

INLAND COUNTIES EMERGENCY MEDICAL AGENCY



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DATE: December 17, 2008

TO: ICEMA Training Institutes
ICEMA CE Providers

FROM: Virginia Hastings
Executive Director

SUBJECT: CONTINUING EDUCATION CLASS ROSTERS

ICEMA Protocol Reference 14011, Continuing Education (CE) Provider Policy, requires:

- CE providers must maintain records and submit copies of the class rosters to ICEMA within fifteen (15) days of course completion.
- The Clinical Director must submit a complete list of courses with the number of individuals attending each course on a monthly basis to ICEMA on the ICEMA approved form. Please forward these rosters to ICEMA by the 10th of each month.

Several approved CE providers are not complying with the time frames for submitting class rosters; in fact, one provider has not submitted rosters since June, 2008. In addition to not meeting program requirements, late submission hampers ICEMA's efforts to provide prompt CE verification for EMS personnel recertification and reaccreditation.

As a result, effective immediately, approved CE providers who fail to provide the rosters within the required timeframes more than two consecutive times will have their CE provider status suspended until the provider submits an acceptable Plan of Correction and ICEMA lifts the suspension.

In addition, Title 22, Division 9 Chapter 11, Section 100391.1(a) (10) reads "during a certification or licensure cycle, an individual may receive credit one time only for service as a CE course, class or activity instructor." To receive this form of CE, the roster must be signed by the individual requesting CE or for classes with multiple instructors, the Program Director must submit a roster with the instructors listed. Please clearly label the roster "instructors" and include the course name and date.

If you have any questions concerning continuing education documentation or procedures, please contact Sherry Hansen at (909) 388-5819 or Denice Wicker-Stiles at (909) 388-5831.

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Please ensure that you comply with due dates and procedure so that EMS personnel and ICEMA can efficiently meet requirements.