

	6570	Continuing Education Provider Program Approval / Requirements
Nor-Cal EMS Policy & Procedure Manual	Training and Testing	
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. California Code of Regulations, Title 22, Division 9, Chapter 11.

Purpose

To establish the EMS continuing education (CE) provider approval process and ongoing requirements of an NOR-CAL EMS approved CE provider.

CE Provider Approval Policy

1. 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.
2. Courses in physical, social or behavioral sciences offered by accredited colleges and universities are approved for CE and need no further approval.
3. NOR-CAL EMS shall be the approving authority for CE providers whose headquarters are located within the NOR-CAL EMS jurisdiction, if not approved according to item 1 or 2 of this section.
4. The California EMS Authority (EMSA) shall be the approving authority for CE providers for statewide public safety agencies and CE providers whose headquarters are located out-of-state, if not approved according to item 1 or 2 of this section.

CE PROVIDER Requirements:

1. An approved CE provider shall ensure that:
 - A. 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.
 - B. Records shall be maintained for four (4) years and shall contain the following:
 - a. Complete outlines for each course given, including a brief overview, instructional objectives, comprehensive topical outline, method of evaluation and a record of participant performance.
 - b. Record of time, place, and date each course is given, and the number of CE hours granted.
 - c. A curriculum vitae or resume for each instructor.
 - d. 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. Individual classes, courses or activities shall be open for scheduled or unscheduled visits by NOR-CAL EMS representatives. All records shall be made available to NOR-CAL EMS representatives upon request.
 - D. 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.

- E. Each CE provider shall have an approved program director, who is 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:
 - a. California State Fire Marshal (CSFM) "Fire Instructor 1A and 1B or
 - b. National Fire Academy (NFA) "Fire Service Instructional Methodology" course or
 - c. 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.
 - d. Individuals with equivalent experience may be provisionally approved for up to two (2) years 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.
- A. The duties of the program director shall include, but not be limited to:
 - a. Administering the CE program and ensuring adherence to state regulations and NOR-CAL EMS policies.
 - b. 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.
- B. 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.
- C. 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 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.
- D. NOR-CAL EMS shall be notified within 30 calendar days of any change in name, address, telephone number, program director, clinical director or contact person.
- E. Continuing education credit shall be assigned on the following basis:
 - a. Classes or activities less than one (1) CEH in duration will not be approved
 - b. For courses greater than (1) CEH, credit may be granted in no less than half (0.5) hour increments.
- F. Each CE provider shall issue to the participant a tamper resistant document or certificate of proof of successful completion of a course, class, or activity within 30 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 document must be retained for a period of four years)" "California EMS CE Provider # _____"

- G. Information disseminated by CE providers publicizing CE must include at a minimum the following:
 - a. CE provider's policy on refunds in cases of nonattendance by the registrant or cancellation by provider.
 - b. A clear, concise description of the course, class or activity content, objectives and the intended target audience (PSFA, EMR, EMT, AEMT, paramedic or all).
 - c. CE provider name, as officially on file with NOR-CAL EMS.
 - d. Specification of the number of CE hours to be granted.
- H. When two (2) or more CE providers co-sponsor a course, class, or activity, only one (1) 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.
- J. 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

CE PROVIDER APPROVAL PROCESS

1. Application for CE Provider Approval:

- A. An organization or individual shall submit an application packet for approval to NOR-CAL EMS. The application packet shall include, but may not be limited to:
 - a. Name and address of the applicant.
 - b. Name of the program director, program clinical director, and contact person, if other than the program director or clinical director.
 - c. The type of entity or organization requesting approval.
 - d. The resumes of the program director and the clinical director.
 - e. A sample of the proposed CE certificate.
 - f. The applicable CE provider application fee.
- B. NOR-CAL EMS shall, within 14 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.
- C. NOR-CAL EMS shall approve or disapprove the CE provider request within 60 calendar days of receipt of the completed request.
- D. If the CE provider request is approved, NOR-CAL EMS shall issue a CE provider number according to the standardized sequence developed by EMSA.
- E. CE providers may be approved for up to four (4) years.
- F. NOR-CAL EMS approved CE providers are approved to conduct CE courses statewide.

2. Application for CE Provider Renewal:

- A. The CE provider shall submit an application for renewal to NOR-CAL EMS at least 60 calendar days before the expiration date of their CE provider approval in order to maintain continuous approval.

- B. All CE provider requirements specified in this policy shall be met and maintained for renewal.
3. CE Provider Disapproval:
- A. Noncompliance with any CE provider criteria listed in this policy or use of any unqualified teaching personnel may result in denial, probation, suspension, or revocation of CE provider approval by NOR-CAL EMS.
- 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 approved 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 approved 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 CE 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 CE 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 CE training program.
- E. 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.
- F. NOR-CAL EMS shall notify EMSA of each CE provider approved, placed on probation, suspended or revoked within its jurisdiction within 30 calendar days of action. EMSA posts a list on their website of all CE providers that are approved, placed on probation, suspended or revoked.