

SILVER CROSS EMERGENCY MEDICAL SERVICES SYSTEM

TITLE: METHODS FOR SUBMITTING CONTINUING EDUCATION

POLICY: IDPH CODE 515.560, 515.570, 515.580

The System and the IDPH Regional EMS Coordinator have agreed to accept continuing education hours in the following formats. Acceptable types of CE documentation are listed under the “Standards for Acceptable CE” section in the relicensure policies and should be referred to when assessing valid CE hours. Refer to policy (200-16) “Continuing Education Acceptance & Validation Standards” also, on IDPH site code approval. Once the required number of CE hours has been accumulated they will be submitted in one of the following formats:

- I. **Provider agency computer print-out** that contains the following:
 - A. Fire Department or Ambulance Service agency name.
 - B. EMT, A-EMT/EMT-I, Paramedic or PHRN’s full name.
 - C. Signature of the Chief or EMS Coordinator that verifies the total number of hours stated is correct and on file at that agency.
 - D. Dates and names of the subjects taught **with the corresponding IDPH approved site codes** and number of hours awarded per each attended offering. CE may be CAPCE accredited in lieu of an IDPH site code. Target Solutions offers pre-fixed classes which may be CAPCE accredited, however, additional classes that agencies enter into Target Solutions will need to have IDPH site code authorization to be accepted.
 - E. Printout will contain only pertinent data to that EMT, A-EMT/EMT-I, Paramedic or PHRN’s current license period and only hours taught at that department. Do not include SCEMSS CE.
- II. **Certificate** with the EMT, A-EMT/EMT-I, Paramedic or PHRN’s full name, topic/title of educational seminar/conference/education program, IDPH and/or CAPCE authorization code/number and number of hours awarded for the program.
- III. The proof of CE hours **MUST** be submitted in one of these approved formats a minimum of 30 days prior to the individual’s relicensure date. These records will become part of that EMS Personnel’s permanent file in the System Office, therefore, that individual or Agency should keep identical copies.
- IV. E-MAIL Continuing Education to your primary System office. Utilizing email for this purpose provides a more streamlined process.
- V. Complete your IDPH Renewal Notice/Child Support Statement form online at www.idph.state.il.us/ems. You will need the PIN number mailed to you on the IDPH renewal notice and you will need to input your System’s IDPH assigned number. The SCEMSS System Number is 0710. Please review the full list of System Numbers for other System’s on the website at www.silvercrossems.com “Licensure” page.
- VI. Continuing education records will be kept for a minimum of 4 years per IDPH code.

EFFECTIVE DATE: 09-01-94

REVISED DATE: 05-21-21