

# 10 EZ Steps to EMD Re-licensure

Stay current with your CE hours, you need 12 hours/year (48 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 Misc. 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 Misc. 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](mailto: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