

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. For **INITIAL LICENSURE**: 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.
 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 1 page summary of teaching experience of the classes taught over the previous 2 years within the Silver Cross EMS System at the EMD, EMR, EMT, Paramedic, or PHRN level. The list will include name, cell, email and summarized list of classes with dates and locations:
Example: xyz FD CE classes 2018-2019 or xyz Paramedic or EMT class 2018-2019.
- D. For **LICENSE RENEWAL**: 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. Summarize the list as indicated in C. 4. 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.

