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POLICY:	400.19 EMS LEAD INSTRUCTOR APPLICATION AND RENEWAL PROCESS		
APPROVAL:	VICE PRESIDENT OF PROFESSIONAL SERVICES; MANAGER OF EMERGENCY MEDICAL SERVICES		
EFFECTIVE DATE: 2/20/2024			ORIGINAL EFFECTIVE DATE: 7/2/18
DEPARTMENT SPECIFIC			EMS

I. Purpose:

To outline the process of obtaining and renewing your Lead Instructor (LI) license.

II. Policy:

- A.** All education, training and continuing education courses for EMT-B, EMT-I, EMT-P, PHRN, ECRN, First Responder and Emergency Medical Dispatcher shall be coordinated by at least one approved and 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 apply to take the EMS Lead Instructor's examination, the candidate shall submit:
 - 1.** Documentation of experience and education in accordance with Section C of this policy;
 - 2.** A completed Child Support and Felony Conviction Statement must be made on-line at [ILLINOIS IDPH WEBSITE](#) using the PIN provided by IDPH and last 4 of your SS# along with a renewal fee set by and payable to IDPH on-line via credit/debit card. Please submit a hard copy of child support felony conviction statement with other required documents.
 - 3.** A letter from the EMS MD saying he/she will approve the course conducted by the candidate;
 - 4.** An EMS Lead Instructor application form prescribed by IDPH, which shall include, but not be limited to, name, address, and resume.
- C.** An EMS Lead Instructor shall meet at least the following minimum experience and education requirements:
 - 1.** A current license as an EMT-B, EMT-I, EMT-P, RN or physician;
 - 2.** A minimum of four years of experience in pre-hospital emergency care;
 - 3.** At least two years of documented teaching experience including documented classroom teaching experience, resulting in a minimum of 100 hours documented teaching time under the supervision of an IDPH lead instructor. The following is the maximum number of hours allowed in different learning settings:
 - a.** Practical/Hands on – Hour/Hour up to 20 hours max
 - b.** CPR, PALS, ACLS, ITLS, etc. – Hour/Hour up to 30 hours max
 - c.** Field Preceptor – Hour/Hour up to 25 hours max
 - d.** Class room teaching of Con Ed, initial EMS education - unlimited
 - 4.** Documented successful completion of the Illinois EMS Instructor Education Course or equivalent to the National Standard Curriculum for EMS Instructors.
- D.** Upon the applicant's completion of the EMS Lead Instructor examination with a score of at least 80 percent, IDPH will approve the individual as an EMS Lead Instructor. The approval will be valid for four years.
- E.** EMT-I and EMT-P Lead Instructors shall attend an IDPH-approved curriculum review

course whenever revisions are made to the National Standard Curricula for Basic, Intermediate, and/or Paramedic.

- F.** To renew approval for another four-year period, the EMS Lead Instructor shall submit the following at least 30 days, but not more than 90 days, prior to the LI license expiration:
- 1.** TO THE EMS SYSTEM: A 1-page list documenting the courses the LI taught during this 4-year license period. The list shall include the course dates, type and location (EXAMPLE: CE at xyz Fire Department, EMT-B class at xyz college, CPR class at xyz community center)
 - 2.** TO THE EMS SYSTEM: Documentation of at least 40 hours of continuing education (Programs used to fulfill other professional continuing education requirements, i.e., Paramedic, EMT, nursing, may also be used to meet this requirement.)
 - 3.** TO THE EMS SYSTEM: Documentation of attendance at an IDPH-approved curriculum review course, if applicable, in accordance with Section E of this policy.
 - 4.** ONLINE WITH IDPH: Complete the IDPH ONLINE Child Support and Felony Conviction Statements and pay the renewal fee set by IDPH payable online at [ILLINOIS IDPH WEBSITE](#). **Once completed, submit a copy of your receipt of payment to the EMS office along with a hard copy of the Child Support/Felony Conviction statement. Once all paperwork is received in the EMS office, system personnel will process your renewal with IDPH.**

The EMS System must then issue a letter of support from the System's EMS MD indicating that the EMS Lead Instructor has satisfactorily coordinated programs for the EMS System during the four-year period in order for the license to print.

- G.** IDPH shall, in accordance with Section 515.160 of this Part, *suspend or revoke the approval of an EMS Lead Instructor, after an opportunity for a hearing, when findings show the EMS Lead Instructor has failed to conduct a course in accordance with the curriculum prescribed by the Act and/or this Part; or to comply with protocols prescribed by this Part.* (Section 3.65(b)(7) of the Act)
- H.** The EMS Lead Instructor shall be responsible for the following:
- 1.** Ensuring that no EMT training class begins until after the IDPH issues its formal written pre-approval, which shall be in the form of a numeric site approval code
 - 2.** Ensuring that all materials presented to EMT students conform to all curriculum requirements of both IDPH and the EMS System granting its approval. Methods of assessment or intervention that are not approved by both IDPH and the EMS System shall not be taught or presented.

Reference:

IDPH Section 515.700

Approval:

James Kirchner **Date**
Vice President of Professional Services

Kathleen Geiger MSN, RN **Date**
Manager of EMS & Emergency Management