

# Memo

**To:** All Agencies  
**From:** PAEMS Office  
**CC:**  
**Date:** June 24, 2010  
**Re:** Site Code Application Process

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## Site Codes

It has come to our attention that there may be a lack of clarity on the state requirement for 60 days notice to approve EMT-B/I/P courses and or continuing education hours. Please review the attachment which has the administrative code requirement that we are all required to comply with. (Illinois Department of Public Health Administrative Code part 515.560, 515.580, and 515.570).

Attached for your review is a copy of the referenced code. When these are completed and signed by the Medical Director, they are sent to the State Representative who ultimately has the duty to approve or disapprove. The State has the final decision on all time allowed for approval or content change requested. The only way that a class will be accepted less than 60 days is to have a waiver signed and sent to the state, with no guarantee of it being granted.

If you still have any questions, please contact me at anytime.

Respectfully,



*Dave Klings*

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**Joint Committee on Administrative Rules**  
**ADMINISTRATIVE CODE**

**TITLE 77: PUBLIC HEALTH**  
**CHAPTER I: DEPARTMENT OF PUBLIC HEALTH**  
**SUBCHAPTER f: EMERGENCY SERVICES AND HIGHWAY SAFETY**  
**PART 515 EMERGENCY MEDICAL SERVICES AND TRAUMA CENTER CODE**  
**SECTION 515.580 EMT-P CONTINUING EDUCATION**

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**Section 515.580 EMT-P Continuing Education**

- a) Didactic continuing education classes, seminars or other types of programs shall be approved by the Department before being offered to EMT-Ps. An application for approval shall be submitted to the Department by an EMS Medical Director, on a form prescribed, prepared and furnished by the Department, at least 60 days prior to the scheduled event.
- b) Approval will be granted provided the application is complete and the content of the program is based on topics or materials from the United States Department of Transportation National Standard Curriculum for Paramedics. Upon approval, the Department will issue a site code to the class, seminar or program.
- c) An EMS System may apply to the Department for a single System Site Code to cover didactic continuing education activities conducted by the System solely for System EMT-Ps (e.g., telemetry review at the Resource Hospital, morbidity and mortality conferences, preceptor orientation, review of System educational materials). Activities conducted under the System Site Code shall not require individual approval by the Department.
- d) The EMSMD of the EMS System in which the EMT-P functions shall be responsible for determining whether a particular State-approved didactic continuing education program is acceptable for credit within that System.
- e) An EMT-P shall be responsible for submitting written proof of didactic continuing education attendance to the EMS System Coordinator, in the manner prescribed by the System Program Plan.
- f) The EMS System Coordinator or EMS Medical Director of the EMS System in which an EMT-P primarily functions shall be solely responsible for verifying whether specific continuing education hours have been earned by the EMT-P.
- g) An EMS System that requires clinical continuing education shall specify in the System Program Plan the number of hours required, and the manner in which those hours must be earned, submitted and verified.
- h) An EMT-P shall be responsible for maintaining copies of all documentation