

## PEORIA AREA EMS SYSTEM PREHOSPITAL CARE MANUAL

### System Certification Policy

It is the responsibility of the Resource Hospital to confirm the credentials of the System's EMS providers. System certification is a *privilege* granted by the EMS Medical Director in accordance with the rules and regulations of the Illinois Department of Public Health.

#### System Certification Process

1. A System applicant must hold a State of Illinois license or be eligible for State licensure. EMS providers transferring in from another system or state must have all clinical and internship requirements completed prior to System certification. *Transferring into the Peoria Area EMS System to complete internship requirements of an EMT training program is prohibited.*
2. The System applicant must be a member of or in the process of applying for employment with a Peoria Area EMS System provider agency. The System agency must inform the EMS Office of the applicant's potential for hire or membership to their agency.
3. A *Pre-Certification Application* must be completed and submitted to the EMS Office.
4. The System applicant must also submit copies of the following:
  - IDPH license (FR-D, EMT, Intermediate, Paramedic, or PHRN)
  - National Registry certification (if applicable)
  - ACLS (Intermediate, Paramedic)
  - PHTLS or BTLS (Intermediate, Paramedic)
  - PEPP or PALS (Intermediate, Paramedic)
  - CPR {AHA Healthcare Provider} (FR-D, EMT, Intermediate, Paramedic or PHRN)
  - Letter of reference from current EMS Medical Director
  - Resume (education and employment history)
5. Upon System review of the *Pre-Certification Application*, EMS Office personnel will conduct a pre-interview with qualified applicants.

**PEORIA AREA EMS SYSTEM  
PREHOSPITAL CARE MANUAL**

**System Certification Policy**

**System Certification Process (continued)**

6. The System applicant must pass the appropriate Peoria Area EMS System Protocol Exam with a score of **80% or higher**. The applicant may retake the exam with the approval of the EMS Medical Director. A maximum of two (2) retakes are permitted.
7. Successfully complete any practical skills evaluations required by the EMS Medical Director.
8. Upon successful completion of the above requirements, the System applicant must meet with the EMS Medical Director for final approval. Once approval is granted, the applicant will receive a letter of System certification.
9. Satisfactory completion of a **90-day** probationary period is required once System-certification is granted.
10. The EMS Medical Director reserves the right to deny System provider status or to place internship & field skill evaluation requirements on any candidate requesting System certification at any level.

Note: Peoria Area EMS System applicants from another system or state have a “grace period” of *6 months* to obtain certification in PEPP or PALS. **All other certifications must be current** in order to enter the System.

**PEORIA AREA EMS SYSTEM  
PREHOSPITAL CARE MANUAL**

**System Certification Policy**

**Maintaining System Certification**

In addition to minimum continuing education requirements for re-licensure, EMS providers in the Peoria Area EMS System must maintain the following:

**First Responder / Defibrillator (FR-D)**

ALL First Responders providing EMS care must upgrade to and maintain FR-D status.

*Current* AHA Healthcare Provider CPR card

**EMT-Basic (EMT-B)**

*Current* AHA Healthcare Provider CPR card

Successfully complete periodic System protocol testing and skills evaluation

**EMT-Intermediate (EMT-I)**

*Current* AHA Healthcare Provider CPR card

PHTLS or BTLS

PEPP or PALS

ACLS

Active member of PAEMS System agency

Successfully complete periodic System protocol testing and skills evaluation

**PEORIA AREA EMS SYSTEM  
PREHOSPITAL CARE MANUAL**

**System Certification Policy**

**Maintaining System Certification**

**EMT-Paramedic  
(EMT-P)**

*Current* AHA Healthcare Provider CPR card

PHTLS or BTLS

PEPP or PALS

ACLS

Active member of PAEMS System agency

Successfully complete periodic System protocol testing and skills evaluation

**Prehospital RN  
(PHRN)**

*Current* AHA Healthcare Provider CPR card

PHTLS or BTLS

PEPP or PALS

ACLS

Active member of PAEMS System agency

Successfully complete periodic System protocol testing and skills evaluation

PEORIA AREA EMS SYSTEM  
PREHOSPITAL CARE MANUAL

**System Certification Policy**

**Maintaining System Certification**

Maintaining of current certifications and tracking of expiration dates is ultimately the responsibility of the individual provider. Agency training officers will be *assisting* with monitoring these certifications and reporting to the EMS Office. However, these individuals are not *responsible* for any certifications other than their own.

Failure to maintain *current* certification in ACLS, BTLS/PHTLS, PEPP/PALS, CPR or any other System certification may result in **suspension** of the individual in violation if an extension has not been applied for and granted through the EMS Office. In either case, **the individual will be required to take a full provider course in the lapsed certification and will NOT be allowed to simply take a refresher course for certification.** Suspended individuals will remain on suspension until proof of current certification is presented to the EMS Office.

**System Resignation / Termination**

A System participant may resign from the System by submitting a written resignation to the EMS Medical Director.

A System participant who resigns from or is terminated by a System provider agency has a 60-day grace period to re-establish membership/active status with another System provider agency. If the participant does not do this within the 60-day time period, then the individual's System certification will be re-categorized or terminated.

An EMS provider requesting to re-certify in the PAEMS System will be required to repeat the process for initial certification.

**PEORIA AREA EMS SYSTEM  
PREHOSPITAL CARE MANUAL**

**System Certification Policy**

**Provider Status**

**Active Provider** – A FR-D, EMT or PHRN is considered an active provider if he/she:

- ◆ Is System-certified at the level of his/her IDPH licensure level.
- ◆ Is active and functions at his/her certification level with a PAEMS System agency providing the same level of service.
- ◆ Maintains all continuing education requirements, certifications, and testing requirements in accordance with System policy for his/her level of System certification.

**Sub-certified Provider** – An EMT is considered to be a sub-certified provider if he/she:

- ◆ Is System-certified at a level other than his/her IDPH licensure level.
- ◆ Is active and functions as a provider with a PAEMS System agency at a level of service other than his/her IDPH licensure level.
- ◆ Maintains all continuing education requirements, certifications, and testing requirements in accordance with System policy for his/her level of System certification.
- ◆ RESTRICTIONS:
  - ➔ A sub-certified EMS provider may only function within the scope of practice of the individual's System certification and the provider level of the EMS agency.
  - ➔ A sub-certified EMS provider is **prohibited from performing skills the individual is not *System-certified* to perform** regardless of the IDPH licensure level.
  - ➔ A sub-certified provider is restricted to identifying himself/herself as a provider at his/her level of System certification when functioning with a PAEMS System agency (this includes uniform patches and name tags).
  - ➔ A sub-certified provider shall apply for *independent* re-licensure if System certifications are not met for the IDPH licensure level.

PEORIA AREA EMS SYSTEM  
PREHOSPITAL CARE MANUAL

**System Certification Policy**

**Provider Status**

**Inactive (Non-participating) Provider** – An EMT is considered to be inactive if he/she:

- ◆ Was System-certified but has not functioned with a PAEMS System agency for greater than 60 days.
- ◆ Maintains IDPH continuing education requirements.
- ◆ RESTRICTIONS:
  - ➡ An inactive provider is **prohibited** from identifying himself/herself as an EMS provider in the Peoria Area EMS System.
  - ➡ An inactive provider is **prohibited** from performing skills or providing care that he/she is not System-certified to perform.
  - ➡ An inactive provider must apply for independent re-licensure with IDPH.