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**CHICAGO NORTH EMS SYSTEM/REGION XI
CONTINUING EDUCATION TRACKING**

Topic: CONTINUING EDUCATION TRACKING
Audience: EMS PERSONNEL EMPLOYED BY PRIVATE PROVIDERS IN CHICAGO NORTH EMS
Dates : December 27, 2012

This is to notify you of the following changes in continuing education tracking purposes that went into effect September 2012.

- Your provider is now responsible for tracking your continuing education hours; submissions of your forms should be submitted to your respective EMS coordinator at the company in which you are employed.
- During relicensure, your employer will forward your hours along with required certifications i.e., CPR cards, ACLS, ITLS, PEPP, PHTLS, PALS, etc. as well as, accrued online hours (a maximum of 30 hours are approved).
- Keep in mind it continues to be your responsibility to keep record of all your continuing education hours awarded.

SUBJECT: Licensure Fees, Renewal Fees, and the Introduction of the On-line Fee Payment System

Please be advised that starting in September 2012, individuals who apply for initial licensure or for renewal will be charged an EMS licensing fee as identified in the EMS and Trauma Center Code, Section 515.460(a-f), which became effective August 30, 2011. The Department will be issuing renewal notices this month for those applicants and will provide the individual with a PIN number and the address of the EMS website where he/she will find the on-line licensing and renewal link.

The renewal notice also directs the individual to notify their EMS System Coordinator or Trauma Nurse Course Coordinator that he/she is applying for renewal. The System or TNS Course Coordinator can then go into the EMS Licensing Data Base and verify the individual meets the requirements for renewal and enter the system authorization.

Another change on the renewal notice is a felony conviction statement. EMT's who report a felony conviction will not be able to complete their application on-line and will be required to contact the Department.

Provided are some EMS on-line system screenshots so EMS System Coordinators and TNS Course Coordinators will know what to expect. The on-line system will allow applicants or individuals renewing to do the following: Pay initial license fees, pay renewal license fees, pay late fees, and/or update address information.

Individuals who receive either initial notification of having passed a licensure exam or have received a license renewal notice will be able to access their records by using their confirmation number (PIN) or the last four digits of their social security number. Once an applicant accesses his/her record, he/she will verify his/her address, child support status, and felony conviction statement. After the required information is completed the individual will then be directed to an on-line fee payment page where he/she will be able to pay the required fee with a credit card. When the transaction is approved the individual will be provided with a confirmation page which can be printed for his/her personal records. Following the transaction, individuals will be directed to close their browser.

Persons without a debit/credit card or who wish to renew through regular procedures: Individuals need to complete their renewal forms and return them to IDPH, Division of EMS and Highway Safety, Attention Licensing, via regular mail with the fee enclosed. The individual will need to notify their EMS System Coordinator or Trauma Nurse Course Coordinator that he/she is applying for renewal. The System or TNS Course Coordinator can then go into the EMS Licensing Data Base and verify the individual meets the

requirements for renewal and enter the system authorization. IDPH will only accept an organization's/institution's check, certified check, cashier's check, bank money order, or postal money order. Personal checks will not be accepted and will be returned along with the renewal application.

CHICAGO EMS SYSTEM

ONLINE SESSIONS

This serves as a reminder to all CEMSS personnel that the non-mandatory Con. Ed. offered through the CEMSS is available to you online.

For online access go to <http://regionxiemssystem.org>. Once the home page opens, click on the tab "Continuing Education" found at the top of the page in order to open. You will be directed to the following link: University of Illinois at Chicago Education Site. After clicking this link, you will be asked to "create an account." **IN ORDER TO TAKE A COURSE, EACH PARTICIPANT MUST COMPLETE THE REGISTRATION PROCESS. You may use your personal email address. Upon completion of the module, it is advised that you print at least two (2) copies of your certificate – for your file as well as for your Con. Ed. file at MedEx. Please make sure that Jim gets a clean copy of the certificate of completion.**

Contact Jim Witteman with any questions. Thank you.