialing. Credentialing is to confirm providers are maintaining at least minimal competency in the knowledge and skills of their licensure level, and are assimilating initial and continuing education into local standards of clinical practice. Credentialing is a safety process that helps assure the public that providers have met a minimum acceptable level of competence. Credentialing is ongoing and continues to evolve to remain aligned with current clinical standards, provider scope of practice, and community needs.

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## Policy

- 1) All prehospital EMS personnel functioning in the System must be credentialed.
- 2) Before working their first shift, a provider must establish a relationship with the System. The provider must complete the Request for System Entry form and a Letter of Good Standing from the current primary EMS System.
- 3) EMS providers, upon hire, may function at a BLS level of care while pursuing the credentialing process.
  - a. The credentialing period shall not exceed three months from the hire date unless a System waiver is approved.
- 4) Procedural steps:
  - a. If the provider is licensed in Illinois
    - i. The department Medical Officer submits the “*Request for System Entry & Credentialing*” form and the required documents.
      1. Current copy of AHA BLS for Healthcare Provider card
      2. Current copy of the provider’s Driver’s License
      3. Letter of Good Standing from the current primary EMS System and continuing education records (if applicable)
        - a. If the provider has no previous System affiliation and has completed EMT or Paramedic initial education within the last six months, a letter of Good Standing is needed from the Program Lead Instructor.



Policy Section #	<b>Administrative</b>	<b>AD 208</b>	<b>Date 02/2020</b>
Title	<b>System Entry Credentialing</b>		
Page	<b>2 of 3</b>		

- b. If a provider has no previous System affiliation and has not completed EMT or paramedic initial education within the last six months, the department Medical Officer should contact the EMS Coordinator.
4. Current copy of Illinois State EMS License
5. Signed department clearance to verify state conviction clearance requirements
- ii. System Entry Coordinator activates the provider's online education account through EMS1 Academy.
  - iii. Provider completes the System Entry assignment.
- b. If the provider is NREMT certified only, the provider may practice under provisional status as an EMT (BLS Care Only) until the State license is granted. The provider must have applied for licensure with IDPH and provide the System with the required documents.
  - i. The department Medical Officer submits the "*Request for System Entry & Credentialing*" form and the required documents.
    1. Current copy of AHA BLS for Healthcare Provider card
    2. Current copy of the provider's Driver's License
    3. Letter of Good Standing from the current primary EMS System and continuing education records (if applicable)
      - a. If the provider has no previous System affiliation and has completed EMT or Paramedic initial education within the last six months, a letter of Good Standing is needed from the Program Lead Instructor.
      - b. If a provider has no previous System affiliation and has not completed EMT or paramedic initial education within the last six months, the department Medical Officer should contact the EMS Coordinator.
  4. Current copy of NREMT Certificate
  5. Signed department clearance to verify out-of-state conviction clearance requirements



## North Region EMS System

Policy Section #	<b>Administrative</b>	<b>Date 02/2020</b>
Title	<b>System Entry Credentialing</b>	
Page	<b>3 of 3</b>	

### 6. Proof of application to IDPH

- c. To be successfully credentialed, the provider is expected to demonstrate live-in-person proficiency in airway management, as outlined in the pre-class work.
- d. Providers who do not come from a Region X system will be required to complete a Region X Protocol Exam.

The EMS provider will be credentialed and receive practicing privileges upon completing the above steps.

### References

IDPH EMS Reciprocity Application: chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://dph.illinois.gov/content/dam/soi/en/web/idph/files/forms/emsreciprocityapplication.pdf

### Attachments

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Evert Gerritsen  
EMS System Administrator/Coordinator

Michael I. Peters, MD  
EMS Medical Director

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