

EMT 10 EZ Steps to EMS Re-licensure

Stay current with your EMT CE hours, you need 15 hours/year (1.25 per month) (60 hours for 4 years). Submit your CE hours as they are completed.

Check your CE hours each year with the EMS office

Keep the information on your EMT Information form current-any change in information needs to be received within 10 days

6 months before your license expiration date re-check your CE hours

60 Days Prior to Your Expiration Date

Final check of CE hours

Send the EMS office an updated EMT Information form, copy of your CPR card and DL.

**** 30 Days Prior to Your Expiration Date ****

Complete the IDPH on-line renewal process and notify the EMS office by sending an e-mail to hrodriguez@northshore.org Send your **completed signed and dated** IDPH Renewal Notice/Child Support/Personal History Statement to the EMS office. Keep a copy for your records.

For on-line renewal use System Code: 1002

The EMS office must complete on-line verification for your license renewal.

Finally when you receive your renewed license

Send a copy of the wall license (the one with your address on it) to the EMS office within 10 days

The 4 year cycle begins again