

SILVER CROSS EMERGENCY MEDICAL SERVICES SYSTEM

TITLE: EMS LEAD INSTRUCTOR

POLICY: IDPH Section 515.700

- A. All SCEMSS education, training and CE courses for EMD, EMR, EMT, A-EMT/EMT-I, Paramedic, PHRN, and ECRN will be coordinated by at least one System approved IDPH licensed EMS Lead Instructor. A program may use more than one EMS Lead Instructor. A single EMS Lead Instructor may simultaneously coordinate more than one program or course.
- B. To become an IDPH licensed EMS Lead Instructor an individual must first:
1. Be a current IDPH licensed EMT, A-EMT/EMT-I, Paramedic, PHRN, RN, or Physician with a minimum of four years of experience in EMS emergency care;
 2. Have at least two years of documented EMS classroom teaching experience with a recommendation for LI licensure by an EMS MD; and
 3. Successfully complete the NAEMSE Lead Instructor Level I Education Course.
- C. Once a qualified individual successfully completes the NAEMSE Lead Instructor Level I course, they will need to submit the following to the EMS System in which they teach. Once these 4 items are received, the System will complete the appropriate IDPH forms and submit all required paperwork to IDPH for processing. The instructor will be issued an IDPH LI license valid for 4 years.
1. A copy of the NAEMSE Lead Instructor Level I Certificate of Completion WITH a copy of the pass letter stating their final grade for the course.
 2. A money order made payable to IDPH in the amount of \$40 to cover their IDPH License Fee.
 3. A completed IDPH Renewal Notice/Child Support/Personal History Statement form printable from IDPH website: <http://dph.illinois.gov/sites/default/files/forms/ems-renewal-notice-011717.pdf> . Check mark both statements appropriately, fill out all blanks, and sign.
 4. A resume that includes a list of 2 years of teaching experience within the Silver Cross EMS System at the EMD, EMR, EMT, A-EMT/EMT-I, Paramedic, or PHRN level. The resume will include name, address, phone, email and list of classes with dates and locations (example: xyz FD CE classes 2018-2019 or xyz Paramedic or EMT class 2018-2019).
- D. The EMS Lead Instructor will submit the following at least 60 days, but not more than 90 days, **prior** to the LI license expiration:
1. **ONLINE WITH IDPH:** Complete the IDPH ONLINE Child Support and Felony Conviction Statements and pay the \$20 renewal fee at the IDPH website: <https://emslic.dph.illinois.gov/GLSuiteWeb/clients/ildoheems/Public/Verification/Search.aspx>.
 2. **TO THE EMS SYSTEM:** The Lead Instructor shall submit an email to the System listing the in-System classes the instructor is teaching or has instructed over the past 4 years. The System will only renew Lead Instructors that are actively teaching within the Silver Cross System. This email will accompany the CE in section D. 3.

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3. TO THE EMS SYSTEM: Documentation of at least 40 CE hours. IDPH now requires that a portion of these 40 CE hours be related to the development, delivery, and evaluation of education programs.
- a. **20 hours (or see prorated table) MUST be related to the development, delivery, and evaluation of education programs to meet this LI CE requirement.**
 - b. The remaining required hours (to meet or exceed the 4 hour requirement) may be CE used to meet other EMS licenses such as the Moodle CE for Paramedic, PHRN, EMT, AEMT/EMT-I, RN, etc.

LI License Renewal Date	Minimum hours related to the delivery, development and evaluation of education programs	Other CE Hours
January, 2019	0.5	39.5
February, 2019	1	39
March, 2019	1.5	38.5
April, 2019	2	38
May, 2019	2.5	37.5
June, 2019	3	37
July, 2019	3.5	36.5
August, 2019	4	36
Sept, 2019	4.5	35.5
October, 2019	5	35
November, 2019	5.5	34.5
December, 2019	6	34
January, 2020	6.5	33.5
February, 2020	7	33
March, 2020	7.5	32.5
April, 2020	8	32
May, 2020	8.5	31.5
June, 2020	9	31
July, 2020	9.5	30.5
August, 2020	10	30
September, 2020	10.5	29.5
October, 2020	11	29
November, 2020	11.5	28.5
December, 2020	12	28
January 2021 and after	20	20

- E. The EMS System's EMS MD will upon receipt of above items issue a letter to IDPH verifying the Lead Instructor has satisfactorily coordinated programs for the EMS System during the four-year period. License renewal will not take place without this letter.

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- F. A LI whose license has expired may, within 60 days after the expiration of the license, submit all relicensure requirements and submit the \$50 late fee (payable to IDPH in the form of a cashiers check or money order) to the System only if there is a valid reason for the late renewal. There will be no renewal past 60 days of license expiration.

IDPH will, in accordance with Section 515.160, suspend, revoke or refuse to issue or renew the approval of an EMS LI, after an opportunity for a hearing, when findings show one or more of the following: the EMS LI has failed to conduct a course in accordance with the curriculum prescribed by the EMS Act and IDPH code 515; or the EMS LI has failed to comply with protocols prescribed by IDPH and the System sponsoring the course.

- H. The EMS Lead Instructor will be responsible for the following:
1. Ensuring all State rules and System policies are met including policy 100-01.
 2. Ensuring that no EMT education program begins until after the IDPH issues its formal written pre-approval, which will be in the form of a numeric site approval code; and
 2. Ensuring that all materials presented to participants comply with the national EMS education standards, as modified by IDPH and are approved by both IDPH and the EMS System. No other methods of assessment or intervention may be presented.

EFFECTIVE DATE: 04-30-92

REVISED DATE: 04-01-19