



CENTRAL DUPAGE HOSPITAL
EMERGENCY MEDICAL SERVICES SYSTEM
POLICY & PROCEDURES

TITLE: RENEWAL – LEAD INSTRUCTOR	
SECTION: LICENSING	POLICY NUMBER: G-19
APPROVED BY: DR. STEVE GRAHAM EMS MEDICAL DIRECTOR	
EFFECTIVE DATE: 01 JULY 2018	NUMBER OF PAGES: 1

PURPOSE:

To define the Central DuPage Hospital Emergency Medical Services (CDHEMSS) policy regarding licensure renewal for providers within the CDHEMSS.

POLICY:

CDHEMSS will only relicense providers who are currently on an active roster under a licensed CDHEMSS agency. CDHEMSS will not relicense “independent” providers who are not affiliated with a CDHEMSS agency. All providers must meet the “EMS Provider System Good Standing” requirements as specified in section I-5. Additionally, the below requirements shall also be met:

1. Lead Instructor
 - a. Written request for renewal of Lead Instructor license must be submitted to the CDHEMSS office sixty (60) days prior to the expiration date, but not more than 90 days prior, along with a detailed list of classes taught.
 - b. Documentation of at least 5 hours of teaching and 5 hours of education creation annually.
 - c. The system office will submit the required recommendation from the EMS Medical Director indicating that the EMS Lead Instructor has satisfactorily instructed educational courses during the 4 year license renewal period.

For providers who have not met the above listed requirements, the system will not renew said provider. Notice of incomplete requirements shall be sent to the provider’s EMS Coordinator.

Effective Date:	01 July 2018				
Review Date(s):	01 July 2019	01 Oct 2021	01 Feb 2023	01 Nov 2023	
Revision Date(S):	01 May 2019				