



## LOYOLA EMERGENCY MEDICAL SERVICES SYSTEM ECRN RENEWAL INSTRUCTIONS

IDPH will send an EMS Renewal Notice via USPS mail to each licensed Emergency Communications Registered Nurse (ECRN) 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 your hospital EMS Coordinator

- Once you have completed your portion of the renewal process with IDPH.
- Submit copies of your AHA BLS and AHA ACLS, AHA PALS cards, Trauma Certifications (if applicable), and EMS Personnel Data Form. **Non-AHA cards are not acceptable.**

- Complete the LEMSS EMS Personnel Data Form ([loyolaems.com](http://loyolaems.com)), including **SSN (a state law)**, in its entirety and submit to your hospital EMS Coordinator.

### STEP 3: The hospital EMS Coordinator will contact the Loyola EMS System office

- With a *Letter of Good Standing* to verify you are up-to-date with CE requirements; and
- To submit copies of your AHA BLS and AHA ACLS, AHA PALS cards, Trauma Certifications (if applicable), and EMS Personnel Data Form. **Non-AHA cards are not acceptable.**

### STEP 4: If you meet criteria for ECRN renewal

- The LEMSS will re-approve your ECRN license and IDPH will issue a new ECRN license (see LEMSS Policy 500.10).
- You should expect to receive your new ECRN license from IDPH within 2 weeks. If you do not receive your license within this period, notify your hospital EMS Coordinator who will then contact the Loyola EMS System office.
- Provide a copy of your ECRN license to your hospital EMS Coordinator. Keep the original on file in a place where you can easily retrieve it.

### EXPIRED LICENSES

**NOTE:** After the ECRN license expiration date, your license is considered "EXPIRED" by IDPH. There is NO grace period after the expiration of an ECRN license. After the expiration date, the RN will have to complete all requirements for initial ECRN license.

**YOU MAY NOT FUNCTION AS AN ECRN WITH AN EXPIRED LICENSE.**

### LEMSS "INDEPENDENT" ECRNs

- ECRNs in the Loyola EMS System who are considered "independents" should contact the Loyola EMS System office for renewals, with name/address changes, submission of AHA BLS and AHA ACLS cards, and CE.

**NOTE:** "Independent" status with IDPH is different from independent status within the LEMSS. If you have completed System Entry with the LEMSS, you are NOT considered an independent with IDPH. Do NOT follow the IDPH directions for submission of renewal documents directly to IDPH, except as described above, if you are an independent within the Loyola EMS System.

### FOR ASSISTANCE OR QUESTIONS

Contact Joyce LeValley at the Loyola EMS System office: [Joyce.LeValley@luhs.org](mailto:Joyce.LeValley@luhs.org) or 708-327-2543.