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## **MEMORANDUM**

**TO:** EMS System Coordinator  
EMS Medical Directors  
Regional EMS Coordinators  
Lead Instructors  
EMS Personnel

**FROM:** Jack R. Fleeharty, RN, EMT-P *JF*  
Chief, Division of EMS & Highway Safety  
Illinois Department of Public Health

**DATE:** May 16, 2016

**SUBJECT:** Continuing Education Relicensure Recommendations

Please find attached the finalized Continuing Education Relicensure Recommendations. This outline replaces the former continuing education outline. The outline provides clarification of what type of hours can be earned or awarded. It also gives a breakdown of how to calculate hours based on new minimum recertification hours that differ from EMT, AEMT, EMTI and Paramedic.

There has been a change in how college courses are given credit (1 college credit=8 CEU hours) for appropriate healthcare-related courses. There is also an expansion of the utilization of online courses for approved CEU. The document addresses recommendations for Core Content breakdown by topic and hours over a four-year licensure period. This is in alignment with national recommendations.

Please keep in mind that this guideline addresses only the minimum required CEU hours for relicensure. An EMS Medical Director may still require hours above the minimum and/or the content of the CME required. Each individual functioning in an IDPH-approved EMS System should check with their EMS System Coordinator to clarify their System's specific requirements regarding renewal Continuing Medical Education.

The Continuing Education Relicensure Recommendations are available on our Department's website at: <http://dph.illinois.gov/sites/default/files/publications/formsoprems-continuingeducationrelicensurerecommendations.pdf>

The Illinois Department of Public Health, Division of EMS & Highway Safety, would like to extend our gratitude and thanks to the State EMS Education Committee members, Lead Instructors, and State EMS Regional Staff. The Department would like to extend a special thanks to Connie Mattera for her input into the development of this updated document.

***POLST Form Update:***

Please be advised that the latest version of the POLST form can be found on the Department's website at:  
<http://dph.illinois.gov/sites/default/files/forms/formsoprpolst-2016-050616.pdf>

Instructions for the form can be found at:

<http://dph.illinois.gov/topics-services/health-care-regulation/nursing-homes/advance-directives#publications-publications>

The Department would appreciate it if the EMS Systems would forward this document to all ambulance transport and non-transport providers as well as the Lead Instructors within their respective EMS systems. If you have any questions or concerns, please contact your EMS System Coordinator or State Regional Coordinator for clarification.

***Have a safe "National EMS Week".***

JRF:tmh