



CENTRAL DUPAGE HOSPITAL  
EMERGENCY MEDICAL SERVICES SYSTEM  
POLICY & PROCEDURES

TITLE: EMS LEAD INSTRUCTOR – INITIAL

SECTION: LICENSING

POLICY NUMBER: G-11

APPROVED BY: DR. STEVE GRAHAM EMS MEDICAL DIRECTOR

EFFECTIVE DATE: 01 AUGUST 2019

NUMBER OF PAGES: 1

**PURPOSE:**

To define the Central DuPage Hospital Emergency Medical Services (CDHEMSS) policy for initial licensing of an EMS Lead Instructor

**POLICY:**

1. To apply to for the EMS Lead Instructor's license, the candidate shall submit to CDHEMSS:
  - a. Documentation of experience and education in EMS.
  - b. The required fee as set by IDPH in the form of a money order or certified check made payable to the Department (cash or a personal check will not be accepted)
  - c. An EMS Lead Instructor application form prescribed by the Department, which shall include, but not be limited to, name, address, and resume.
  - d. The CDHEMSS Personnel Information Form
  - e. A copy of a current AHA CPR for Healthcare Provider card
2. An EMS Lead Instructor shall meet at least the following minimum experience and education requirements:
  - a. A current license as an EMT, EMT-I, Paramedic, RN or physician;
  - b. A minimum of four years of experience in pre-hospital emergency care;
  - c. At least two years of documented teaching experience;
  - d. Documented classroom teaching experience, i.e., BTLS, PHTLS, CPR, Pediatric Advanced Life Support (PALS);
  - e. Documented successful completion of the NAEMSE Educators Course or equivalent to the National Standard Curriculum for EMS Instructors.
3. Upon the applicant's completion of the EMS Lead Instructor examination with a score of at least 80 percent, the Department will approve the individual as an EMS Lead Instructor. The approval will be valid for four years.
4. Lead Instructors shall attend a Department-approved curriculum review course whenever revisions are made to the National Standard Curricula for EMR, EMT, Advanced EMT, and/or Paramedic.
5. The Department shall, in accordance with Section 515.160 of the Illinois EMS Act , 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:
  - a. To conduct a course in accordance with the curriculum prescribed by the Act

Effective Date:	01 August 2021				
Review Date(s):	01 July 2019	01 Oct 2021	01 Feb 2023	01 Nov 2023	
Revision Date(S):	01 June 2019				