

	<p style="text-align: center;">SOUTHERN FOX VALLEY EMERGENCY MEDICAL SERVICES SYSTEM POLICY &amp; PROCEDURES</p>	
<p>TITLE: CONTINUING EDUCATION</p>		
<p>SECTION: EDUCATION AND LICENSURE</p>	<p>POLICY NUMBER: C-14.0</p>	
<p>APPROVED BY: DR. ARTHUR PROUST EMS MEDICAL DIRECTOR</p>		
<p>EFFECTIVE DATE: 09/01/2023</p>	<p>PAGE NUMBER: 1 OF 3</p>	

**PURPOSE:**

To define the Southern Fox Valley EMS System policy regarding Continuing Education (CE) and awarding hours

**POLICY:**

- 1) The Emergency Medical Service personnel are responsible for attendance at and documentation of Continuing Medical Education in compliance with rules relating to the "Emergency Medical Services (EMS) Systems Act".
- 2) The initial Department Licensure of EMS personnel shall continue in effect for four (4) years.
- 3) 60 days prior to the end of their four (4) year period, EMS personnel shall notify the EMS Medical Director or their designee their request for re-licensure.
- 4) EMS personnel are also required to maintain a current American Heart Association BLS CPR card (Healthcare Provider or Instructor) and one-hour course on the diagnosis, treatment, and care of individuals with Alzheimer's disease or other dementias for the exception of Emergency Medical Dispatchers.
- 5) Failure to maintain a valid AHA Healthcare Provider CPR card or an AHA instructor card may result in a system suspension until a valid card is on file at the EMS office.
- 6) To ensure that all EMS personnel are fully aware of their responsibility regarding Continuing Education, the following shall set up the guidelines for obtaining the hours needed to re-license.

License Level		Required CE Hours in 4-year license period			
Emergency Communications Nurse		32 hours			
Emergency Medical Dispatcher		48 hours			
Emergency Medical Responder		24 hours			
Emergency Medical Technician (Basic)		60 hours			
Paramedic/Prehospital RN/PA/APRN		100 hours			

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- a) All providers must obtain the required hours within each of the categories per the continuing education matrix. 50 % of all Continuing Education must be received from within the Southern Fox Valley EMS System.
- b) No more than 20 percent of the total continuing education hours may be in the same subject.

Didactic	Hours	Documentation
ITLS, PHTLS, PEPP, PPC, Initial certification Initial/recert certification	Hour-for-hour, up to 8 hours. 1 time per license period per cert.	Copy of course issued card indicating successful completion, hours of attendance, date and sponsor of course.
AHA Health Care Provider Card	2 hours every two years	Copy of CPR Card
AHA CPR Instructor or Training Center Faculty	5 hours every two years	Current CPR Instructor or Training Center Faculty Card
System CE programs, Lab Instructor paramedic class, Prescreen Proctor	Hour-for-hour	Signature on system attendance form or Instructor signature on CE tracking form.
Outside Seminars To include CECBEMS Courses	Subject to system approval. 24 hours in 4 year license MAX for EMT basic 6 hour in 4 year license MAX for EMR.	Written verification of attendance and dates. Attach copy of certificate.
Health Care Related College Courses	Subject to system approval. 2 hour for each college credit hour.	Written verification of attendance and dates. Attach copy of certificate.
EMT Basic Instruction (EMT)	1 hour for every 2 hours taught. To a max of 30 hours in 4 years.	Written verification of attendance and dates from course coordinator.
Didactic	Hours	Documentation
Community Education and Prevention (pre-hospital content)	Up to 10 hours per license period	Written verification from your EMS Coordinator or Chief
Clinical- <ul style="list-style-type: none"> <li>Emergency Department</li> <li>CCU/ICU</li> <li>Anesthesia</li> </ul> <b>(Clinical is not allowed at your place of employment)</b>	Up to 10 hours per year. (Working hours do not count) <b><u>Make sure you have all supporting documentation on file with the EMS System</u></b>	Signature on the continuing education roster or your completed portion of the evaluation form.
Take home Quiz Or Hospital Age Specific reading	1.5 hour per topic (unless otherwise stated)	<b>Take home quizzes must be completed within 6 months of the time they are published.</b>

- c) All System members shall complete required transition education for updates to National EMS Education Standards by deadlines determined by IDPH and the EMS MD.
  - d) EMS personnel must complete and pass any mandatory continuing medical education that is required by the EMS system.
    - i) If the EMS personnel fail to complete and pass any mandatory system continuing medical education, he/she may be suspended, until it has been completed.
- 7) **IDPH SITE CODES:** All pre-planned classes (System and agency sponsored) shall be preapproved by IDPH and assigned a site code number per IDPH policy for EMS personnel to receive CE credit. An IDPH Training Program Application form is available on the IDPH website and shall be submitted by the lead instructor to the SFVEMSS System Coordinator at least 90 days prior to the first day of the scheduled class. Qualifications of instructors shall be consistent with EMS Rules Section 515.700.
- 8) REVIEW and VERIFICATION OF CE HOURS
- a) The EMS MD or designee of the EMS System [member's] primary affiliation shall verify whether specific CE hours meet the criteria for educational credit towards active status or renewal purposes required by Section 515.590(a)(2)(B).
  - b) Verification of attending System-sponsored CE
    - i) Records shall be maintained in an electronic learning management system (EMS1 Academy)
- 9) Verification of attendance at System Department and Non-System offerings (seminars, webinars): Dates, times, topics, site code, CE awarded and those in attendance must be verified with legible names and original signatures of the participants and educator on some form of a roster or certificate that must be scanned and saved for archival purposes into an electronic learning management system.
- 10) At the end of the EMS personnel license period, the EMS Medical Director or his designee will review the attained CE records and certifications that meets the needs of IDPH and System requirements for license renewal. The EMS System Coordinator will approve the license renewal per IDPH procedures.
- 11) Any EMS personnel who has not been recommended for re-licensure by the EMS Medical Director must independently submit to IDPH an application for renewal IDPH form found on IDPH's website.
- 12) Any EMS personnel who is not in good standing with the System may be suspended per the Policy E.1.
- 13) If a waiver is required in regards to the systems educational requirements due to a hardship, a letter must be submitted to the EMS System Coordinator explaining why a leave of absence is requested and the approximate time off required. Only then will an extension be considered.
- 14) EMS personnel will have their System EMS provider upload a copy of their license into ESO PM.