

EMS TRAINING

EMS TRAINING PROGRAM APPROVAL

POLICY #3000

AUTHORITY: Division 2.5 of the Health and Safety Code, Section 1797 and Title 22, Division 9. The approving authority for EMS training programs (other than for a program conducted by a qualified statewide public safety agency) shall be the local EMS agency.

1. The following programs have been approved by the Imperial County EMS Agency:

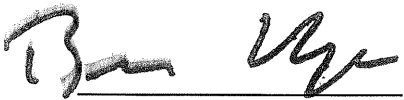
Program

Standard

- | | |
|-------------------------------------|--------------------------------|
| • Public Safety First Aid & CPR | Title 22, Div. 9 |
| • First Responder Course | DOT First Responder Curriculum |
| • Public safety AED | Title 22, Div. 9 |
| • EMT-I (including optional skills) | Title 22, Div. 9 |
| • EMT-Paramedic | Title 22, Div. 9 |
| • Mobile Intensive Care Nurse | Title 22, Div. 9 |
| • Prehospital Continuing Education | Title 22, Div. 9 |

2. Refer to the appropriate Standard (above) for the specific requirements for these programs.
3. New programs being submitted to the EMS Agency for approval must be submitted within the timeframe specified in Title 22 and/or Imperial County EMS policy for program approval. If no specific date is mentioned, the timeframe for approval is 90 days prior to the first course offering.
4. It is the responsibility of all program directors to follow the requirements of the program as described in Title 22 or the appropriate Imperial County Policy.
5. Program renewal is the responsibility of the program director. Renewal applications must be received by the EMS Agency in the timeframe specified in Title 22 or Imperial County Policy. If no specific date is mentioned, program renewal must be submitted 30 days prior to expiration. Any course offered following program expiration will not be considered an approved course.

APPROVAL


Bruce E. Haynes, M.D.
EMS Medical Director

IMPERIAL COUNTY EMS
APPLICATION FORM
EMS TRAINING PROGRAM

Applications for EMS Training Programs must be submitted with all required documentation to the Imperial County EMS Agency. EMS Training Programs must comply with Imperial County Policy #3000 and Title 22 of the California Code of Regulations for approval.

1. Name/Address of Training Institution:
2. EMS Training Program (to be approved):
3. Program Personnel (attach resumes):
 - a. Program Medical Director:
 - b. Course Director
 - c. Principal Instructors
4. Course Hours:
 - a. Didactic
 - b. Clinical
 - c. Field
 - d. Total
5. Units of Credit (if applicable):
6. Required Materials:
7. Reference Materials:
8. Clinical Preceptors:
9. Field Preceptors:
10. Course Evaluation:

EMS TRAINING

CONTINUING EDUCATION PROVIDER

POLICY #3100

Authority: Health & Safety Code, Division 2.5; California Code of Regulations, Title 22

1. **GENERAL:** Any individual or organization, public or private, interested in providing approved continuing education for prehospital providers shall apply to the local EMS Agency for approval.
2. **APPLICATION PROCESS**
 - 2.1 Interested individuals shall submit an application to the local EMS Agency in accordance with this policy and the "Guidelines for Prehospital Continuing Education" issued by the State EMS Authority (dated Sept. 1994).
 - 2.2 The local EMS Agency shall notify the applicant within fourteen (14) days that the application was received.
 - 2.3 The local EMS Agency shall notify the applicant in writing within sixty (60) calendar days from the receipt of a complete application of its decision to approve or disapprove.
 - 2.4 The local EMS Agency shall issue a "CE Provider Number" to approved applicants in accordance with state regulations and these guidelines.
 - 2.5 Program approval shall be issued for four (4) years. The expiration date shall be four years from the last day of the month in which the application is approved.
3. **CE PROVIDER RENEWAL**
 - 3.1 The local EMS Agency shall renew CE provider approval if they meet the requirements contained in the state guidelines and this policy.
 - 3.2 It is the responsibility of the CE provider to submit an application for renewal at least sixty (60) calendar days before the expiration date in order to maintain continuous approval.
4. **APPLICATION**
 - 4.1 The applicant shall submit an application packet and any required fees to the local EMS Agency at least sixty (60) calendar days prior to the date of the first activity.
 - 4.2 The application packet shall contain the following:
 - > Application form
 - > Resumes of CE Program Director and Clinical Director demonstrating that individual's experience and qualifications in prehospital care/education.

- > Samples of course objectives, a class outline, and a post exam
- > A sample course completion certificate

5. CE PROVIDER REQUIREMENTS

Approved CE providers shall ensure that:

- 5.1 The content of all CE is relevant, enhances the practice of prehospital emergency medical care, and is related to the knowledge base or technical skills required for the practice of emergency medical care.
- 5.2 Records are maintained for four years and shall contain the following:
 - > 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 time, place, date each course is given and the number and type of hours granted;
 - > a curriculum vitae or resume for each instructor;
 - > a roster signed by course participants to include name and certification/license number of prehospital care personnel taking any approved course and a record of any certificates issued.
- 5.3 The local EMS Agency is notified within thirty (30) calendar days of any change in name, address, phone number, program director or clinical director.
- 5.4 All records are available to the approving agency upon request, A CE provider is subject to scheduled site visits by the local EMS Agency.
- 5.5 Individual classes/courses are open for scheduled or unscheduled visits by the local EMS Agency.
- 5.6 Copies of all advertisements disseminated by CE providers publicizing CE shall be sent to the local EMS Agency prior to the beginning of the course/class.

APPROVAL



Bruce E. Haynes, M.D.
EMS Medical Director

**APPLICATION
IMPERIAL COUNTY
AUTHORIZATION AS APPROVED PROVIDER
OF
PREHOSPITAL CONTINUING EDUCATION (CE)**

(Please print or type)

1. CE PROVIDER NAME: _____

2. PHONE #: _____

3. FAX #: _____

4. PROVIDER HEADQUARTERS: _____

(number & street, city, state, zip)

5. PROVIDER MAILING ADDRESS: _____

(if different from above)

6. CONTINUING EDUCATION PROGRAM DIRECTOR: _____

7. CONTINUING EDUCATION CLINICAL DIRECTOR: _____

8. PROVIDER IS A/AN: (check one)

☐ Local EMS Agency

☐ University/College

☐ Base Hospital

☐ Other School

☐ Other Hospital

☐ Other Government Agency

☐ Service Provider

☐ Individual

☐ EMT-P Training Program

☐ Other CE Provider

9. ATTACH:

a. Resumes of CE Program Director and Clinical Director, demonstrating that individual's experience and qualifications in prehospital care/education (see guidelines).

b. Application fee or proof of payment - \$ _____.

I certify that I have read and understand the "California Prehospital Continuing Education Guidelines" and the Imperial County EMS Agency Policy governing Continuing Education, and that I/this agency will comply with all guidelines, policies, and procedures described therein. I agree to comply with all audit and review provisions described. Furthermore, I certify that all information on this application, to the best of my knowledge, is true and correct.

SIGNATURE - CE Program Director

Date: _____

(Local EMS Agency Use)

Application Rec'd Date: _____ Reviewed by: _____ Approval Date: _____

Renewal Date: _____ Provider Number: _____ Fee Paid Date: _____

CE Level: BLS ALS Both _____ Comments: _____

**IMPERIAL COUNTY PUBLIC HEALTH DEPARTMENT
EMERGENCY MEDICAL SERVICES AGENCY**

935 Broadway, El Centro, CA 92243

(760) 482-4468

Fax (760) 482-4519

E-mail: johnpritting@imperialcounty.net

*Bruce Haynes, M.D.
EMS Medical Director*

*John W. Pritting, M.B.A.
EMS Manager*

EMS CONTINUING EDUCATION

PROVIDER AGREEMENT

An approved CE Provider in Imperial County shall:

1. Ensure that the content of all CE is relevant, enhances the practice of prehospital emergency medical care, and is related to the knowledge base or technical skills required for the practice of emergency medical care.
2. Maintain CE records for four (4) years to include:
 - 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 time, place, date each course is given and the number and type of hours granted;
 - A curriculum vitae or resume for each instructor;
 - A roster signed by course participants to include name and certification/license number of prehospital care personnel taking any approved course and a record of any certificates issued.
3. Notify the Local EMS Agency within thirty (30) calendar days of any change in name, address, phone number, program director or clinical director.
4. Ensure that all records are available to the approving agency upon request. A CE Provider is subject to scheduled site visits by the Local EMS Agency.
5. Notify the Local EMS Agency in advance of all CE classes to allow for scheduled or unscheduled visits by the EMS Agency Coordinator/representative.

6. Ensure that copies of all advertisements disseminated by the CE Provider publicizing CE shall be sent to the Local EMS Agency prior to the beginning of the class.
7. Participate in the approved EMS System-wide Continuous Quality Improvement program.

I certify that I have read and understand the "California Prehospital Continuing Education Guidelines" and the Imperial County EMS Policy governing CE, and that I/this agency will comply with all guidelines, policies, and procedures described therein. I agree to comply with all audits and review provisions described. I understand that failure to comply with these provisions will result in termination of this agreement and my/this agency's CE Provider status.

CE PROVIDER:

Signature – CE Program Director

Date

Agency

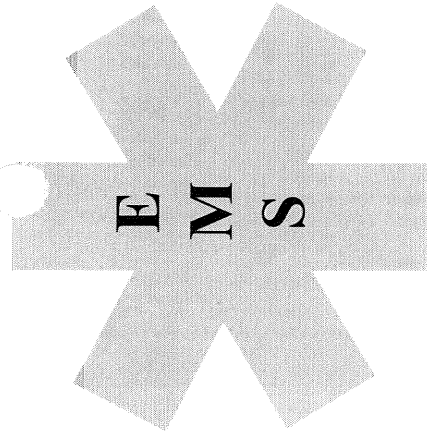
APPROVING AUTHORITY:

Signature – EMS Medical Director

Date

Signature – EMS Manager

Imperial County Public Health Department
Emergency Medical Services Agency
935 Broadway
El Centro, CA 92243
(760) 482-4468



EMERGENCY MEDICAL SERVICES
CONTINUING EDUCATION

This is to certify that

«Title»
«Name»
«Certification/License Number»

has successfully completed a course of instruction in

«Class»

Date: _____ Course Director: _____

This course has been approved for _____ hours of Continuing Education
By California EMT-P CE Provider #13-_____
This document must be retained for a period of four (4) years.

GUIDELINES FOR PREHOSPITAL CONTINUING EDUCATION EMSA #127

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PREHOSPITAL CONTINUING EDUCATION GUIDELINES

I. INTRODUCTION

These guidelines have been prepared with the following concepts in mind:

- Prehospital personnel are professionals and, as such, take the responsibility for ensuring that their continuing education requirements are met, in accordance with their individual needs.
- Continuing education is a means by which prehospital personnel may achieve excellence in their profession.
- Continuing education focuses on the ongoing performance of prehospital personnel and their interaction with other team members, rather than on basic education.
- Continuing education providers must have appropriate training, credentials and experience in educational principles in order to ensure that the courses given adequately address the educational needs of the prehospital personnel.
- EMT-Is, EMT-IIs and EMT-Ps should have similar structures for continuing education approval.

A. Purposes and Goals of Continuing Education Guidelines

- The purposes of these guidelines, established by the California EMS Authority in consultation with the Continuing Education (CE) Task Force, are to:
- provide direction to local EMS agencies in approving CE providers;
- define the roles and responsibilities of CE providers; and
- provide information for prehospital personnel (EMT-I, EMT-II and EMT-P).
- The goal of these guidelines is to specify those requirements which will promote uniformity throughout California in the provision and acceptance of CE statewide for prehospital personnel. These guidelines have been structured to follow the same order as the above outlined purposes. In addition, this document contains seven (7) Appendices. Care was given in the design to allow reproduction of each appendix as needed for any of the intended users.
- These guidelines will be a dynamic document and will be modified as we gain more experience in providing continuing education.

B. Statutory and Regulatory Authority

These continuing education guidelines are issued pursuant to Sections 1797.170, 1797.171, 1797.172, 1797.174, and 1797.175, Health and Safety Code and Sections 100080, 100124, 100165, 100165.1, 100165.2 and 100165.3, Title 22 of the California Code of Regulations. These sections authorize the EMS Authority to establish and specify the training standards for all prehospital personnel, including standards for continuing education.

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II. CONTINUING EDUCATION APPROVING AGENCY RESPONSIBILITIES

The approving agencies are designated local EMS agencies and the EMS Authority. These agencies have the primary responsibility for approving and monitoring the performance of CE providers to ensure compliance with these guidelines and established local policies.

Approving agencies shall approve CE providers pursuant to state regulations, these guidelines and established local policies. The approval process shall be implemented by the approving agency through policies, and fees may be charged to cover the cost of approving and monitoring the CE programs. Compliance with these guidelines will eliminate duplication of approval of CE providers and CE courses between jurisdictional boundaries.

A. CE Provider Approval Process

1. General

- The designated local EMS agency shall be the approving agency for CE providers whose headquarters are located in its county or region.
- If the CE provider relocates its headquarters to another jurisdiction, the local EMS agency of that county shall assume jurisdictional authority and may require the CE provider to reapply for CE provider status.
- The California EMS Authority shall be the approving agency for CE providers whose headquarters are out of state and for statewide public safety agencies.

2. CE Provider Application Process

Interested organizations or individuals shall submit an application to the approving agency. It is recommended that the application contain information as specified in the sample application contained in Appendix D. See also Section III (B) on page 6.

- The approving agency shall notify the applicant within fourteen (14) days that the application was received.
- The approving agency shall notify the applicant in writing within sixty (60) calendar days from the receipt of a complete application of its decision to approve or disapprove.

- The application shall be considered for approval if it is complete and all requirements are met as specified in Section III of these guidelines.
- Failure to submit missing information within thirty (30) calendar days of request will require the applicant to reapply for CE provider status.
- The approving agency may deny an application for cause as specified in subsection B of this section.
- The approving agency must issue a "CE provider number" to approved applicants in accordance with state regulations and these guidelines (see Appendix B).
- Program approval shall be issued for no more than four (4) years. The expiration date shall be no more than four years from the last day of the month in which the application is approved.

B. Disapproval/Revocation/Probation of CE Provider Status

1. The approving agency may, for cause, disapprove an application for approval of CE provider, revoke CE provider approval or place the CE provider on probation.
2. Causes for these actions include, but are not limited to the following:
 - Violating or attempting to violate any of the provisions of Sections 100080, 100124, 100165, 100165.1, 100165.2 and 100165.3, Title 22 of the California Code of Regulations, the guidelines, or established local policies.
 - Failure to correct identified deficiencies within a reasonable length of time after receiving written warning notices specifying the deficiencies from the approving agency.
 - Any material misrepresentation of fact by a CE provider or applicant in any information required.
3. The approving agency may take such action(s) as it deems appropriate after giving written notice and specifying the reason(s) for disapproval, revocation or probation.
4. If an application for CE provider status is disapproved or CE provider status is revoked, the applicant/CE provider should make good faith efforts to correct identified deficiencies. The approving agency should also make a good faith effort to assist the applicant/CE provider in those efforts.
5. If CE provider status is disapproved or revoked, approval for CE credit will be withdrawn for all CE programs scheduled after the date of action.
6. If a CE provider is placed on probation, the terms of probation, including approval of an appropriate corrective action plan, shall be determined by the approving agency. This corrective action plan may include submission of all course documentation to the approving agency no later than thirty (30) calendar days prior to each course being offered during the probationary period. In these cases, written notification of course approval shall be sent to the CE provider within ten (10) calendar days of the receipt of the request.
7. Renewal during probation is contingent upon successful implementation of the approved corrective action plan.

C. Dissemination & Notification of CE Provider Information

1. The approving agency is responsible for disseminating the requirements for CE approval to prospective CE providers, currently approved CE providers and prehospital personnel through various methods (e.g., local policies, newsletters, provider liaisons, etc).
2. The approving agency shall notify the EMS Authority of each CE provider approved, disapproved or revoked within its jurisdiction within thirty (30) calendar days of action. Required information shall be established by the EMS Authority (see Appendix E).

The EMS Authority shall maintain a list of all approved, disapproved or revoked CE providers. This information shall be made available to local EMS agencies on a quarterly basis.

D. CE Provider Renewal

An approving agency shall renew CE provider approval if they meet the requirements contained in these guidelines and in established local policies.

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III. CONTINUING EDUCATION PROVIDER REQUIREMENTS AND RESPONSIBILITIES

In order to be approved as a CE provider, the following requirements and responsibilities shall be satisfied.

A. General

Any individual or organization, public or private, interested in providing approved continuing education for prehospital providers shall apply to the approving agency with jurisdictional authority for CE provider approval.

B. Application

1. The applicant shall submit an application packet and any required fees to the approving agency at least sixty (60) calendar days prior to the date of the first activity. See Appendix D for application information requirements.

2. The application shall contain, at a minimum, the following:

provider name and headquarters address;

the name(s) and qualifications of the program director and clinical director; and

a signed statement verifying adherence to state and local EMS CE guidelines.

3. Provider approval is non-transferable.

C. CE Provider Renewal

1. It is the responsibility of the CE provider to submit an application for renewal at least sixty (60) calendar days before the expiration date in order to maintain continuous approval.

2. All CE provider requirements must be met and maintained for renewal.

D. CE Provider Requirements

Approved CE providers shall ensure that:

1. The content of all CE is relevant, enhances the practice of prehospital emergency medical care, and is related to the knowledge base or technical skills required for the practice of emergency medical care.

2. Records are maintained for four years and shall contain the following:

- complete outlines for each course given, including a brief overview, instructional objectives, comprehensive topical outline, method of evaluation and a record of participant performance, if appropriate;
- record of time, place, date each course is given and the number and type of hours granted;
- a curriculum vitae or resume for each instructor;
- a roster signed by course participants to include name and certification/license number of prehospital care personnel taking any approved course and a record of any certificates issued.

3. The approving agency is notified within thirty (30) calendar days of any change in name, address, telephone number, program director or clinical director.

4. All records are available to the approving agency upon request. A CE provider is subject to scheduled site visits by the approving agency.

5. Individual classes/courses are open for scheduled or unscheduled visits by the approving agency and/or the local EMS agency in whose jurisdiction the course is given.

E. Training Program Staff Requirements

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 the functions.

1. Program Director:

- Each CE provider shall have an approved program director who is qualified by education and experience in methods, materials and evaluation of instruction. Program director qualifications shall be documented by one of the following:
- California State Fire Marshal (CSFM) "Fire Instructor 1A and 1B" or the National Fire Academy (NFA) "Fire Service Instructional Methodology" course or equivalent; or
- University of California (UC)/California State University (CSU) sixty (60) hours in "Techniques of Teaching" courses or four (4) semester units of upper division credit in educational materials, methods and curriculum development or equivalent.
- Individuals with experience may be provisionally approved for up to two years by the approving agency pending completion of the specified requirements. Individuals with experience in 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.

Duties of the Program Director

- The duties of the program director shall include, but not be limited to:
- administering the CE program and ensuring adherence to state regulations, these guidelines and established local policies;
- approving course content including instructional objectives (Appendix A), and assigning course hours and category of any CE program which they sponsor;
- approving all methods of evaluation;
- coordinating all clinical and field activities approved for CE credit;
- approving the instructor(s); and
- signing all course completion records and maintaining those records in a manner consistent with these guidelines. The responsibility for signing course completion records may be delegated to the course instructor.

2. Clinical Director:

- Each CE provider shall have an approved clinical director who is currently licensed or certified in good standing as a physician, registered nurse, physician assistant, or EMT-P.
- The clinical director shall have two years of academic, administrative or clinical experience in emergency medicine or prehospital care within the last five (5) years.

Duties of the Clinical Director

- 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), monitoring the overall quality of the prehospital content of the program.

3. Instructor:

- Each CE provider instructor shall be approved by the program director and clinical director as qualified to teach the topics assigned, and shall be currently licensed or certified in their area of expertise, if appropriate; 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 (1) year of experience within the last two (2) years in the specialized area in which they are teaching; or,
- be knowledgeable, skillful and current in the subject matter of the course or activity.

F. Continuing Education Hours (CEH)

The CE provider will identify hours of approved continuing education on the following basis:

1. One continuing education hour (CEH) is awarded for every fifty (50) minutes of approved content.
2. Courses or activities less than one (1) CEH in duration will not be approved.
3. For courses greater than one (1) CEH, credit may be granted in no less than half hour increments.
4. Each hour of structured clinical experience shall be accepted as one (1) CEH.
5. One academic quarter unit shall equal ten (10) CEHs.
6. One academic semester unit shall equal fifteen (15) CEHs.

G. Record Keeping

Each CE provider shall maintain for four (4) years:

1. Records on each course including, but not limited to, course title, course objectives, course outlines, qualification of instructors, dates of instruction, location, participant sign-in rosters, sample course tests, or other methods of evaluation, and records of course completions issued.
2. Summaries of test results, course evaluations, or other methods of evaluation. The type of evaluation used may vary according to the instructor, content or program, number of participants and method of presentation.

H. Certificates and Documents as Proof of Completion

1. Providers shall issue to the participant a tamper resistant document or certificate of proof of successful completion of a course within ten (10) calendar days.
2. The certificate or documentation of successful completion must contain the following information:

- Name of participant and certification/license number.
- Course title.
- CE provider name and address.
- Date(s) of course.
- Signature of program director or course instructor.

In addition, for EMT-P participants, the following statements, **MUST** be printed on the certificate of completion with the appropriate information filled in:

- "This course has been approved for (number) Hours of Category (I or II) EMT-P Continuing Education by California EMT-P CE Provider "
- "This documentation must be retained for a period of four (4) years"
- "California CE Provider # _____ - _____"

I. Advertisement

Information disseminated by CE providers publicizing CE must include at a minimum the following:

1. provider's policy on refunds in cases of nonattendance by the registrant or cancellation by provider, if applicable;
2. a clear, concise description of the course content, objectives and the intended target audience (e.g. ALS/LALS/BLS or all);
3. provider name, as officially on file with the approving agency; and
4. specification of the number of CE hours to be granted.

Copies of all advertisements disseminated to the public shall be sent to the approving agency and the local EMS agency in whose jurisdiction the course is presented prior to the beginning of the course/class. In addition to the above, if course is to be provided to EMT-Ps, the following statement shall be printed: "This course has been approved for _____ hours of Category I or II continuing education by Prehospital CE provider # ____-____".

J. Co-sponsoring a course

When two or more CE providers co-sponsor a course, only one approved provider number will be used for that course, and that CE provider assumes the responsibility for all applicable provisions.

K. Sponsorship of One Time Activity/Course

An approved CE provider may sponsor an organization or individual that wishes to provide a single activity or course. The CE provider shall be responsible for ensuring the course meets all requirements and shall serve as the CE provider of record. The CE provider shall review the request to ensure that the course/activity complies with the minimum requirements.

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APPENDIX A

INSTRUCTIONAL OBJECTIVES

Instructional objectives are the basis for determining the content of a program. Instructional objectives are the expectations of the instructor for program participants and measure their behavioral changes. Instructor goals are not instructional objectives. Instructional objectives enable the instructor and participant to attain program goals.

Instructional objectives have three components:

- performance
- condition
- criterion

Performance refers to what the participant is expected to do. Condition refers to what requirements must be present to meet the objective. Criterion refers to what standard is used to measure the achievement of the objective. Two examples of complete instructional objectives are:

- At the conclusion of this session, the participant will be able to identify correct hand placement for adult CPR (performance) on a manikin (condition) according to the standards of the American Heart Association (criterion).
- Upon completion of this unit of instruction, the participant will identify three essential components of CPR (performance) in writing (condition) with 100% accuracy (criterion).

Further information on instructional objectives may be found in *Preparing Instructional Objectives* by Robert F. Mager (Lake Publishers, Belmont, CA).

APPENDIX C

CATEGORIZATION OF PREHOSPITAL CONTINUING EDUCATION

Purpose:

- Prehospital continuing education must be relevant to and enhance the practice of prehospital emergency medical care. The goal of prehospital CE should be to renew, enhance and enrich the practice of prehospital care by field personnel, to maintain knowledge and skills and to provide exposure to new or advanced material.
- When granting CE credit the guiding rules should be that CE credit is given to courses or classes that are directly or indirectly related to patient care and are structured, with learning objectives and an evaluation component. If a proposed activity meets these two objectives, then it qualifies for CE credit.

Application to EMT-IIs and EMT-IIIs:

EMT-I CE is currently not categorized; however, CE for EMT-IIs is generally equivalent to Category I-type training. The EMT-I regulations require twenty four (24) hours of classroom and lab instruction (not including testing) in BLS knowledge and skills for recertification. EMT-II CE is also not categorized; however, field care audit requirements are generally equivalent to Category II-type training. The periodic training and structured clinical experience for EMT-IIIs are generally equivalent to Category I type training.

Application to EMT-PIs:

EMT-P CE is classified as Category I (Didactic Education) and Category II (Field Care Audit). These CE categories are further defined as follows.

1. CATEGORY I - Didactic - Didactic education should be planned and presented with specific instructional objectives which address ALS and/or BLS skills or knowledge relating to direct/indirect patient care by prehospital personnel. This category may include classroom presentation, seminar or workshop experience, structured clinical experience, home study courses or video presentation.

1.1 Acceptable topics and examples:

- Courses in physical, social or behavioral sciences (e.g., anatomy, pathophysiology, sociology, psychology).
- Knowledge relating to direct prehospital patient care, including medical treatment and/or management of specific patients (e.g., burn care, assessment, ACLS, BCLS, orientation programs with patient care contact).
- Structured clinical experience to review or expand the clinical expertise of the individual. All clinical time must have specific goals and account for downtime (e.g., assessment skills, clinical rounds) and shall be allowed for a maximum of eight (8) hours in a certification cycle.
- Knowledge applied to indirect patient care or medical operations (e.g., quality improvement, cultural diversity, grief support, CISM, medical management of hazardous materials, emergency vehicle operations, dispatch, rescue techniques).
- Advanced topics in subject matter outside the scope of practice of prehospital personnel but directly relevant to prehospital care (e.g., surgical airway procedures).
- Media based and/or serial productions (e.g., films, video "magazines", audiotape programs, magazine article offered for CE credit, home study, computer simulations or interactive computer modules). Media based courses must be individually approved and must stand alone as a coherent and complete CE program, which includes objectives, written evaluation tool and verification of participation.

1.2 Courses which are not acceptable as prehospital didactic education:

- Courses that focus upon self-improvement (e.g., personal growth, changes in attitude, self-therapy, self-awareness, weight loss, yoga)
- Economics courses for financial gain
- Parenting, Lamaze or other courses designed for the lay public
- Liberal arts courses (e.g., music, art, philosophy)
- Workplace orientation (e.g., specific employer orientation)
- Writing a journal article or conducting emergency medical services research
- Fire science courses
- Precepting students

2. CATEGORY II Field Care Audit (FCA) - FCA is an organized review of field care using actual recorded or written patient care records. FCA should focus primarily on treatment, interventions and local policies. Didactic material may be presented as part of a FCA if the discussion is related to the cases being reviewed and is limited to fifty percent of the content.

This category may include:

- Structured classroom setting to review actual recorded tapes or patient care records (PCRs). Cases chosen for review should be selected for their educational value. In addition, anonymity for the patient and for the prehospital personnel should be established, when possible. If this is not possible, advance notice to the prehospital personnel involved should be given. Goals and objectives should be prepared for each FCA.
- Participation by an individual in a structured audit that utilizes tapes or PCRs. Credit is given hour for hour during the review period and must include an evaluation component.
- Peer review or committees formed to review prehospital patient care that are structured and that meet these guidelines (e.g., objectives, evaluation component).

Limitations

- An individual may receive credit for taking the same CE course no more than two times during the same certification cycle.
- A maximum number of eight (8) hours shall be credited for course instruction.

Reciprocity:

- Continuing Education Coordinating Board for Emergency Medical Services (CECSBEAMS) approved courses will be accepted for Category I CE credit.
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