**LOS ANGELES COUNTY EMS AGENCY**

**EMS CONTINUING EDUCATION CERTIFICATE CHECK LIST**

Provider \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CEP #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**All EMS Continuing Education certificates must include:**

❑ CE Provider’s name as officially on file with the EMS Agency

❑ CE Provider’s address and phone number

❑ California EMS CE Provider number

❑ Title of the course

❑ Date of the course

❑ Participant’s name

❑ Participant’s State License/Certification number

❑ Classification ❑ Instructor Based or ❑ Non-instructor Based

❑ Statement: “This course has been approved for \_\_\_\_\_ hours of Continuing Education by an approved California EMS CE Provider # \_\_\_\_\_\_\_\_\_\_.”

❑ Statement: “This certificate must be retained by the licensee for a period of four (4) years.

❑ Tamper resistance

❑ Program Director signature

**Optional – Continuing Education format**

***Instructor Based:*** ❑ ***Lecture*** ❑ ***Field Care Audit*** ❑ ***College Course***

❑ ***Clinical/Field Observation*** ❑ ***Advanced Topic***

❑ ***National/Regional Sponsored Course/Conference***

***Non-Instructor Based:*** ❑ ***Clinical/Field Precepting*** ❑ ***Teaching***

❑ ***Media/Serial Production***

**Memo on Program letterhead**

❑ Tamper resistance methods

❑ Duplicate certificate issuance process

❑ Electronic Tracking procedure and issuance of certificates when required