



CENTRAL DUPAGE HOSPITAL
EMERGENCY MEDICAL SERVICES SYSTEM
POLICY & PROCEDURES

TITLE: AUTHORIZATION TO TEST - EMT

SECTION: LICENSING

POLICY NUMBER: G-1

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 initial licensure for EMT applicants within the CDHEMSS.

POLICY:

CDHEMSS will only National Registry of Emergency Medical Technicians (NREMT) testing for candidate(s) who have completed an EMT Training Program under a site code submitted by CDHEMSS and approved by IDPH.

1. Upon successful completion of all requirements of an EMT training course, the EMT instructor shall submit to the EMS System Coordinator, the IDPH approved testing roster.
2. The EMT candidate(s) course transcript shall be reviewed, and if all requirements are met, the EMS System Coordinator and EMS Medical Director shall sign the approval for testing.
 - a. Passed Score
 - i. The candidate shall contact the Program Director and EMS System Coordinator via email with a screen shot of their passing score. The Program Coordinator will verify with NREMT that the candidate passed the written exam.
 - ii. Once score is verified, the EMS System Coordinator shall submit a Transaction Card (T-Card), as well as Personal History Statement to IDPH.
 1. Should the EMT candidate desire to participate as an EMT within CDHEMSS, and the EMS System Coordinator has verified submission of all required paperwork to IDPH, provisional shall be granted for a maximum of 30 days.

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	01 July 2019	01 Oct 2023		