


Sierra – Sacramento Valley EMS Agency Program Policy

EMR Training Program Approval/Requirements

	Effective: 06/01/2014	Next Review: As Needed	1004
	Approval: Troy M. Falck, MD – Medical Director		SIGNATURE ON FILE
	Approval: Victoria Pinette – Executive Director		SIGNATURE ON FILE

PURPOSE:

To establish the Emergency Medical Responder (EMR) training program approval process and ongoing requirements of an S-SV EMS approved EMR training program.

AUTHORITY:

- A. California Health and Safety Code, Division 2.5, § 1797.204, 1797.210, 1797.212.
- B. California Code of Regulations, Title 22, Division 9, Chapter 1.5.

POLICY:

- A. S-SV EMS has the primary responsibility for approving and monitoring EMR training programs located within the S-SV EMS region to ensure their compliance with state law, regulations, local policy, and national standards/guidelines.
- B. Eligible individuals/organizations (not including statewide public safety agencies) intending to conduct an EMR training course in the S-SV EMS region shall obtain S-SV EMS approval prior to beginning instruction.
- C. The following shall be met in order to be eligible for S-SV EMS EMR training program approval:
 - 1. Course content shall meet or exceed the EMR Training Standards and Instructional Guidelines established by the United States National Highway Traffic Safety Administration (NHTSA).
 - 2. Each training program shall have an approved Principle Instructor who meets the following minimum requirements:
 - Currently certified or licensed in California, at a minimum, as an EMT.
 - Have at least one (1) year of EMS experience, at a minimum, as an EMT.
 - Qualified by education and experience in methods, materials and evaluation of instruction, which shall be documented by at least 40 hours in teaching

methodology. Following, but not limited to, are examples of courses that meet the required instruction in teaching methodology:

- California State Fire Marshal (CSFM) "Fire Instructor 1A and 1B"; or
- National Fire Academy (NFA) "Fire Service Instructional Methodology" course; or
- A training program that meets the U.S. DOT/NHTSA 2002 Guidelines for Educating EMS Instructors, such as the EMS Educator Course of the National Association of EMS Educators.
- Individuals with equivalent experience may be provisionally approved for up to two (2) years by S-SV EMS 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 principle instructor requirements may be approved upon review of experience and demonstration of capabilities.

3. In addition to the approved principle instructor, each training program may also utilize teaching assistants who meet the following minimum requirements:
 - Currently certified or licensed in California, at a minimum, as an EMR.
 - Have at least one (1) year of EMS experience, at a minimum, as an EMR.
 - Have any combination of knowledge, skills and experience in teaching the course subject matter.
4. S-SV EMS shall be notified, in writing, within thirty (30) calendar days of any change in name, address or telephone number of training program staff.
5. Classroom space, including any breakout skills rooms will be adequate in size and number for the amount of students being instructed.
6. The training program shall ensure there will be at least one (1) principle instructor or teaching assistant for each 10 students during skills practice/laboratory sessions.
7. Each principal instructor or teaching assistant shall have access to all training equipment.
8. The training program will utilize a final written and skills examination approved by S-SV EMS.
9. The training program will provide the following documents, approved by S-SV EMS, to candidates who successfully complete the EMR training course:
 - EMR Course Completion Certificate.
 - S-SV EMS EMR Certification application instructions.

10. The following course records shall be maintained for a minimum of four (4) years and be made available to inspection by S-SV EMS representatives upon request:

- 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 times, places, and dates each course is given.
- A roster of all students who participated in the EMR training course including information regarding whether the candidate passed or failed and any remediation that was provided.

11. Individual classes or activities shall be open for scheduled or unscheduled visits by S-SV EMS representatives.

D. Eligible individuals/organizations interested in obtaining program approval shall submit a completed EMR Training Program Provider Application to S-SV EMS. A completed initial/renewal application shall include the following:

1. A statement verifying that the program meets or exceeds the NHTSA Educational Standards and Instructional Guidelines which can be located at: <http://www.ems.gov/pdf/811077a.pdf> & <http://www.ems.gov/pdf/811077b.pdf>
2. Samples of written and skills examinations used for student testing, including the proposed final written and skills examination.
3. The name and qualifications (resume) of the proposed Principal Instructor and any proposed Teaching Assistants.
4. The location at which the courses are to be offered and their proposed dates.
5. A statement verifying that appropriate equipment and adequate classroom space is available for the classes to be taught.
6. The applicable initial or renewal program approval fee.

E. S-SV EMS shall notify the applicant within seven (7) working days of receiving the request that the request has been received and shall specify what information, if any, is missing.

F. S-SV EMS shall provide written notification of program approval or disapproval within 30 calendar days of receipt of the application.

G. Program approval shall be granted for a four (4) year period.

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- H. The training program shall submit an application for renewal to S-SV EMS at least 60 calendar days before the expiration date of their EMR training program approval in order to maintain continuous approval.
- I. All EMR training program requirements as specified in this policy shall be met and maintained for program renewal.
- J. EMR Training Program Provider Disapproval:
1. Noncompliance with any criteria required for EMR training program 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 EMR training program approval by S-SV EMS.
 2. Notification of noncompliance and action to place on probation, suspend, or revoke shall be carried out as follows:
 - S-SV EMS shall notify the approved EMR training program principal instructor in writing, by certified mail or in person, of the provision of this policy with which the EMR training program provider is not in compliance.
 - Within 15 days of receipt of the notification of noncompliance, the approved EMR training program shall submit in writing, by certified mail or in person, to S-SV EMS, 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 60 calendar days from the date of receipt of the notification of noncompliance.
 - Within 15 calendar days of receipt of the response from the EMR training program, or within 30 calendar days from the mailing date of the noncompliance notification if no response is received from the EMR training program, S-SV EMS shall notify the EMR training program in writing, by certified mail or in person, of the decision to accept the evidence of compliance, accept the plan for meeting compliance, or place on probation, suspend or revoke the EMR training program approval.
 - If S-SV EMS decides to place on probation, suspend or revoke EMR training program approval, the notification 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 60 calendar days from the date of S-SV EMS's letter of decision to the EMR training program.
 - Nothing in this policy shall preclude the initial applicant, or previously approved EMR training program, from appealing, to the S-SV EMS JPA Board, a decision by S-SV EMS staff to deny approval or take action against an EMR training program.
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