

	<p style="text-align: center;">SOUTHERN FOX VALLEY EMERGENCY MEDICAL SERVICES SYSTEM POLICY &amp; PROCEDURES</p>				
<p><b>TITLE:</b> EMERGENCY MEDICAL RESPONDER TRAINING STANDARDS</p>					
<p><b>SECTION:</b> EDUCATION AND LICENSURE</p>			<p><b>POLICY NUMBER:</b> C-1.0</p>		
<p><b>APPROVED BY:</b> DR. ARTHUR PROUST EMS MEDICAL DIRECTOR</p>					
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**PURPOSE:**

To identify training standards and continuing education requirements for the Emergency Medical Responder per Title 77: Public Health Chapter I: Department of Public Health Subchapter f: Emergency Medical Services and Highway Safety Part 515.715 and 515.725 Emergency Medical Responder.

**POLICY:**

1. Education

- a. An EMR education program shall be pre-approved by IDPH and conducted only by an EMS System or a community college under the direction of the EMS System.
- b. Applications for approval of EMR education programs shall be filed with IDPH on forms prescribed by IDPH. The application shall contain, at a minimum, name of applicant, agency and address, type of training program, dates of training program, and names and signatures of the EMS MD and EMS System Coordinator.
- c. Applications for approval, including a copy of the course schedule and syllabus, shall be submitted at least 90 days in advance of the first scheduled class.
- d. The EMS MD of the EMS System shall attest on the application form that the education program will be conducted according to the national EMS education standards. The EMR education program shall include all components of the national EMS education standards, including all modifications required by IDPH.
  - i. The course hours shall minimally include 52 hours of didactic education.
- e. The EMR education program shall designate an EMS Lead Instructor who shall be responsible for the overall management of the education program and shall be approved by IDPH based on requirements of Section 515.700.
- f. The EMS MD shall authorize the electronic submission-of licensure application documents to IDPH for an EMR candidate who is at least 18 years of age and has completed and passed all components of the education program, has successfully passed the final examination, and

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has paid the appropriate initial licensure fee (see Section 515.460). The initial licensure fee may be waived pursuant to Section 515.460(c).

- g. All approved programs shall maintain course and student records for seven years, which shall be made available to IDPH upon request.
- h. CE classes, seminars, workshops, or other types of programs shall be approved by the Department before being offered to EMR candidates. An application for approval shall be submitted to the EMS System on a form prescribed, prepared and furnished by the IDPH at least 90 days prior to the scheduled event.
- i. Approval will be granted provided that the application is complete and the content of the program is based on topics or materials from the national EMS education standards for the EMR.
- j. EMRs shall be responsible for submitting written proof of CE attendance to the EMS System Coordinator or, for independent renewals, to the Department Regional EMS Coordinator. The EMS System Coordinator or IDPH Regional EMS Coordinator shall verify whether specific CE hours submitted by the EMR qualify for renewal.
- k. EMRs shall maintain copies of all documentation concerning CE programs that he or she has completed.

## 2. Provisional Licensure

- a. A person under the age of 18 shall not be issued an EMR license. A person between the ages of 16 and 18 who has successfully completed an IDPH-approved EMR course and successful completion of the final examination may apply to IDPH for a provisional EMR license. Upon satisfaction of all other applicable requirements, the Department will issue a provisional license, subject to the following limitations:
  - i. A person with a provisional license shall not use his or her provisional license except when affiliated with a recognized Illinois EMS System and with the written authorization of that System's EMS MD;
  - ii. A provisional licensee shall not be placed in a position of primary response to emergencies by any licensee of IDPH, unless the assignment satisfies all other provisions of this Part;
  - iii. A provisional licensee shall function as an EMR only while under the direct, personal and continuous supervision of at least one other non-provisional EMR, EMT, A-EMT, EMT-I, Paramedic, PHRN, PHAPRN, PHPA licensed at or above the level of the provider's license. Nothing in this Part shall preclude a provisionally licensed EMR

from providing nationally recognized basic first aid when not participating as part of the emergency medical response of his or her affiliated agency;

- iv. A provisional licensee shall not operate, drive or maneuver an IDPH licensed transport vehicle, rescue vehicle or non-transport agency owned vehicle in connection with an emergency response or the transportation of any patient; and
  - v. A provisional licensee will be recognized by the Department as an unrestricted EMR upon turning 18 years of age as required in Section 515.725.
- b. The EMS provider agency and the supervising licensee shall be jointly responsible for assuring that no provisional licensee violates rules applicable to the provisional licensee and shall jointly report, in writing, the nature and details of any violations of this Section to the EMS MD within 48 hours after the occurrence. A failure to make written reports as required shall be grounds for disciplinary action as authorized by this Part.
  - c. Violation of provisions applicable to provisional licensees shall be grounds for any form of disciplinary action authorized by this Part, up to and including license suspension and revocation.
  - d. Applicants for Provisional EMR shall verify compliance with Section 10-65(c) of the Illinois Administrative Procedure Act and Section 515.620 of this Part on a form prescribed by the Department.
  - e. The Provisional EMR license fee is the same fee prescribed in the schedule for EMRs (see Section 575.460). The license fee shall be in effect for four years.

### 3. Reciprocity

- a. An EMR licensed or certified in another state, territory or jurisdiction of the United States who seeks licensure in Illinois may apply to IDPH for licensure by reciprocity on a form prescribed by IDPH available on IDPH's Division of EMS website.
- b. The reciprocity application shall contain the following information:
  - i. Verifiable proof of current state, territory or jurisdiction licensure or certification, or current registration with NREMT;
  - ii. Proof of satisfactory completion of an education program that meets or exceeds the requirements of the Department as set forth in this Subpart;
  - iii. A letter of recommendation from the EMS MD of the EMS System in the state, territory or jurisdiction from which the individual is licensed. The letter should include a statement that the applicant is currently in good standing and up to date with CE hours; and
  - iv. Proof of current CPR for Healthcare Providers that covers didactic and psychomotor skills that meet or exceed American Heart Association guidelines.

- c. IDPH will review requests for reciprocity to determine compliance with the applicable provisions of this policy. CE hours from the state of current licensure will be prorated based on the expiration date of the current license.
- d. Individuals who meet the requirements for licensure by reciprocity will be State licensed consistent with the expiration date of their current license but not to exceed a period of four years.
- e. Following licensure by reciprocity, the individual must comply with the requirements of this Part for relicensure.
- f. IDPH shall permit immediate reciprocity to all EMS personnel who hold an unencumbered National Registry of Emergency Medical Technicians certification for EMTs, AEMTs, or Paramedics, allowing such individuals to operate in an EMS System under a provisional system status until an Illinois license is issued:
- g. To operate on an EMS System transport or non-transport IDPH licensed vehicle under provisional system status, an individual must have applied for licensure with IDPH and meet all requirements under the EMS Act. All IDPH-required application materials for submission must be provided to the EMS System for review prior to system provisional reciprocity approval.
- h. The EMS System has the responsibility for validating National Registry Certification of each individual.
- i. An individual with a Class X, Class 1 or Class 2 felony conviction or out-of-state equivalent offense, as described in IDPH Administrative Code Section 515.190, is not eligible for provisional system status.

#### 4. Emergency Medical Responder Licensure

- a. To renew an EMR license, the applicant shall submit the following to the Department at least 60 days, but no more than 90 days, before the license expiration. The renewal licensure fee may be waived pursuant to Section 515.460(c).
  - i. The submission of an electronic transaction by the EMS MD will satisfy the renewal application requirement for an EMR who has been recommended for re-licensure by the EMS MD.
  - ii. The licensee shall file a written or electronic application for renewal with the Department no less than 30 days before the license expiration date. Incomplete license applications submitted less than 30 days before the license expiration may not be processed by the expiration date and will be subject to a late fee.

- iii. EMRs whose licenses have expired may, within 60 days after license expiration, submit all relicensure requirements and submit the required relicensure fees, including a late fee, online or by certified check or money order. Cash or personal check will not be accepted. If all relicensure requirements have been met, and there are no pending disciplinary actions against the EMR, IDPH will relicense the EMR.
  - iv. An EMR who has not been recommended for relicensure by the EMS MD shall independently submit to IDPH an application for renewal. The EMS MD shall provide the EMR with a copy of the application form.
- b. A written recommendation signed by the EMS MD shall be provided to IDPH regarding completion of the following requirements:
  - i. 24 hours of CE every four years.
  - ii. The licensee shall have current CPR for Healthcare Providers recognition that covers didactic and psychomotor skills that meet or exceed American Heart Association guidelines.
- c. EMRs whose licenses have expired may, within 60 days after license expiration, submit all relicensure requirements and submit the required relicensure fees, including a late fee, online or in the form of a certified check or money order. Cash or personal check will not be accepted. If all relicensure requirements have been met, and there are no pending disciplinary actions against the EMR, IDPH will relicense the EMR.
- d. EMRs who are not affiliated with an EMS System shall have equipment immediately available to provide the standard of care established by the national EMS education standards for the EMR.