

**EMS Training****Date: 07/01/2023****Continuing Education Provider Approval****Policy #3100****I. Purpose:**

- A. To establish procedures which allow for the approval of prehospital continuing education (CE) program providers in Imperial County and to assist providers in meeting the standards and requirements for Imperial County.

**II. Authority:**

- A. California Health and Safety Code – Division 2.5: Emergency Medical Services [1797. – 1799.207.]
- B. California Code of Regulations, Title 22. Social Security, Division 9. Prehospital Emergency Medical Services

**III. Definitions:**

- A. Continuing Education Provider: An individual or organization authorized by the Imperial County EMS Agency, a California Local EMS Agency, or the California EMS Authority, to conduct continuing education courses, classes, activities, or experiences for the purpose of maintaining certification/licensure or re-establishing lapsed certification or licensure.
- B. Continuing Education Unit (CEU)/Continuing Education Hour (CEH): Synonymous terms designating the increments in which continuing education is obtained. One CEU/CEH is equivalent to 50 minutes of approved classroom or activity time.

**IV. Policy:**

- A. Any individual, agency, organization, or company within Imperial County may apply for approval by Imperial County EMS Agency as an authorized provider of prehospital continuing education. Imperial County EMS will approve course providers, not individual courses.
  - 1. Approved EMS training programs will be granted CE provider status upon identification and appropriate documentation of CE staff, CE provider-specific documents (course completion certificates, rosters, advertisements), and the signing of the CE provider agreement.
- B. Each individual, agency, organization, or company wishing to be considered for approval by Imperial County EMS Agency shall submit to the EMS Agency a completed “CE Provider Approval Application” at least 60 days prior to the initiation of the first CE activity offered by the provider, or 60 days prior to the end of the provider’s current approval period, if requesting reauthorization.
  - 1. CE approval is not retroactive

**EMS Training****Date: 07/01/2023****Continuing Education Provider Approval****Policy #3100**

- C. Imperial County EMS Agency will notify the provider within 14 days that the application packet has been received and whether it is complete.
  - 1. Any materials missing from the application packet must be submitted to the EMS Agency within 30 days of notification.
  - 2. Missing materials submitted after 30 days will not be accepted, and the application will be denied. A new application packet must be submitted to continue.
- D. Imperial County EMS Agency will notify the provider, in writing, of the approval/disapproval decision within 60 days of the receipt of the completed application packet.
  - 1. If approval is not granted, the reasons will be specified in writing
  - 2. It will be the discretion of the Imperial County EMS Agency as to whether corrections of the application packet deficiencies will be considered as part of the initial application process or must be submitted under reapplication.
- E. Provider approval will be for up to four years.
  - 1. Provisional approval of up to one year may be granted to an agency whose Program Director is qualified by experience only. Full approval may be granted pending approval of specified educational requirements.
  - 2. Approval expires the final day of the final month of the approval period.
- F. Provider approval is non-transferrable.
- G. Once approved as a provider, any changes in personnel, contact/demographic information, certificates issued, or major changes in CE class offerings/formats (i.e. e-courses, multi-day courses) must be reviewed and approved by the Imperial County EMS Agency.
- H. Approved providers failing to comply with applicable policies and/or procedures may have their approval suspended, or revoked by the Imperial County EMS Agency.

**V. Staffing Requirements:**

- A. Each approved continuing education provider shall have a Program Director qualified by education and experience in teaching methodology and evaluation of instruction.
  - 1. Program Directors will have a minimum of 40 hours of formal instruction in teaching methodologies, curriculum development, adult learning, evaluation of instructors, and other appropriate topics.
    - a. Program Directors will have a minimum of one year of full-time experience (or equivalent part-time experience) in teaching adults.

**EMS Training****Date: 07/01/2023****Continuing Education Provider Approval****Policy #3100**

- B. Each approved continuing education provider shall have a Clinical Director qualified by education and experience in prehospital and/or emergency medical care.
  - 1. Clinical Directors shall have and maintain a current California license as a physician, registered nurse, physician's assistant, or paramedic.
  - 2. Clinical Directors shall have a minimum of two years within the last five years of academic, administrative, or clinical experience in prehospital and/or emergency medical care.
- C. Each approved continuing education provider will have instructors as qualified to teach their assigned topics.
  - 1. Approval will be made by both the Program Director and the Clinical Director.
  - 2. Evidence of qualification in the assigned subject matter will be determined by proof of specialized training in that subject area, one year of experience within the last two years in the subject area, or demonstration of current knowledge and skill in the subject matter.

**VI. Responsibilities:**

- A. Each approved provider agrees to follow all policies, guidelines, and procedures as established by the Imperial County EMS Agency, the California EMS Authority, and state laws and regulations. Providers will be notified, in writing, a minimum of 30 days in advance of the implementation of any revisions.
  - 1. Providers are required to submit yearly data on their educational activities for each calendar year they are a provider. Data for the calendar year shall be submitted to the Imperial County EMS Agency within 60 days after December 31<sup>st</sup> of each year.
  - 2. Failure to comply with policies and procedures, statutes, and regulations, as required by the EMS Agency will result in the suspension or revocation of the provider's CE authorization.
- B. The approved CE provider will notify the Imperial County EMS Agency a minimum of one calendar month in advance of all CE course offerings by sending this information directly to the EMS Agency.
  - 1. An Imperial County approved CE provider offering CE courses in another county must additionally notify THAT county's EMS Agency of courses being offered in their jurisdiction a minimum of 30 days prior.

**EMS Training****Date: 07/01/2023****Continuing Education Provider Approval****Policy #3100**

2. It is expected that CE providers authorized by other entities will notify the Imperial County EMS Agency a minimum of 30 days in advance of any courses/classes they are holding within Imperial County EMS Agency's jurisdiction.
- C. Providers must structure educational activities in accordance with the needs of their participants. ALS level classes will be expected to have both ALS objectives and BLS objectives if the course will be open/advertises to both levels of personnel.
- D. Courses jointly sponsored by two or more CE providers will have only one of those providers responsible for issuing CE and maintaining records. The responsible provider will be the provider whose approval number is on the advertisements, roster, and course completion certificates.
- E. Providers must maintain CE records in a secure environment and are responsible for the security and integrity of the records they maintain.
  1. Records shall be maintained for a minimum of four years.
  2. The name, address, and license/certification number of each person receiving a course completion CE certificate will be kept on file and be made available at the request of the Imperial County EMS Agency, a California Local EMS Agency, and the California EMS Authority.
  3. Copies of each of the following shall be maintained with each class file:
    - a. Course advertisements
    - b. Instructor resume(s)
    - c. Course roster – one for each day, if multi-day course
    - d. Course overview, learning objectives, and detailed/comprehensive outline (teaching outline and/or lecturer's notes).
    - e. Copies of any student handouts (controlled notes, articles, etc.)
    - f. Copy (blank) of the learning evaluation tool(s)
    - g. Copies of the completed course evaluations from the participants, or a summary of their findings
    - h. A copy of the course completion certificate
- F. Determination of continuing education hours

**EMS Training****Date: 07/01/2023****Continuing Education Provider Approval****Policy #3100**

1. Credit may only be issued to a participant upon successful passing of a written and/or skills competency evaluation specific to the material covered by the course, class, or activity objectives.
2. Credit for structured clinical or ride-out, teaching, precepting, and field care audit (FCA) will be issued on a 1:1 (hours : credit) basis.
  - a. Structured clinical and ride-out credits can only be issued by the agency which provides and reviews the structure (outline) that the individual must complete as part of his clinical/ride-out time. (In most cases this will be a hospital)
    - i. Credit for clinical and ride-out hours cannot be issued to individuals until the CE provider's structure is reviewed and approved by the Imperial County EMS Agency.
    - ii. Credit may only be issued once during an individual's certification/ licensure/ authorization cycle for instructing a particular class or topic.
  - b. Teaching credits may only be issued by the provider employing the individual.
    - i. Credit for teaching hours cannot be issued to individuals until the CE provider's structure is reviewed and approved by the Imperial County EMS Agency.
    - ii. Credit may only be issued once during an individual's certification/ licensure/ authorization cycle for instructing a particular class or topic.
3. Precepting credit may only be issued by the approved training program "contracted" with the preceptor or their employer.
4. Partial credit may be issued to a course participant at the provider's discretion provide that:
  - a. The credit given is not less than one CE hour, nor issued in less than one-half hour increments.
  - b. The participant has completed all course evaluations.
  - c. Partial credit is recorded on the course completion certificate, and a record of the partial credit is maintained by the provider.
5. CE Credit will be issued only for actual class time attended.

**G. All CE course advertisements must include, at minimum:**

1. The provider's name and CE approval number.
2. A clear, concise description of the course contents and objectives.
3. The target audience (ALS, BLS, or both).

**EMS Training****Date: 07/01/2023****Continuing Education Provider Approval****Policy #3100**

4. The number and type of EMS CE to be granted.
  5. Cost of course and information on refund policy.
- H. Course evaluations are required for all CE offerings and must include, at minimum:
1. The extent to which the course met its stated objectives.
  2. The adequacy of the instructor's knowledge of the subject matter.
  3. Appropriateness of the teaching techniques/tools used.
  4. Applicability/usability of the information to the participants' practice.
  5. The extent to which the information was presented at a level that the participant could understand and assimilate.
- I. Course completion certificates must be issued to all CE participants successfully passing the course.
1. Certificates must be issued to the participants within 30 calendar days of course completion.
  2. Certificates will be tamper-resistant.
  3. Certificates will include, at minimum:
    - a. Provider's name, address, and EMS CE approval number (13-xxxx)
    - b. Name of course.
    - c. Date of course completion.
    - d. Number and type of CE granted (instructor based, non-instructor based).
    - e. Participant's name and license/ certification/ authorization number.
    - f. Signature of course instructor or program director.
    - g. The following statement: "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." OR "...and was (non-)instructor based."
    - h. The following statement: "This documentation must be retained for a period of four (4) years."
  4. Once a provider's course certificates have been approved by the Imperial County EMS Agency, it will not be changed without prior written approval from the Imperial County EMS Agency.

**EMS Training**  
**Continuing Education Provider Approval**

---

**Date: 07/01/2023**  
**Policy #3100**

APPROVED:

SIGNATURE ON FILE – DATE

Katherine Staats, MD FACEP

EMS Medical Director