

APPROVED: Signature On File In EMS Office
Executive Director

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Medical Director

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PREHOSPITAL CARE CONTINUING EDUCATION PROVIDER

I. AUTHORITY

Title 22, Division 9, Chapter 11 of the California Code of Regulations

II. DEFINITION

"Agency" means the Mountain-Valley EMS Agency.

"Applicant" means any individual or organization that wishes to become an approved C.E. Provider.

"C.E." means Continuing Education.

"EMS C.E. Provider" means an applicant who meets the requirements of this policy.

III. PURPOSE

The purpose of this policy is to establish requirements for C.E. Providers, standards for Prehospital C.E., performance requirements for C.E. Providers, and procedures for the approval and denial, suspension or revocation of C.E. Provider status.

IV. POLICY

A. C.E. Provider Qualifications

An applicant must:

- 1 Have a designated Program Director who shall:
 - a. Be qualified by education and experience in methods, materials, and evaluation of instruction. Program director qualifications shall be documented by one of the following:
 - (1). California State Fire Marshal "Fire Instructor 1A and 1B"
 - (2) National Fire Academy "Fire Service Instructional Methodology" course
 - (3) A training program that meets the U.S. Department of Transportation/National Highway Traffic Safety Administration 2002 Guidelines for Educating EMS Educators.

- (4) Individuals with experience may be provisionally approved for up to two years by the approving agency pending completion of the specified requirements. Individuals with experience in areas where training resources are limited and who do not meet the above Program Director requirements may be approved, upon review of experience and demonstration of capabilities, by the EMS Agency.
 - b. Be responsible for administering the C.E. program and ensuring adherence to state regulations, state guidelines and local EMS policies, approval of course content, examinations, selection of instructors and coordination of all aspects of the educational activities.
 - c. Have personnel or a department responsible to insure courses offered include:
 - (1). development of course outlines, brochures, objectives, tests, and evaluation tools.
 - (2). procurement and assignment of appropriate course instructors.
 - (3). issuance of C.E. certificates.
 - (4). maintenance and storage of course records for a period of not less than four years including the ability to retrieve any record if requested within 72 hours.
 2. Have an approved Clinical Director who:
 - a. Is currently licensed as a physician, registered nurse, physician assistant, or Paramedic.
 - b. Has two years of academic, administrative or clinical experience in emergency medicine or prehospital care within the last five (5) years.
 - c. Shall monitor all clinical and field activities approved for C.E. credit, approve the instructor(s), and monitor the overall quality of the pre-hospital content of the program.
 3. Utilize instructors who are approved by the Program Director and Clinical Director and who are currently licensed or certified in their area of expertise, if appropriate; or
 - a. have evidence of specialized training which may include, but is not limited to a certificate of training or an advanced degree in a given subject area; or
 - b. have at least one (1) year of experience within the last two (2) years in the specialized area in which they are teaching; or
 - c. be knowledgeable, skillful and current in the subject matter of the course or activity.
- B. Courses Eligible for C.E. Credit

In order for C.E. Providers to grant C.E. Credit the courses must:

1. Be directly relevant to the practice of prehospital emergency medical care or; be related to the scientific knowledge or technical skills required for the practice of EMS delivery or; be related to direct or indirect patient care;
2. Be current and designed to include recent developments in the subject area;
3. Have written instructional objectives which are measurable and stated in behavioral terms or; provide a clear, concise description of course content in brochures and other publicity so that the participants will know in advance what they can expect to learn;
4. Be at least 1 hour in length.
5. Include a written and/or skills competency based evaluation related to course, class, or activity objectives.

C. Certificates and Documents as Proof of Completion.

C.E. Providers must issue a tamper resistant certificate to each participant within thirty (30) days of the date of course completion to show that individuals have met the established criteria for successful completion of the course. Certificates must:

1. Be issued to only those persons who attended the entire course.
2. Contain:
 - a. Name of participant.
 - b. State Certification/license number.
 - c. Course title
 - d. C.E. Provider name, address and C.E. Provider number.
 - e. Date(s) of course.
 - f. Number of C.E. contact hours.
 - g. Signature of course instructor or program director.
 - h. The following two statements:
 - 1) "This course has been approved for (number) hours of continuing education by approved California EMS CE Provider (number) and was (check one) _____ instructor based, _____ non-instructor based".
 - 2) "This documentation must be retained for a period of four (4) years."

D. Provider Records

C.E. Providers shall keep course records for a minimum of four years including:

- a. Course title
- b. Course objectives
- c. Course outlines
- d. Record of place and date of each course.
- e. Qualifications of each instructor.
- f. Name of EMS personnel completing each course, and a record of any certificate issued to them.
- g. Course sign-in rosters.
- h. Course evaluations.

- i. A copy of tests that were administered

E. Advertisement

Course advertisements must include the following:

1. A clear, concise description of the course content, objectives, cost and the intended audience (e.g. First Responder, EMT, Paramedic, or all).
2. Specification of the number of hours of C.E. credit to be granted
3. Provider name and number as on file with the EMS Agency.
4. The C.E. Provider's policy on refunds in cases of nonattendance by the registrant or cancellation by provider, if applicable.

F. Audits

Representatives of the EMS Agency may make periodic site visits to courses, examine records, observe any related activities, and monitor compliance with this policy.

V. PROCEDURE

b. C.E. Provider Application Process

1. An applicant to become a C.E. Provider must complete and submit an application form secured from the EMS Agency.
2. An applicant must pay all appropriate application fees.
3. The EMS Agency shall notify the applicant within fourteen (14) days that the application was received.
4. The EMS Agency shall review the application and notify the applicant within sixty (60) days that the applicant is approved or if not, the reason/s for denial.
5. The approved applicant shall be assigned a C.E. Provider number by the EMS Agency.
6. Approval shall be valid for not more than four years. Any C.E. Provider who wishes to continue to provide courses with C.E. credit for Pre-hospital Care personnel shall reapply to the EMS Agency at least 60 days prior to their expiration date in order to maintain continuous approval.

B. Denial, Suspension, Revocation of C.E. Provider Status

Noncompliance with any criterion required for CE Provider approval, use of any unqualified teaching personnel, or noncompliance with any provision of this policy may result in denial, probation, suspension, or revocation of CE Provider approval.

C. Appeals Process for Denial, Suspension or Revocation

1. Notification of noncompliance and action to place on probation, suspend or revoke C.E. Provider status shall be carried out as follows:
 - a. Agency shall notify the approved C.E. Provider program direction in writing, by certified mail, of the provision of this policy with which the C.E. Provider is not in compliance.
 - b. Within fifteen (15) days of receipt of the notification of noncompliance, the approved C.E. Provider shall submit in writing, by certified mail, to the Agency, one of the following:
 1. Evidence of compliance with the provision of this policy; or
 2. A plan for meeting compliance with the provisions of this policy within sixty (60) days from the date of receipt of the notification of noncompliance.
 3. Within fifteen (15) days of receipt of the response from the approved C.E. Provider, or within thirty (30) days from the mailing date of the noncompliance notification if no response is received from the approved C.E. Provider, the Agency shall notify the EMS Authority and the approved C.E. Provider in writing, by certified mail, of the decision to accept the evidence of compliance, accept the plan for meeting compliance, or place on probation, suspend or revoke the C.E. Provider approval.
 4. If the Agency decides to place on probation, suspend or revoke the C.E. Provider's approval, the notification shall include the beginning and ending dates of the probation or suspension and terms and conditions for lifting of the probation or suspension or the effective date of the revocation, which may not be less than sixty (60) days from the date of the Agency's letter of decision the EMS Authority and the C.E. Provider.
 5. If C.E. Provider status is suspended or revoked, approval for C.E. credit shall be withdrawn for all C.E. programs scheduled after the date of action.
 6. The Agency shall notify the EMS Authority of each C.E. Provider approved, placed on probation, suspended or revoked within thirty (30) calendar days of action.