



Inland Counties Emergency Medical Agency

Serving San Bernardino, Inyo, and Mono Counties

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DATE: June 27, 2011
TO: ICEMA Training Program/CE Providers
FROM: Virginia Hastings
ICEMA Executive Director
SUBJECT: CONTINUING EDUCATION CONCERNS

ICEMA has seen an increase in issues concerning Continuing Education (CE) class rosters. Due to staffing changes in many programs, please ensure your staff is familiar with the requirements set forth in ICEMA *Protocol #3020-Continuing Education Provider Requirements* and *#3030 - EMT CE Requirements* to ensure compliance. Important points to note include:

- Rosters are due in the ICEMA office within fifteen (15) days of the course completion. Rosters are considered final and amended rosters will not be accepted.
- Each participant is responsible for signing the roster and including their certification/accreditation number in a legible manner. Failure to do so may result in loss of continuing education credit. Continuing Education signature areas cannot be completed by the instructor or provider.
- The instructor and program director must sign each roster before submitting it to ICEMA. Instructors are not to sign the roster as students.
- A line should be drawn through any empty lines after the last attendee has signed the roster.
- A monthly log is due in the ICEMA office by the tenth (10th) of the following month. The log should list each class and the number of individuals attending. If no classes are held, a monthly log must be submitted with "No classes" written on it. This information is submitted annually to the EMS Authority.
- Late submissions hamper ICEMA's efforts to provide prompt CE verification for EMS personnel applying for recertification and reaccreditation. As a result, approved CE providers who fail to provide the rosters within the required timeframes more than two (2) consecutive times will have their CE provider status suspended until the provider submits an acceptable Plan of Correction.

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

Attached are copies of the current CE rosters, skills sheets and protocols for your reference. They are also available in an interactive version on the ICEMA website at www.ICEMA.net.

If you have any questions, please feel free to contact Sherry Hansen at (909) 388-5819 or at shansen@cao.sbcounty.gov.

VH/DWS/jlm

Enclosures

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CONTINUING EDUCATION PROVIDER REQUIREMENTS

PURPOSE

To define the requirements for approval of Continuing Education (CE) Providers within the ICEMA Region.

AUTHORITY

California Code of Regulations, Title 22, Division 9, Chapter 11 EMS Continuing Education

DEFINITIONS

Emergency Medical Services (EMS) Continuing Education (CE) Provider: An individual or organization approved by the requirements of Title 22, Division 9, Chapter 11, to conduct continuing education courses, classes activities or experiences and to issue earned continuing education hours to EMS personnel for the purpose of maintaining certification/licensure or re-establishing lapsed certification or licensure.

Continuing Education: A course, class, activity or experience designed to be educational in nature, with learning objectives and performance evaluations for the purpose of providing EMS personnel with reinforcement of basic EMS training as well as knowledge to enhance individual and system proficiency in the practice of prehospital emergency medical care.

Clinical Director: A person currently licensed as a physician, registered nurse, physician assistant or paramedic. The clinical director shall have had two (2) years of academic, administrative or clinical experience in Emergency Medicine or EMS care within the last five (5) years. The clinical director shall be responsible for monitoring all clinical and field activities approved for CE credit, approving instructors and monitoring the overall quality of the EMS content of the program.

Program Director: A person qualified by education and experience in methods, materials and evaluation of instruction, which shall be documented by at least forty (40) hours in teaching methodology. The program director will administer the CE program, ensure adherence to all state regulations, local policies, approve course content and assign course hours to any sponsored CE program per State regulations and ICEMA policy.

Instructor: A person 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 (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, class or activity.

PROCEDURE

1. To become an approved CE provider, an organization or individual shall submit an application packet at least sixty (60) days prior to the date of the first educational activity. The application packet shall include:
 - 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. Type of organization requesting approval;
 - d. Program director and clinical director resumes including copies of all licenses/certifications; and,
 - e. ICEMA approved fee.
2. The applicant will be notified in writing within fourteen (14) working days that their request was received and informed if any information is missing.
3. Notice of approval or disapproval of the application will be made in writing to the applicant within sixty (60) calendar days of receipt of the completed application.
4. If the application is approved, an EMS CE provider number will be issued and valid for four (4) years.
5. If an application is disapproved and the organization or individual elects to submit a new application, the application packet must include all items listed in "1" above.

MAINTAINING RECORDS

1. All records will be maintained by the CE provider for four (4) years, and shall include:
 - 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, date and CE hours granted for each course.
 - c. A resume and copies of licenses/certifications for all instructors.
2. An ICEMA approved CE roster:
 - a. Signed by course participants to include name and license/certification/accreditation number of each participant. Signing for another individual is strictly prohibited and subject to actions against certification or licensure.
 - b. A line should be drawn through any empty lines after the last attendee has signed the roster.
 - c. Copies of class rosters shall be sent to ICEMA within fifteen (15) days of class completion. These rosters shall be considered final and revisions will not be accepted.
 - d. A record of all CE certificates issued.
 3. CE providers will notify ICEMA within thirty (30) calendar days of any changes in name, address, and telephone number of the program director, clinical director or contact person.
 4. All records shall be made available to ICEMA upon request.
 5. The Clinical Director shall 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. The form shall be submitted to ICEMA by the 10th of every month for the previous month. If no classes were taught, submit form with "No Classes This Month"
 6. It is the responsibility of the CE provider to submit an application for renewal with the ICEMA approved fee at least sixty (60) calendar days prior to the expiration date in order to maintain continuous approval.
 7. All CE provider requirements required by State legislation must be met and maintained.

POLICY

1. When two (2) or more CE providers cosponsor a course, only one (1) approved provider number may be used for that course, class or activity. The CE provider

- assumes the responsibility for all applicable provisions of Chapter 11 EMS Continuing Education.
2. The State EMS Authority shall be the agency responsible for approving CE providers for statewide public safety agencies and CE providers whose headquarters are located out-of-state if not approved by the Continuing Education Coordinating Board for Emergency Medical Services (CECBEMS) or approved by the EMS offices of other states or courses in physical, social or behavioral sciences offered by accredited colleges and universities.
 3. An approved CE provider may sponsor an organization or individual located within California 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.



EMT CONTINUING EDUCATION REQUIREMENTS

PURPOSE

To define requirements for continuing education for certified Emergency Medical Technicians (EMT's) in the Counties of San Bernardino, Inyo and Mono.

AUTHORITY

California Code of Regulations, Title 22, Division 9, Chapter 11 EMS Continuing Education

POLICY

To maintain certification, an EMT shall:

1. Obtain at least twenty-four hours (24) continuing education hours (CEH) from an approved continuing education provider *or*
2. Complete a twenty-four (24) hour refresher course meeting National Standard Curriculum from an approved EMT training program.
3. Complete a verification of skills competency. (EMSA Form SCV)

DEFINITIONS

1. Continuing education (CE) is a course, class, activity or experience designed to be educational in nature, with learning objectives and performance evaluations for the purpose of providing EMS personnel with reinforcement of basic EMS training as well as the knowledge to enhance individual and system proficiency in the practice of prehospital emergency medical care.
2. A continuing education hour (CEH) consists of a minimum of fifty (50) minutes of approved classroom or skills laboratory activity. CE courses or activities shall not be approved for less than one (1) hour of credit. For courses greater than one CEH, credit may be granted in no less than half hour increments.

CONTINUING EDUCATION

1. Continuing education hours may be earned in the following manner:
 - a. Any of the topics contained in the respective National Standard Curricula for training EMS personnel.
 - b. Each hour of structural clinical or field experience when monitored by a preceptor assigned by an EMS training program, EMS service provider, hospital or alternate base station approved according to this division.
 - c. Each hour of media based/serial production CE (e.g. films, videos, audiotape programs, magazine articles offered for CE credit, home study, computer simulations or interactive computer modules) A maximum of twelve (12) CE hours may be obtained in a twenty-four (24) hour period.
 - d. Classroom, didactic and/or skills laboratory with direct instructor interaction
 - e. Organized field care audits of patient care records
 - f. Advanced topics in subject matter outside the scope of practice of the certified or licensed EMS personnel but directly relevant to emergency medical care
 - g. Courses offered by accredited universities and colleges, including junior and community colleges. Acceptable courses include physical, social or behavioral sciences (i.e. anatomy, physiology, sociology, psychology) Credit shall be given on the following basis:
 - 1) One academic quarter unit shall equal ten (10) CE hours
 - 2) One academic semester unit shall equal fifteen (15) CE hours
 - h. Structured clinical experience, with instructional objectives, to review or expand the clinical expertise of the individual;
 - i. Sixteen (16) hours of required CEHs must come from courses involving medical management of patients. Non-medical EMS system courses (e.g. ICS, HazMat FRO, Vehicle Extrication, Rope Rescue, etc) will be limited to eight (8) hours maximum per certification cycle.
 - j. Precepting EMS students or EMS personnel as a hospital clinical preceptor, as assigned by the EMS training program, EMS service provider, hospital or base hospital. In order to receive CEHs for precepting, all the requirements

for a course including objectives and student evaluations of the preceptors. CEHs for precepting are limited to a maximum of fifty percent (50%) of required continuing education hours per licensure/certification cycle for all EMS personnel.

- k. At least fifty percent (50%) of the required CE hours must be in an instructor-based format, where an instructor is readily available to the student to answer questions, provide feedback, (e.g., on-line CE course where an instructor is available to the student). The CE provider approving authority shall determine whether a CE course, class or activity is instructor based.
- l. An instructor for a CE course, class or activity will earn credit equal to the same number of CEHs applied to the course, class or activity. This shall be documented on a separate roster, clearly labeled "Instructor" and include the course name. Credit will be given, one time only, for each specific course, during a certification/licensure cycle.
- m. Credit may be given for taking the same CE course, class or activity no more than two (2) times during a single certification cycle.
- n. At the time of the educational event, the student must sign and provide certification/licensure number on the Continuing Education Course Roster. Failure to do so will result in loss of CE credit.
- o. An individual shall provide proof of approved continuing education hours obtained to ICEMA upon request and at the time of application.
- p. An individual who is currently licensed in California as a Paramedic or certified as an EMT-II or who has been certified within six (6) months of the date of application may be given credit for continuing education hours earned as a Paramedic or A-EMT to satisfy the continuing education requirement for EMT recertification.
- q. Continuing education may be obtained at any time throughout the current certification period.



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APPROVED CONTINUING EDUCATION CLASS ROSTER

Course Title: _____

Course Location: _____

Principal Instructor: _____ Date _____

Provider Name: _____ Phone _____

TO INSURE CONTINUING EDUCATION CREDIT, THE INFORMATION BELOW SHALL BE CORRECT AND LEGIBLE

Name	State EMT-P RN License#	Local Accreditation/ Certification#	Name	State EMT-P RN License#	Local Accreditation/ Certification#

Signature of Instructor Title

Signature of Program Director Date

This course has been approved for _____ hours of continuing education by an approved California EMS CE Provider and was (check one) ___ instructor- based, ___ non-instructor based. This document must be retained for a period of four years. California EMS CE Provider, #62-_____

The Provider must send a copy of this roster to ICEMA within fifteen (15) days after the course was given.

