

ECRN 10 EZ Steps to Re-licensure

Stay current with your CE hours, you need 8 hours/year (32 hours for 4 years). Submit your CE hours as they are completed, to the EMS Office. (No more than 2 hours of Trauma per year for ECRN license.)

Keep your ECRN Information form current. Any change in information needs to be received within 10 days to the EMS office and IDPH.

Each Year of License

- Check your CE hours each year with the EMS office

6 Months Prior to Your Expiration Date

- Re-check your CE hours with the EMS Office and send additional CE hours

90 Days Prior to Your Expiration Date

- IDPH will send by mail to the address on file, your IDPH Renewal Notice/Child Support/Personal History Statement form including your PIN # for renewal

60 Days Prior to Your Expiration Date

- Final check of CE hours with the EMS Office
- Send the EMS office an updated ECRN Information form, copy of CPR card & DL

30 Days Prior to Your Expiration Date

- Complete the IDPH on-line renewal process and pay the on-line renewal fee of \$20.00: <https://emslic.dph.illinois.gov/GLSuiteWeb/clients/ildohems/private/Shared/OnlineServices.aspx>
Need PIN # and last four digits of SS #. Use System Code: 1002 (Highland Park)
- Notify the EMS office when you have completed the online renewal process, by sending an e-mail to Tensy Rodriguez, Senior EMS Secretary at hrodriguez@northshore.org
- Send your **completed signed and dated** IDPH Renewal Notice/Child Support/Personal History Statement form to the EMS office, hrodriguez@northshore.org via email. This is the form you received in the mail from IDPH. Keep a copy for your records
- The EMS office must complete the on-line verification for your ECRN license renewal. Once the office completes the on-line verification for you, the office will send you an email confirming the EMS System completion for your renewal license. If you do not receive your license, by mail within 10 business days, contact the EMS office

Finally, when you receive your renewed license

- Send a copy of the IDPH ECRN wall license (the one with your address on it) to the EMS office within 10 days for your file to be updated

The 4-year cycle begins again.....