



CENTRAL DUPAGE HOSPITAL  
EMERGENCY MEDICAL SERVICES SYSTEM  
POLICY & PROCEDURES

TITLE: EMS CONTINUING EDUCATION

SECTION: EDUCATION / TRAINING

POLICY NUMBER: F-6

APPROVED BY: DR. STEVE GRAHAM EMS MEDICAL DIRECTOR

EFFECTIVE DATE: 01 JULY 2018

NUMBER OF PAGES: 2

**PURPOSE:**

To define the Central DuPage Hospital Emergency Medical Services (CDHEMSS) policy regarding Continuing Education (CE) and awarding of hours.

**POLICY:**

System offered continuing education shall be awarded per the approved IDPH site code. System CE will be entered into ImageTrend with the approved site code(s). Agencies will be responsible for entering in the attendees for credit.

Additionally, agencies may submit for a department specific site code for in-house CE. This site code must be submitted by the Lead Instructor for the agency and be approved by both the CDHEMSS and IDPH. No hours will be counted toward renewal without an associated IDPH site code. Hours awarded must be directly correlated to the applied IDPH site code objectives.

Hours obtained from non-system / non-agency education may be applied toward renewal, however, system approval must be obtained for the education to be applied. All education must have a site code to be counted toward re-licensure. Examples include but are not limited to:

Class	Documentation	Hours
Initial Training ALCS, ACLS-EP, PALS, PHTLS, TECC, TCCC	Course completion card	Hr/Hr up to 16 hours
Renewal Training ACLS, ACLS-EP, PALS, PHTLS, TECC, TCCC		Hr/Hr up to 8 hours
Initial Training CPR, PEARS. GEMS		Hr/Hr up to 8 hours
Renewal Training CPR, PEARS. GEMS		Hr/Hr up to 4 hours
IDPH approved CE programs	Certificate with name, date, topics, site code, and hours awarded	Hr/Hr
Paramedic Class Instruction		Hr/Hr
ER Clinical Time		Hr/Hr
Hospital Clinical Time		Hr/Hr
Disaster Drills		Hr/Hr

EMS Seminar / Conference		Hr/Hr
Nursing Seminar / Conference		Hr/Hr
Online (must have EMS site code)	Copy of completion print out	Hr/Hr
Academic Course Work	Copy of college transcripts	Hr/Hr

CDHEMSS representatives may review or audit educational classes offered under the CDHEMSS Site Code or Agency Specific Site codes for compliance.

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