

SILVER CROSS EMERGENCY MEDICAL SERVICES SYSTEM**TITLE: EMS LEAD INSTRUCTOR****POLICY: IDPH Section 515.700**

- A. All Silver Cross EMS System education, training and continuing education courses for EMT-B, EMT-I, EMT-P, PHRN, ECRN, First Responder and Emergency Medical Dispatcher shall be coordinated by at least one approved and IDPH licensed EMS Lead Instructor. A program may use more than one EMS Lead Instructor. A single EMS Lead Instructor may simultaneously coordinate more than one program or course.
- B. To become an IDPH licensed EMS Lead Instructor an individual must first:
1. Be a current licensed EMT-B, AEMT, Paramedic, PHRN, RN, or Physician;
 2. Have a minimum of four years of experience in pre-hospital emergency care;
 3. Have at least two years of documented teaching experience with an EMD, First Responder, EMT, AEMT, or Paramedic class; and
 4. Successfully complete the NAEMSE Lead Instructor Level I Course.
- C. Once a qualified individual successfully completes the NAEMSE Lead Instructor Level I course, they will need to submit the following to the EMS System in which they teach:
1. A copy of the NAEMSE Lead Instructor Level I Certificate of Completion along with a copy of the pass letter stating their final grade for the course;
 2. A money order made payable to IDPH in the amount of \$40 to cover their IDPH License Fee;
 3. A completed IDPH Renewal Notice/Child Support/Personal History Statement form printable from IDPH website: <http://dph.illinois.gov/sites/default/files/forms/ems-renewal-notice.pdf> Be sure to check mark both statements, fill out all blanks and sign;
 4. A resume that includes a list of 2 years of teaching experience at the EMD, FR, EMT-B, AEMT, or Paramedic level. The resume shall include name, address, phone, email and list of classes with dates.
- D. Upon the receipt of the items above, the System EMSMD shall submit an approval letter along with the necessary paperwork and licensing fee to IDPH for licensure. Once IDPH approves the individual as an EMS Lead Instructor, the individual will receive an IDPH LI license valid for four years.
- E. EMT-I and EMT-P Lead Instructors shall attend an IDPH-approved curriculum review course whenever revisions are made to the National Standard Curricula for Basic, Intermediate, and/or Paramedic.

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- F. To renew a LI license for another four-year period, the EMS Lead Instructor shall submit the following at least 60 days, but not more than 90 days, prior to the LI license expiration:
1. TO THE EMS SYSTEM: A 1-page list documenting the courses the LI taught during the 4-year license period. The list shall include the course dates, type and location (EXAMPLE: CE at xyz Fire Department, EMT-B class at xyz college, CPR class at xyz community center);
 2. TO THE EMS SYSTEM: Documentation of at least 40 hours of continuing education (Programs used to fulfill other professional continuing education requirements, i.e., Paramedic, EMT, nursing, may also be used to meet this requirement.); and
 3. TO THE EMS SYSTEM: Documentation of attendance at an IDPH-approved curriculum review course, **if applicable**, in accordance with subsection (e).
 4. ONLINE WITH IDPH: Complete the IDPH ONLINE Child Support and Felony Conviction Statements and pay the \$20 renewal fee at www.idph.state.il.us/ems.

The EMS System's EMSMD shall upon receipt of above items issue a letter to IDPH verifying the Lead Instructor has satisfactorily coordinated programs for the EMS System during the four-year period. License renewal will not take place without this letter.

- G. IDPH shall, in accordance with Section 515.160 of this Part, *suspend or revoke the approval of an EMS Lead Instructor, after an opportunity for a hearing, when findings show the EMS Lead Instructor has failed to conduct a course in accordance with the curriculum prescribed by the Act and/or this Part; or to comply with protocols prescribed by this Part.* (Section 3.65(b)(7) of the Act)
- H. The EMS Lead Instructor shall be responsible for the following:
1. Ensuring that no EMT training class begins until after the IDPH issues its formal written pre-approval, which shall be in the form of a numeric site approval code; and
 2. Ensuring that all materials presented to students conform to all curriculum requirements of both IDPH and the EMS System granting its approval. Methods of assessment or intervention that are not approved by both IDPH and the EMS System shall not be taught or presented.

EFFECTIVE DATE: 04-30-92
REVISED DATE: 07-20-16
REVIEWED DATE: