

All paramedic, AEMT, EMT, EMR, and PSFA classes must be through LEMSA approved training programs(unless otherwise indicated in title 22).

Previously distributed 'instructor approval' cards applied to a specific program approval and did/do not constitute program approval. Primary Instructors' qualifications are reviewed in each training program application. Approved training programs are required by state regulations to maintain qualification records for their program instructors and submit a change of program form for approval of any update/change of instructors on file with the LEMSA.

{"Validation of the instructor's qualifications shall be the responsibility of the agency whose training program has been approved by the approving authority pursuant to Sections 100023 and 100024of this Chapter." (Title 22).}

In additional to the required retained records under title 22, the following paperwork needs to be kept on file with the training program in addition to any other entity listed. All paperwork listed would be in the initial program application with Nor-Cal EMS.

Steps of teaching a course:

1. Must be through an approved Training Program (Approved Programs can be searched on EMSA)
2. Turn in course notification form to clinical coordinator at Nor-Cal EMS
3. Follow course outline
4. Complete tests, final,skill sign offs, any additional forms (ex: clinical forms)
5. Give course completion certificates to students that completed the course. This must be issued from the Approved Program (as it is in the approved application packet, with the name of the instructor added).
6. Turn in Course Completion Record with full roster to clinical coordinator at Nor-Cal EMS

For PSFA, there are no further steps to take. For EMR, the students must apply to Nor-Cal EMS for their card. For EMT, Instructors/Program Directors inform NREMT, students must then take the NREMT, then students apply to Nor-Cal EMS when the NREMT is also passed. For AEMT and Paramedic, there are additional forms and processes with the state and Nor-Cal EMS.