



CENTRAL DUPAGE HOSPITAL  
EMERGENCY MEDICAL SERVICES SYSTEM  
POLICY & PROCEDURES

TITLE: INITIAL LICENSURE - EMD

SECTION: LICENSING

POLICY NUMBER: G-9

APPROVED BY: DR. STEVE GRAHAM EMS MEDICAL DIRECTOR

EFFECTIVE DATE: 01 JULY 2018

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**PURPOSE:**

To define the Central DuPage Hospital Emergency Medical Services (CDHEMSS) policy regarding initial licensure for Emergency Medical Dispatcher (EMD) applicants within the CDHEMSS.

**POLICY:**

CDHEMSS will only endorse state initial licensing requests for candidate who have completed an EMD Training Program under a site code submitted by CDHEMSS or an International Academies of Emergency Dispatcher (IAED) program.

1. Upon successful completion of all requirements of an EMD training course, the EMD instructor shall submit to the EMS System Coordinator, a copy of the EMD candidates AHA CPR for Healthcare Provider card, IAED Course Completion Card, and CDHEMSS Personnel Information Form. The EMD candidate shall also submit to the CDHEMSS System a certified check in the IDPH required amount for initial licensure.
2. The EMD candidates course transcript shall be reviewed, and if all requirements are met, the EMS System Coordinator shall complete and sign the IDPH T-Card.
3. Upon signed completion of the T-card, the EMS System Coordinator mail via certified mail to the licensure section at IDPH in Springfield.

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