



# ADMINISTRATION - AD6 LICENSURE COURSE/EDUCATOR REFERENCE

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## Instructor Requirements

- The IL Licensed Lead Instructor is responsible for oversight and management of the course.
  - The lead instructor is responsible for
    - Ensuring all materials presented to candidates comply with the national EMS education standards, as modified by IDPH, and are approved by the EMS System and the Department.
    - Candidate qualifications are met.
    - Record keeping and file storage.
    - Submitting required documents to EMS system office.
    - Reporting any concerns about their class immediately to the EMS system office.
- Any instructor teaching a course must be licensed at or above the course level of licensure.
- If a lead instructor is unavailable, the EMS System Office may sign off as the lead instructor.
- Lead Instructor Qualifications for Licensure
  - Written recommendation from the EMS MD of the primary EMS System affiliation.
  - Current IL license as an EMT, AEMT/EMT-I, Paramedic, RN, or Physician.
  - Minimum four years of experience in EMS or emergency care.
  - Minimum two years of documented teaching experience.
  - Documented EMS classroom teaching experience with a recommendation of LI licensure by an EMS MD or licensed LI.
  - Documented successful completion of the IL EMS Instructor Education Course or equivalent to the National Standard Curriculum for EMS Instructors as approved by IDPH.

## Course Requests

- The course does not begin until after IDPH issues a written pre-approval.
- The success or failure of a licensure course lies as much with the students as it does with the instructor. Instructors of licensure courses under IDPH are required to meet specific requirements based on the level of the training program.
- A course request should be made no later than 60 days prior to the start of the first day of class. Included in the course request must be
  - Syllabus for the course
    - Including deadlines for critical events (see next section)
  - Handbook for the course outlining all course policies
  - A current Educational Affiliation Agreement with Hospital Sisters Health System for students to perform clinical.
  - All additional clinical sites to be utilized for the course and any additional requirements of those locations.
- Class Observation
  - It is at the discretion of the instructor and site if other providers can attend for observation and what role that observation may take. At any point, representatives from IDPH or HSHS St. John's EMS may attend; this may be announced or unannounced



- Additional requirements include
  - EMT                    At least one deadline for partial completion of clinicals.
  - A-EMT/EMT-I       Monthly minimums for clinical completion based on length of course.
  - EMT-P                Monthly minimums for clinical completion based on length of course.
  - PHRN                 Deadline for clinical completion no later than 3 months from final.
  - ECRN                 Deadline for clinical completion no later than 3 months from final.
- Instructors should have an alternate plan for course completion available should in person class and/or clinical is suspended.

## Successful Course Completion

In order for a course to be successful, it must provide students with the academic as well as real world skills and experience to be capable and qualified to do the job for which they are applying. Courses, training sites and instructors functioning under the HSHS St. John's Hospital SAMIC EMS System are part of a continuous review process so to improve the education of students and the care that patients receive.

### **Data**

Data will be collected from all courses. The goal is to ensure no gaps exists were student failures can occur. Benchmark data will include: enrollment and course completion volume and reason for differences, course and exam grades, licensure exam grades and class success of licensure exams. Should a course not meet the IDPH requirement of 75%, the ability of the site and/ instructor to hold additional courses may be withheld. This data will be made available to prospective students and agencies within the HSHS St. John's Hospital SAMIC EMS System.

### **Documentation Requirements**

The course Lead Instructor must maintain records for the course and submit to the EMS Office at the completion of the course. The site hosting the course must hold a copy of all records for a minimum of seven (7) years. Examples include all grades, clinical documents, coaching forms, attendance records, exit interview notes etc.

Any documentation collected by the EMS System related to the course will be made available to the course Lead Instructor as well as the site hosting the course.

## Testing Requirements and Process

Successful course completion is only one step towards gaining new members of the Emergency Medical Services profession. Students must successfully pass the certification exams and apply for and obtain Illinois licensure prior to working or volunteering as part of the EMS Agency.

### Final Exam

Regardless of the level of course attempted, a cumulative final exam will be administered. Passing for this exam will be 80%. There will be a maximum of 1 retake allowed for this exam, which must occur 24-96 hours after the first attempt. Same day retests are not allowed.

### NREMT Testing

At the same session as the final exam, all students who have qualified for the NREMT exam, should begin the sign up process and complete any IDPH needed paperwork.

- NREMT Testing- students will need to log on to NREMT.org to create an account, and sign up to test. The EMS System will validate students' applications and the students will receive an Authorization To Test (ATT) notification with information on selecting a testing date/time. All students must register within 30 days of course completion unless written notification to the EMS System.
  - Students who do not successfully pass the NREMT certification exam will be notified by NREMT along with results from particular areas. Based on those results, the students should focus their study efforts and reschedule to test. NREMT will allow the test to be scheduled 15 days after the failed attempt. This next attempt should be scheduled 15-30 days from the first attempt.
  - If a third attempt at the certification exam is needed, that, too, should occur 15-30 days from the prior attempt.
  - If a student is unsuccessful at 3 attempts on the NREMT exam, and wishes to request 3 additional attempts on the exam, they must contact the EMS System and forward all results from every attempt.
    - Additional testing opportunities will only be granted in extreme situations and only to students if they are "Below Passing" or "Near Passing" in two of fewer areas.
  - All 3 test attempted must be completed within 120 calendar days from date of final exam retake.
- On the last night of class, students must complete all paperwork needed for IDPH.
  - Child Support/ Felony Status completed. Signature will expire in 60 days.
    - <http://dph.illinois.gov/sites/default/files/forms/ems-renewal-notice-011717.pdf>
  - License Fee Waiver (if applicable). Signature will expire in 60 days.
    - <http://dph.illinois.gov/sites/default/files/forms/ems-license-fee-waiver-application.pdf>
- The Lead Instructor for the course shall compile all testing documents.
  - Within 5 days of course completion, the LI should forward the list of students who completed the course to the EMS System. This is required in order for the students to receive their Authorization To Test from NREMT. This is required for all EMT, EMT-I, EMT-P and PHRN/PHPA/PHAPRN courses.
  - Within 5 days of course completion, the LI should complete the IDPH EMS Electronic Transaction Card Data file provided from the EMS System.

- Upon successful completion of the course final and/or NREMT Exam, an electronic file for each student should be created to include the following. Once the student has completed all requirements for licensure, the file should be forwarded to the EMS System for processing. Each file should have the student name as the title and include:
  - Child Support/ Felony Status
  - Fee Waiver (if applicable)
  - CPR card
  - NREMT card or electronic printout (if applicable) forwarded to course instructor within 30 days of successful test completion.

Once all paperwork is completed, IDPH will email the student with information about paying for the license.

## Course Requirements for Course Entry

- Emergency Medical Responders
  - Provisional License – Age 16 – 17
  - IL License – Over 18 years old
- Emergency Medical Technician
  - Must be 18 years of age to obtain IL License
  - Hold a high school diploma or high school equivalency certificate to obtain IL License.
  - Candidates who hold diploma or certificate may test after attaining 17 years of age and may apply for licensure upon attaining 18 years of age.
- Advanced EMT/EMT – Intermediate
  - IL Licensed EMT-B
  - Must be 18 years of age to obtain IL License
  - Hold a high school diploma or high school equivalency certificate to obtain IL License.
  - Candidates who hold diploma or certificate may test after attaining 17 years of age and may apply for licensure upon attaining 18 years of age.
- Paramedic
  - IL Licensed EMT-B or EMT-I
  - Must be 18 years of age to obtain IL License
  - Hold a high school diploma or high school equivalency certificate to obtain IL License.
  - Candidates who hold diploma or certificate may test after attaining 17 years of age and may apply for licensure upon attaining 18 years of age.
- Prehospital Registered Nurse
  - Licensed Registered Professional Nurse
- Prehospital Physician Assistant
  - Licensed Physician Assistant
- Prehospital Advanced Practice Registered Nurse
  - Licensed Advanced Practice Registered Nurse
- Emergency Communication Registered Nurse
  - Licensed Registered Professional Nurse
- Candidates with Felony Convictions
  - Any prospective candidate who has been convicted of a Class X, Class 1 or Class 2 felony, (or the equivalent from another state) should discuss with the course instructor, the EMS Office, and IDPH to ability of that person to hold an IDPH license in Illinois
  - Multiple additional offenses/ convictions will disqualify a person based upon the Health Care Worker Background Check Code listing of Disqualifying Offenses. This listing is part of the Joint Committee Administrative Rules Administrative Code Title 77, Section 955.160.

## Course Didactic and Clinical Requirements

- Lead Instructor
  - NAEMSE Instructor 1 Course
  - Successful completion of course final
- Emergency Medical Responder
  - Minimum 52 hours didactic education\*
  - Successful completion of course final
- Emergency Medical Technician
  - Minimum 150 hours didactic education\*
  - 48 hours of clinical
    - 24 hours in emergency department
    - 24 hours on an ambulance\*\*
    - Successful completion of NREMT EMT Exam
- Advanced EMT/EMT – Intermediate
  - Minimum 200 hours didactic education\*
  - 150 hours of clinical
    - 55 hours in emergency department
    - 75 hours on an ambulance\*\*
    - 5 hours in labor and delivery
    - 5 hours in pediatric ICU
    - 5 hours in anesthesia/operating room
    - 5 hours in ICU
  - Successful completion of NREMT AEMT Exam
- Paramedic
  - 450 hours didactic education\*
  - 500 hours of clinical
    - 125 hours in emergency department
    - 310 hours on an ambulance
    - 12 hours labor and delivery
    - 12 hours anesthesia/operating room
    - 12 hours pediatric ICU
    - 12 hours ICU
    - 12 hours cardiac catheterization lab
    - 12 hours burn center
    - 12 hours skilled care/hospice
    - 12 hours respiratory therapy
    - 12 hours psychiatric unit
  - Successful completion of NREMT Paramedic Cognitive Exam

- Prehospital Registered Nurse/Prehospital Physician Assistant/Prehospital Advanced Practice Registered Nurse
  - 40 hours classroom/practical education\* that consists of:
    - Psychomotor education and measurement of competency equivalent to the entry level Paramedic Program
    - Practical education, including, but not limited to, advanced airway techniques, ambulance operations, extrication, telecommunications, and pre-hospital cardiac and trauma care of both the adult and pediatric population.
    - The EMS System's policies, protocols and standing orders.
  - Completion of 10 ALS runs supervised by a licensed EMS System, physician, an approved System PHRN, PHPA, PHAPN or a Paramedic
  - Successful completion of NREMT Paramedic Cognitive Exam
- Emergency Communication Registered Nurse
  - 40 hours classroom/practical education\*
  - 8 hours of clinical time on ambulance
  - Successful completion of course final.

\* IDPH honors classroom hours utilized in instruction and skill assessment, not hours established for written assessment.

\*\*All ambulance clinical must be with a full time ALS agency.

Note: All course requests with a clinical component must require drug screen and background check. All courses with hospital clinical must have an Affiliation Agreement between Hospital Sisters Health System and the hosting agency at the time of the course request.