

	6520	EMR Training Program Approval / Requirements
Nor-Cal EMS Policy & Procedure Manual	Training	
Effective Date: 04/07/2021	Next Revision: 04/07/2024	
Approval: Jeffrey Kepple MD – MEDICAL DIRECTOR	SIGNATURE ON FILE	

## Authority

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

## Purpose

To establish the Emergency Medical Responder (EMR) training program approval process and ongoing requirements of a Nor-Cal EMS approved EMR training program.

## Policy

1. Nor-Cal EMS has the primary responsibility for approving and monitoring EMR training programs located within the Nor-Cal EMS region.
2. Eligible individuals/organizations (not including statewide public safety agencies) intending to conduct an EMR training course in the Nor-Cal EMS region shall obtain Nor-Cal EMS approval prior to beginning instruction.
3. The following shall be met in order to be eligible for Nor-Cal EMS EMR training program approval:
  - A. Course content shall meet or exceed the EMR Training Standards and Instruction Guidelines established by the United States National Highway Traffic Safety Administration (NHTSA).
  - B. Each training program shall have an approved Principal Instructor who meets the following minimum requirements:
    - a. Currently certified or licensed in California, at a minimum as an EMT.
    - b. Have at least one (1) year of EMS experience, at minimum as an EMT.
    - c. Qualified by education and experience 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 Nor-Cal EMS pending completion of the above specified requirements. Individuals with equivalent training resources are limited and who do not meet the above principal instructor requirements may be approved upon review of experience and demonstration of capabilities.

- C. In addition to the approved principal instructor, each training program may also utilize teaching assistants who meet the following minimum requirements:
    - a. Currently certified or licensed in California, at a minimum, as an EMR
    - b. Have at least one (1) year of EMS experience, at a minimum, as an EMR
    - c. Have any combination of knowledge, skills, and experience in teaching the course subject matter.
  - D. Nor-Cal EMS shall be notified in writing within thirty (30) calendar days of any change in name, address, or telephone number of training program staff.
  - E. Classroom space, including any breakout skills rooms will be adequate in size and number for the amount of students being instructed.
  - F. The training program shall ensure there will be at least one (1) principal instructor or teaching assistant for each 10 students during skills practice/laboratory sessions. Each principal instructor or teaching assistant shall have access to all training equipment.
  - G. The training program will utilize a final written and skills examination approved by Nor-Cal EMS.
  - H. The training program will provide the following documents, approved by Nor-Cal EMS, to candidates who successfully complete the EMR training course:
    - a. EMR Course Completion Certificate
    - b. Nor-Cal EEMS EMR Certification application instructions
  - I. The following course records shall be maintained for a minimum of four (4) years and be made available to inspection by Nor-Cal EMS Agency representatives upon request:
    - a. Complete outlines for each course given, including a brief overview, instructional objectives, comprehensive topical outline, methods of evaluation and record of participant performance
    - b. Record of times, places, and dates each course is given
    - c. Names of instructors and teaching assistants for each course given
    - d. A roster of all students who participated in the EMR training course including information regarding whether the candidates passed or failed and any of the remediation that was provided
  - J. Individual classes or activities shall be open for scheduled or unscheduled visits by Nor-Cal EMS staff.
4. Eligible individuals/organizations interested in obtaining program approval shall submit a completed EMR Training Program Provider Application to Nor-Cal EMS. A completed initial/renewal application shall include the following:
    - a. A statement verifying that the program meets or exceeds the NHTSA Educational Standards and Instruction Guidelines which can be located at: <http://www.ems.gov/pdf/811007a.pdf> & <http://www.ems.gov/pdf/811077b.pdf>
    - b. Samples of written and skills examination used for student testing, including the proposed final written and skills examination.
    - c. The name and qualifications (resume) of the proposed Principal Instructor and any proposed Teaching Assistants.
    - d. The location at which the courses are to be offered and their proposed dates
    - e. A statement verifying that the appropriate equipment and adequate classroom space is available for the classes to be taught
    - f. The applicable initial or renewal program approval fee
  5. Nor Cal EMS Agency will notify the eligible training provider within seven (7) working days of receiving the request that the request has been received and shall specify what information, if any, is missing.

6. Nor-Cal EMS Agency shall provide written notification of program approval or disapproval within thirty (30) calendar days of receipt of the application.
7. Program approval shall be granted for a four (4) year period.
8. The training program shall submit an application for renewal to Nor-Cal EMS at least sixty (60) calendar days before the expiration date of their EMR training program approval in order to maintain continuous approval.
9. All EMR training program requirements as specified in this policy shall be met and maintained for program renewal.
10. EMR Training Program Provider Disapproval and/or Noncompliance:
  - A. 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.
  - B. Notification of noncompliance and action to place on probation, suspend, or revoke shall be carried out as follows:
    - a. Nor-Cal EMS will notify the EMR training program principal instructor in writing, by certified mail, electronically or in person of the provision of this policy with which the training program is not in compliance
    - b. Within 15 working days of receipt of the notification of noncompliance, the EMR training program shall submit in writing, by certified mail, electronically or in person to Nor-Cal 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
    - c. Nor-Cal EMS will notify the California EMS Authority and the approved 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, place on probation, or suspend or revoke training program approval:
      1. Within 15 working days of receipt of the response from the approved training program, or
      2. Within 30 calendar days from the posting date of the noncompliance notification if no response is received from the approved training program.
    - d. Notices of suspension, revocation, or probation will include:
      - i. the beginning and ending dates of the probation or suspension and,
      - ii. the terms and conditions for lifting of the probation or suspension or
      - iii. the effective date of the revocation, which may be less than 60 calendar days from the date Nor-Cal EMS' letter of decision to the California EMS authority and the training program
  - C. Non-approved programs and Programs in Noncompliance shall not begin trainings, and/or suspend trainings immediately.
  - D. Initial applicants and previously approved EMR training programs may appeal to the Nor-Cal EMS Board of Directors, decisions by Nor-Cal EMS staff to deny approval or take action against an EMR training program.