

	SOUTHERN FOX VALLEY EMERGENCY MEDICAL SERVICES SYSTEM POLICY & PROCEDURES		
TITLE: CONTINUING EDUCATION			
SECTION: EDUCATION AND LICENSURE		POLICY NUMBER: C-14.0	
APPROVED BY: DR. ARTHUR PROUST EMS MEDICAL DIRECTOR			
EFFECTIVE DATE: 09/01/2025		PAGE NUMBER: 1 OF 4	

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.
 - 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"> Emergency Department CCU/ICU Anesthesia (Clinical is not allowed at your place of employment)	Up to 10 hours per year. (Working hours do not count) <u>Make sure you have all supporting documentation on file with the EMS System</u>	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)	Take home quizzes must be completed within 6 months of the time they are published.

- 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:

- a) 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. The site code application will include, but not limited to, the following:
 - i Name of applicant, agency, and address
 - ii Lead Instructor's name, license number, address and contact information, including email address
 - iii Name and signature of the EMS MD and the EMS System Coordinator
 - iv Type of education program
 - v Dates, times, and location of the education program (submit course schedule)
 - vi Goals and objectives at or above the license level
 - vii Methods, materials, textbooks, and resources, when applicable
 - viii Content consistent with the national EMS education standards
 - ix Description of evaluation instruments
 - x Requirements for successful completion when applicable
- b) Approval will be granted provided the application is complete and the content of the program is based on topics or materials from the national EMS education standards, as modified by IDPH. Upon approval, IDPH will issue a site code to the course, seminar, workshop, or program.
- c) An EMS System may apply to IDPH for a single System site code to cover CE activities conducted or approved by the System EMS personnel when an urgent education need arises that requires immediate attention or when other appropriate education opportunities present outside of the scheduled approved offerings. Activities conducted under the System site code shall not require individual approval by IDPH. The single System site code is not intended to replace the routine CE pre-approvals required by this policy.

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 approved 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 has not been approved with the System may be suspended per Policy E.1.
- 13) If a waiver is required in regards to the system's 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.