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| Section: Human Resources 101.00 | | | |
| SOP # 101.04 | Subject: Licensure Requirements | | Page: 1 of 2 |
| Effective: 02/17/2022 | | Authorized: Tiffany Lamp- Asst. Director | |
| Revised: | | Authorized: | |

Rural Pope County Emergency Medical Services

Standard Operating Procedures

101.04.01 Purpose

To establish policies which ensure that all Rural Pope County Emergency Medical Services, EMS personnel understand and acknowledge the credentialing, licensures and certifications required to maintain current operational status.

101.04.02 Policy

1. All EMS Division personnel are required to possess a valid and current driver’s license from their state of residence.

2. Required licenses and certifications for Paramedics:

a. National Registry of EMT’s Paramedic (optional)

b. Illinois Paramedic

c. CPR/BCLS for Health Care Providers

d. ACLS (Advanced Cardiac Life Support)

e. PALS (Pediatric Advanced Life Support)

f. PHTLS (Pre Hospital Trauma Life Support)

3. Required licenses and certifications for EMT-I’s:

a. National Registry of EMT-I (optional)

b. Illinois EMT-I

c. CPR/BCLS for Health Care Providers

d. ACLS (Advanced Cardiac Life Support)

4. Required licenses and certifications for EMT-B’s:

a. National Registry of EMT-B (optional)

b. Illinois Emergency Medical Technician – Basic

c. CPR/BCLS for the Health Care Provider

101.04.03 Responsibilities

1. The employee is responsible for attending any continuing education courses and/or training pertinent to maintenance of his/her license/certification and/or classes deemed “mandatory” to remain operationally current by the Department of Human Resources, Jurisdictional Medical Director or the Department.

2. It shall be the responsibility of the employee to copy all new and updated licenses and/or certifications via hard copies or electronically and provide them to the administrators. Said copies will be kept in the employees’ file for future reference.

3. It is the responsibility of the employee to comply with all policies and procedures required to attend training.

5. It may be the responsibility of the employee to cover any associated costs, if any, for necessary training or continuing education.

6. The employee has the ultimate responsibility to maintain the minimum standard of certification/s and licensures required to perform the duties within the scope of their employment. Failure to maintain an operationally current status may result in separation of services from the Department.