



# EMS LEAD INSTRUCTOR RENEWAL INSTRUCTIONS

IDPH will send an EMS Renewal Notice via USPS mail to each licensed EMS Lead Instructor (LI) at the last known address in the state database at least 60 days prior to expiration. If your name, address or other information is not correct, the EMS Renewal Notice may be undeliverable. **It is your responsibility to ensure this process is completed in a timely manner and as directed below.**

## STEP 1: Renew Online (recommended)

- Go to <https://emslic.dph.illinois.gov/GLSuiteWeb/clients/ildohems/private/OnlineServices.aspx> and select "Pay Renewal License Fee(s) and RENEW My License".
- Identify your PIN and IDPH ID number (in EMS Renewal Notice).
- Answer the felony conviction and child support questions.
- Enter the **Loyola EMS System number 0805** where indicated.

**NOTE:** Failing to enter this number may result in delayed, late or lack of approval by the EMS System for IDPH to renew your license.

- Pay the fee (\$20) by credit card; a convenience charge may apply.

**OR**

## STEP 1: Renew by Mail

- **Complete the EMS Renewal Notice**
  - Answer the felony conviction and child support questions.
  - Write/enter your DOB, **SSN (a state law)**, Driver's License Number and Phone Number.
  - Sign and date the EMS Renewal Notice.

- If you do not have your EMS Renewal Notice, download a blank form from at [www.idph.state.il.us/ems/](http://www.idph.state.il.us/ems/). Include the above information and your Name and Address on the form.

- **Attach your payment for the renewal fee (\$20)**
  - Payable to Illinois Department of Public Health to the EMS Renewal Form.

**NOTE:** IDPH only accepts certified checks/money orders.

- **Mail completed EMS Renewal Notice and payment to IDPH**
  - At the address listed on the form.

**NOTE:** It is highly recommended that you mail these to IDPH via certified mail, Priority Mail or Express Mail with a tracking number.

## STEP 2: Notify the Loyola EMS System office

- Once you have completed your portion of the renewal process with IDPH, notify the EMS Office.
- Submit documentation of **at least 20 hours of "Instructor Related Education"** which is related to the *development, delivery, and evaluation of education programs*.
- Submit a detailed list of classes taught and documentation of **at least 20 hours** related to **"Classroom Time"** as documented on a course roster or verification letter.
- Complete the LEMSS EMS Personnel Data Form ([loyolaems.com](http://loyolaems.com)), including SSN (a state law), in its entirety and submit to the EMS Office.

## STEP 3: If you meet criteria for LI renewal

- The LEMSS will re-approve your LI license and IDPH will issue a new LI license (see LEMSS Policy 400.13).
- You should expect to receive your new LI license from IDPH within 2 weeks. If you do not receive your license within this period, notify the Loyola EMS System office.
- Provide a copy of your LI license to the EMS Office. Keep the original on file in a place where you can easily retrieve it.

## LATE FEE

- If the renewal information and fees are received by IDPH after the license expiration date, but within 60 days after that date, the LI will be assessed an additional \$50 late fee by IDPH that must be paid before the license will be renewed.

**NOTE:** After the LI license expiration date, your license is considered "lapsed" by IDPH. IDPH allows for a 60-day period after expiration to renew a lapsed license.

**YOU MAY NOT FUNCTION AS A LI WITH A LAPSED OR EXPIRED LICENSE.**

## FOR ASSISTANCE OR QUESTIONS

Contact the Loyola EMS System office: [contact@LoyolaEMS.com](mailto:contact@LoyolaEMS.com) or 708-327-2547.