

# SIERRA-SACRAMENTO VALLEY EMS AGENCY PROGRAM POLICY

REFERENCE NO. 1001

## SUBJECT: EMS CONTINUING EDUCATION (CE) PROVIDER REQUIREMENTS AND APPROVAL PROCESS

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### PURPOSE:

To establish continuing education standards and define the roles and responsibilities of continuing education (CE) providers pursuant to state law, regulations and guidelines.

To define the approval process to provide continuing education for prehospital personnel.

### AUTHORITY:

California Health and Safety Code, Division 2.5, Sections 1797.170, 1797.171, 1797.172, 1797.174, 1797.175, 1797.185 and 1797.214.

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

### DEFINITIONS:

#### **Emergency Medical Services (EMS) Continuing Education (CE) Provider:**

EMS Continuing Education Provider means an individual or organization approved by the requirements of this Chapter, to conduct continuing education courses, classes, activities or experiences and issue earned continuing education hours to EMS Personnel for the purposes of maintaining certification/licensure or re-establishing lapsed certification or licensure.

#### **EMS System Quality Improvement Program:**

"Emergency Medical Services System Quality Improvement Program" or "QIP" means methods of evaluation that are composed of structure, process, and outcome evaluations which focus on improvement efforts to identify root causes of problems, intervene to reduce or eliminate these causes, and take steps to correct the process.

#### **Continuing Education Hour (CEH):**

One continuing education hour (CEH) is any one of the following:

1. Every fifty minutes of approved classroom or skills laboratory activity.

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**Approved:**

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**SIGNATURE ON FILE**

**S-SV EMS Medical Director**

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**SIGNATURE ON FILE**

**S-SV EMS Regional Executive Director**

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2. Each hour of structured clinical or field experience when monitored by a preceptor assigned by an EMS training program, EMS service provider, or hospital.
3. Each hour of media based/serial production CE as approved by the CE provider approving authority.

Continuing Education courses or activities shall not be approved for less than one hour of credit.

For courses greater than one CEH, credit may be granted in no less than half hour increments.

Ten CEHs will be awarded for each academic quarter unit or fifteen CEHs will be awarded for each academic semester unit for college courses in physical, social or behavioral sciences (e.g., anatomy, physiology, sociology, psychology).

CE hours will not be awarded until the written and/or skills competency based evaluation has been passed.

**CE Provider Approving Authority:**

- A. Courses and/or CE providers approved by the Continuing Education Coordinating Board for Emergency Medical Services (CECBEMS) or approved by EMS offices of other states are approved for use in California and need no further approval.
- B. Courses in physical, social or behavioral sciences offered by accredited colleges and universities are approved for CE and need no further approval.
- C. The local EMS agency shall be the agency responsible for approving EMS Continuing Education Providers whose headquarters are located within the geographical jurisdiction of that local EMS agency if not approved according to subsections A or B of this section.
- D. The State EMS Authority shall be the agency responsible for approving CE providers for statewide public safety agencies and CE providers whose headquarters are located out-of-state if not approved according to subsections A or B of this Section.

**National Standard Curriculum:**

National Standard Curriculum means the curricula developed under the auspices of the United States Department of Transportation, National Highway Traffic Safety Administration for the specified level of training of EMS Personnel which includes the following incorporated herein by reference: Emergency Medical Technician-Basic: National Standard Curriculum, DOT HS 808 149, August 1994; Emergency

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Medical Technician-Intermediate: National Standard Curriculum, DOT HS 809 016, December 1999; and Paramedic: National Standard Curriculum DOT HS 808 862, March 1999. These curricula are incorporated herein by reference and can be accessed at the U.S. Department of Transportation, National Highway Traffic Safety Administration website [www.nhtsa.dot.gov/people/injury/ems/products.htm](http://www.nhtsa.dot.gov/people/injury/ems/products.htm)

**Prehospital Emergency Medical Care Personnel**

Prehospital Emergency Medical Care Personnel or EMS Personnel means EMT, Advanced EMT or Paramedic.

**APPROVED CONTINUING EDUCATION**

**Continuing Education Topics:**

- A. Continuing education for EMS personnel shall be in any of the topics contained in the respective National Standard Curricula for training EMS personnel, except as provided in delivery formats and limitations # 8 of this policy.
- B. In lieu of completing the required CEH, EMT certification can be maintained by successfully completing an approved refresher course pursuant to Section 100080 of Chapter 2, Division 9, Title 22, California Code of Regulations.
- C. All approved CE shall contain a written and/or skills competency based evaluation related to course, class, or activity objectives.
- D. Approved CE courses shall be accepted statewide.

**Continuing Education Delivery Formats and Limitations:**

- A. Delivery formats for CE courses shall be by any of the following:
  - 1. Classroom – didactic and/or skills laboratory where direct interaction with instructor is possible.
  - 2. Organized field care audits of patient care records;
  - 3. Courses offered by accredited universities and colleges, including junior and community colleges;
  - 4. Structured clinical experience, with instructional objectives, to review or expand the clinical expertise of the individual.
  - 5. Media based and/or serial productions (e.g. films, videos, audiotape programs, magazine articles offered for CE credit, home study, computer simulations or interactive computer modules).

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6. Precepting EMS students or EMS personnel as a hospital clinical preceptor, as assigned by an EMS training program, an EMS service provider, a hospital or alternate base station. In order to issue CE for precepting EMS students or EMS personnel, an EMS service provider, hospital or alternate base station must be a CE provider approved according to this policy. CE for precepting can only be given for actual time spent precepting a student or EMS personnel and must be issued by the EMS training program, EMS service provider, hospital or alternate base station that has an agreement or contract with the hospital clinical preceptor or with the preceptor's employer.
7. Precepting EMS students or EMS personnel as a field preceptor, as assigned by an EMS training program or an EMS service provider. CE for precepting can only be given for actual time precepting a student and must be issued by the EMS training program or EMS service provider that has an agreement or contract with the field preceptor or with the preceptor's employer. In order to issue CE for precepting EMS students or EMS personnel, an EMS service provider must be an approved CE provider.
8. Advanced topics in subject matter outside the scope of practice of the certified or licensed EMS personnel but directly relevant to emergency medical care (e.g. surgical airway procedures).
9. At least fifty percent of the required CE hours must be in a format that is instructor based, which means that instructor resources are readily available to the student to answer questions, provide feedback, provide clarification, and address concerns (e.g., on-line CE courses where an instructor is available to the student). Precepting in the field or hospital, acting as an instructor for; CE, EMT, Advanced EMT or paramedic training, or magazine articles for CE credit will be considered non-instructor based CE. S-SV EMS Agency shall determine whether a CE course, class or activity is instructor based.
10. During a certification or licensure cycle, an individual may receive credit, one time only, for service as a CE course, class, or activity instructor. Credit received shall be the same as the number of CE hours applied to the course, class, or activity.
11. During a certification or licensure cycle, an individual may receive credit, one time only, for service as an instructor for one of the following, an approved EMT, Advanced EMT, or paramedic training program, except that the hours of service shall not exceed fifty percent of the total CE hours required in a single certification or licensure cycle.
12. When guided by the EMS service provider's QIP, an EMS service provider that is an approved CE provider may issue CEH for skills competency demonstrations to address any deficiencies identified by the service provider's QIP. Skills competency demonstration shall be conducted in accordance with

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the respective National Standard Curriculum skills outline or in accordance with the policies and procedures of the local EMS agency medical director.

- B. An individual may receive credit for taking the same CE course, class, or activity no more than two times during a single certification or licensure cycle.
- C. Local EMS agencies may not require additional continuing education hours for accreditation.
- D. If it is determined through a QIP that EMS personnel working in a local EMS system need remediation or refresher in an area of the individual's knowledge and/or skills, a local EMS agency medical director or an EMS service provider may require the EMS personnel to take an approved CE course with learning objectives that addresses the remediation or refresher needed, as part of the individual's required hours of CE for maintaining certification or licensure.
- E. Because paramedic license renewal applications are due to the EMS Authority thirty days prior to the expiration date of a paramedic license, a continuing education course(s) taken in the last month of a paramedic's licensure cycle, may be applied to the paramedic's subsequent licensure cycle, if that CE course(s) was not applied to the licensure cycle during which the CE course(s) was taken.

**Continuing Education Records:**

- A. In order for CE to satisfy the requirements for maintaining EMS personnel certification or licensure, CE shall be completed during the current certification/licensure cycle, and shall be submitted to the appropriate certifying/licensing authority.
- B. In order for CE to satisfy the requirements for renewal of a lapsed certificate/license, CE shall be valid for a maximum of two years prior to the date of a completed application for certificate/license renewal.
- C. EMS personnel shall maintain for four years CE certificates issued to them by any CE provider.
- D. CE certificates may be audited for cause by the certifying/licensing authority or as part of the certifying/licensing authority's continuing education verification process.

**CE PROVIDER APPROVAL PROCESS**

**Application for Approval:**

- A. In order to be an approved CE provider, an organization or individual shall submit an application packet for approval to S-SV EMS Agency.

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- B. The application packet shall include a S-SV EMS Agency CE Provider application with the following:
  - 1. Name and address of the applicant;
  - 2. Name of the program director, program clinical director, and contact person, if other than the program director or clinical director;
  - 3. The type of entity or organization requesting approval; and,
  - 4. The resumes of the program director and the clinical director.
  - 5. A sample of their proposed CE certificate
- C. S-SV EMS Agency shall, within fourteen working days of receiving a request for approval, notify the CE provider that the request has been received, and shall specify what information, if any, is missing.
- D. S-SV EMS Agency shall approve or disapprove the CE request within sixty calendar days of receipt of the completed request.
- E. If the CE request is approved, the S-SV EMS Agency shall issue a CE provider number according to the standardized sequence developed by the state EMS Authority.
- F. S-SV EMS Agency may approve CE providers for up to four years, and may monitor the compliance of CE providers to the standards established by S-SV EMS Agency
- G. When a CE provider is approved by either a local EMS agency or the EMS Authority, the CE provider is approved to conduct CE courses statewide.

**Application for Renewal**

- A. The CE provider shall submit an application for renewal at least sixty calendar days before the expiration date of their CE provider approval in order to maintain continuous approval.
- B. All CE provider requirements shall be met and maintained for renewal as specified in the section of this policy labeled CE provider requirements.

**CE Provider Disapproval**

- A. Noncompliance with any criterion required for CE provider approval, use of any unqualified teaching personnel, or noncompliance with any other applicable provision of this policy may result in denial, probation, suspension or revocation of CE provider approval by S-SV EMS Agency.
- B. Notification of noncompliance and action to place on probation, suspend or revoke shall be carried out as follows:

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1. S-SV EMS Agency shall notify the approved CE provider program director in writing, by certified mail, of the provision of this Chapter with which the CE provider is not in compliance.
2. Within fifteen days of receipt of the notification of noncompliance, the approved CE provider shall submit in writing, by certified mail, to S-SV EMS Agency one of the following:
  - Evidence of compliance with the provisions of this policy, or
  - A plan for meeting compliance with the provisions of this policy within sixty days from the date of receipt of the notification of noncompliance.
3. Within fifteen days of receipt of the response from the approved CE provider, or within thirty days from the mailing date of the noncompliance notification if no response is received from the approved CE provider, S-SV EMS Agency shall notify the EMS Authority and the approved CE 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 CE provider approval.
4. If the S-SV EMS Agency decides to place on probation, suspend or revoke the CE provider's approval, the notification specified in sub-section B. 3 of this section shall include the beginning and ending dates of the probation or suspension and the terms and conditions for lifting of the probation or suspension or the effective date of the revocation, which may not be less than sixty days from the date of S-SV EMS Agency's letter of decision to the EMS Authority and the CE provider.
- C. If CE provider status is suspended or revoked, approval for CE credit shall be withdrawn for all CE programs scheduled after the date of action.
- D. S-SV EMS Agency shall notify the EMS Authority of each CE provider approved, placed on probation, suspended or revoked within its jurisdiction within thirty calendar days of action.
- E. The EMS Authority shall maintain a list of all CE providers that are approved, placed on probation, suspended or revoked and shall post the listing on the EMS Authority's website.

**CE PROVIDERS FOR EMS PERSONNEL**

**CE Provider Requirements**

- A. In order to be approved as an EMS continuing education provider, the provisions in this Section shall be met.

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- The applicant shall submit an application packet as specified in the CE approval process section of this policy and any required fee to S-SV EMS Agency at least sixty calendar days prior to the date of the first educational activity.
- B. An approved CE provider shall ensure that:
1. The content of all CE is relevant, designed to enhance the practice of EMS emergency medical care, and be related to the knowledge base or technical skills required for the practice of emergency medical care.
  2. Records shall be maintained for four years and shall contain the following:
    - Complete outlines for each course given, including a brief overview, instructional objectives, comprehensive topical outline, method of evaluation and a record of participant performance;
    - Record of time, place, and date each course is given and the number of CE hours granted;
    - A curriculum vitae or resume for each instructor;
    - A roster signed by course participants, or in the case of media based/serial production courses, a roster of course participants, to include name and certificate or license number of EMS personnel taking any CE course, class, or activity and a record of any course completion certificate(s) issued.
- C. S-SV EMS Agency shall be notified within thirty calendar days of any change in name, address, telephone number, program director, clinical director or contact person.
- D. All records shall be made available to S-SV EMS Agency upon request. A CE provider shall be subject to scheduled site visits by S-SV EMS Agency.
- E. Individual classes, courses or activities shall be open for scheduled or unscheduled visits by the CE approving authority and/or the local EMS agency in whose jurisdiction the CE course, class or activity is being offered.
- F. Each CE provider shall provide for the functions of administrative direction, medical quality coordination and actual program instruction through the designation of a program director, a clinical director and instructors. Nothing in this section precludes the same individual from being responsible for more than one of these functions.
- G. Each CE provider shall have an approved program director, who is qualified by education and experience in methods, materials and evaluation of instruction,

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which shall be documented by at least forty hours in teaching methodology. Following, but not limited to, are examples of courses that meet the required instruction in teaching methodology:

1. California State Fire Marshal (CSFM) "Fire Instructor 1A and 1B"; or
2. National Fire Academy (NFA) "Fire Service Instructional Methodology" course; or
3. a training program that meets the U. S. Department of Transportation/National Highway Traffic Safety Administration 2002 Guidelines for Educating EMS Instructors, such as the EMS Educator Course of the National Association of EMS Educators.
4. Individuals with equivalent experience may be provisionally approved for up to two years by S-SV EMS Agency pending completion of the above specified requirements. Individuals with equivalent experience who teach in geographic 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.

H. The duties of the program director shall include, but not be limited to:

1. Administering the CE program and ensuring adherence to state regulations and established local policies.
2. Approving course, class, or activity, including instructional objectives, and assigning CEH to any CE program which the CE provider sponsors; approving all methods of evaluation, coordinating all clinical and field activities approved for CE credit; approving the instructor(s) and signing all course, class, or activity completion records and maintaining those records in a manner consistent with these guidelines. The responsibility for signing course, class, or activity completion records may be delegated to the course, class, or activity instructor.

I. Each CE provider shall have an approved clinical director who is currently licensed as a physician, registered nurse, physician assistant, or paramedic. In addition, the clinical director shall have had two years of academic, administrative or clinical experience in emergency medicine or EMS care within the last five years. The duties of the clinical director shall include, but not be limited to, monitoring all clinical and field activities approved for CE credit, approving the instructor(s), and monitoring the overall quality of the EMS content of the program.

J. Each CE provider instructor shall be approved by the program director and clinical director as qualified to teach the topics assigned, or have evidence of

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specialized training which may include, but is not limited to, a certificate of training or an advanced degree in a given subject area, or have at least one year of experience within the last two years in the specialized area in which they are teaching, or be knowledgeable, skillful and current in the subject matter of the course, class or activity.

- K. Continuing education credit shall be assigned on the following basis:
1. Classes or activities less than one CEH in duration will not be approved.
  2. For courses greater than one CEH, credit may be granted in no less than half hour increments.
- L. Each CE provider shall maintain for four years:
1. Records on each course, class, or activity including, but not limited to, title, objectives, outlines, qualification of instructors, dates of instruction, location, participant rosters, sample tests or other methods of evaluation, and records of course, class, or activity completions issued.
  2. Summaries of test results, or other methods of evaluation. The type of evaluation used may vary according to the instructor, content of program, number of participants and method of presentation.
- M. Providers shall issue to the participant a tamper resistant document or certificate of proof of successful completion of a course, class, or activity within thirty calendar days of completion of the course, class, or activity. The CE certificate or documentation of successful completion must contain the name of participant, certificate or license number, class title, CE provider name and address, date of course, class, or activity and signature of program director or class instructor. A digitally reproduced signature of the program director or class instructor is acceptable for media based/serial production CE courses. In addition, the following statements shall be printed on the certificate of completion with the appropriate information filled in:  
"This course has been approved for (number) hours of continuing education by an approved California EMS CE Provider and was (check one)\_\_\_\_ instructor-based,\_\_\_\_ non-instructor based". "This document must be retained for a period of four years"  
"California EMS CE Provider # \_\_\_\_\_ - \_\_\_\_\_"
- N. Information disseminated by CE providers publicizing CE must include at a minimum the following:
1. CE provider's policy on refunds in cases of nonattendance by the registrant or cancellation by provider;

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2. a clear, concise description of the course, class or activity content, objectives and the intended target audience (e.g. paramedic, EMT-II, EMT-I, First Responder or all);
  3. CE provider name, as officially on file with the approving authority; and
  4. Specification of the number of CE hours to be granted. Copies of all advertisements disseminated to the public shall be sent to the approving authority and the local EMS agency in whose jurisdiction the course, class, or activity is conducted prior to the beginning of the course, class, or activity. However, the approving authority or the local EMS agency may request that copies of the advertisements not be sent to them.
- O. When two or more CE providers co-sponsor a course, class, or activity, only one approved CE provider number will be used for that course, class, or activity and the CE provider, whose number is used, assumes the responsibility for meeting all applicable requirements of this policy.
- P. An approved CE provider may sponsor an organization or individual that wishes to provide a single course, class or activity. The approved CE provider shall be responsible for ensuring the course, class, or activity meets all requirements and shall serve as the CE provider of record. The approved CE provider shall review the request to ensure that the course, class, or activity complies with the minimum requirements of this policy.