

# Los Angeles County Emergency Medical Services Agency

## Continuing Education Program Manual

### **Project Director**

Erika Reich, RN, MHA  
Education Director  
Los Angeles County EMS Agency

### **Project Coordinator**

Heather Davis, MS, NREMT-P  
Education Program Director  
County of Los Angeles Fire Department

### **Project Administrator**

Lucy Adams, RN, BSN, MPA  
Sr. EMS Program Head  
Chief Office of Prehospital Certification/Program Approvals  
Los Angeles County EMS Agency



Carol Meyer, RN, MPA  
Director  
Los Angeles County EMS Agency

William Koenig, MD, FACEP  
Medical Director  
Los Angeles County EMS Agency

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# Continuing Education Taskforce

## WORKING COMMITTEE

Joan Cunningham, RN  
Prehospital Care Coordinator  
Torrance Memorial Medical Center

Heather Davis, MS, NREMT-P  
Education Program Director  
County of Los Angeles Fire Department

Joanne Dolan, RN  
Education Director  
Long Beach Fire Department

Susan Hayward, RN, Paramedic  
CE Program Director  
Burbank Fire Department

Erika Reich, RN, MHA  
Education Director  
Los Angeles County EMS Agency

Laurent Repass, Paramedic  
EMS Coordinator  
Orange County EMS Agency

## CONTRIBUTORS

Greg Anderson, Paramedic  
American Medical Response

Evie Aquiano, RN  
Los Angeles Fire Department

Susan Cannady, RN  
Harbor-UCLA Medical Center

Margie Chidley, RN  
Los Angeles County EMS Agency

Annett Cornell, RN  
Northridge Hospital Medical Center

Captain Bruce Davis, Paramedic  
Santa Monica Fire Department

Ginger Fallesen, RN  
Los Angeles County ROP

Patti Haley, RN  
Los Angeles County EMS Agency

Vivienne Kimmel, RN  
Torrance Memorial Medical Center

Pat Meier, RN  
Long Beach Fire Department

Sue Montierth, RN  
Presbyterian Intercommunity

Jodi Nevandro, RN  
Santa Monica Fire Department

Karin Reynoso, RN  
Los Angeles County ROP

Karen Simonet, RN  
UCLA Medical Center

Battalion Chief David White, Paramedic  
Culver City Fire Department

## **CONTRIBUTING DEPARTMENTS, HOSPITALS AND AGENCIES**

American Medical Response  
Burbank Fire Department  
Citrus Valley Medical Center  
C.P.R. Services  
Culver City Fire Department  
Gerber Ambulance Company  
Harbor-UCLA Medical Center  
Long Beach Fire Department  
Los Angeles County EMS Agency  
Los Angeles Fire Department  
Los Angeles County Paramedic Training Consortium  
Los Angeles County Paramedic Training Institute  
Los Angeles County ROP  
Medical Education Unlimited  
Northridge Hospital Medical Center  
Orange County EMS Agency  
Presbyterian Intercommunity Hospital  
Santa Monica Fire Department  
St. Francis Medical Center  
Torrance Memorial Medical Center  
UCLA Medical Center

## PREFACE

The Los Angeles County EMS Continuing Education Manual was developed to assist potential and current Continuing Education providers in understanding the requirements set forth in the California Code of Regulations Title 22, Division 9, Chapter 11, EMS Continuing Education and the Los Angeles County Prehospital policy, Reference No. 1013 – EMS Continuing Education (CE) Provider Approval and Program Requirements. The regulations went into effect October, 2004 and revisions to the Los Angeles County Continuing Education Policy were approved March 2005.

The various sections in the Continuing Education Manual follow the sections found in Reference No. 1013. Clarification of the policy reference follows the statements and is readily identified by the **blue text**. Examples to assist potential and existing CE program directors in developing required documents are located in the appendices and identified by the **green text**. Critical action items or directions are identified by the **red text**.

## ACKNOWLEDGMENTS

This CE manual was created in concert with program and clinical directors from multiple continuing education programs. The EMS Agency sought the knowledge, skills and expertise from individuals and organizations within and outside Los Angeles County. Everyone was given the opportunity to contribute to developing this project. Contributions varied from individual to individual, and regardless of their involvement, their efforts played a significant role in the development of this document. The EMS Agency greatly appreciates the input and support of these individuals and their effort will assure that the educational and training needs of EMS personnel system-wide are met and will support the delivery of quality patient care.

Special thanks for the knowledge and dedication given to this project by the Project Director, Coordinator and Administrator and the CE Taskforce Working Committee Members.

# TABLE OF CONTENTS

Preface and Acknowledgement ..... iv

## **MANUAL**

Introduction ..... 1

**I. Continuing Education Provider Approval ..... 2**

    A. CE Provider Approving Authority ..... 2

    B. CE Provider Application Process ..... 3

    C. Denial/Revocation/Probation of CE Provider Status ..... 4

    D. Notification Process of Noncompliance ..... 5

**II. CE Provider Renewal ..... 6**

    A. Maintain Requirements ..... 6

    B. Obtain CE Provider Application ..... 6

    C. Submit Complete Application ..... 6

**III. CE Provider Requirements ..... 7**

    A. Approved CE Providers Requirements ..... 7

    B. CE Provider Site Visits ..... 7

    C. Courses Given Outside of Los Angeles County ..... 7

    D. Internet/Intranet Continuing Education ..... 7

**IV. CE Program Staff Requirements ..... 8**

    A. Program Director ..... 8

    B. Clinical Director ..... 9

    C. Instructor ..... 9

**V. Continuing Education Hours (CEH) ..... 10**

    A. Continuing Education Hours Awarded ..... 10

    B. Continuing Education Hours Not Approved ..... 10

    C. Courses Greater Than One Hour ..... 10

    D. Precepting EMS Students/EMS Personnel ..... 10

    E. Teaching ..... 10

    F. College Credit ..... 11

    G. Required Written and/or Skills Competency ..... 11

**VI. Approved Courses ..... 12**

    A. Courses Directly or Indirectly Related to Patient Care ..... 12

    B. Required Written and/or Skills Competency ..... 12

    C. Topics Contained in the National Standard Curricula ..... 12

    D. EMT Refresher Course ..... 12

## TABLE OF CONTENTS

E.	Level Appropriate to Target Audience .....	12
F.	Individual Lectures and Seminars .....	12
G.	Courses Credited for Licensure/Certification .....	12
H.	Acceptance of Courses .....	12
I.	CE Requirements for Licensure/Certification .....	13
J.	Unrestricted CE Hours – Instructor Based Course/Activity .....	13
K.	Restricted CE Hours – Non-Instructor Based Course/Activity .....	13
L.	Nationally and/or Regionally Sponsored Course/Conference .....	14
<b>VII.</b>	<b>Co-Sponsoring a Course .....</b>	<b>16</b>
<b>VIII.</b>	<b>Sponsorship of One Time Course/Activity .....</b>	<b>17</b>
<b>IX.</b>	<b>Advertisements and Training Schedules .....</b>	<b>18</b>
A.	Advertisements/Training Schedules .....	18
B.	Internet Based CE Courses .....	18
C.	Required Elements for Advertisements and Training Schedules .....	18
<b>X.</b>	<b>EMS Continuing Education Attendance Record and Annual Summary Record .....</b>	<b>19</b>
A.	EMS Continuing Education Attendance Record .....	19
B.	Required Items on Attendance Records .....	19
C.	Signing an Attendance Record .....	20
D.	Retention of Attendance Records .....	20
E.	Annual CE Summary .....	21
<b>XI.</b>	<b>Course Completion Certificates and Documents .....</b>	<b>22</b>
A.	Course Completion Certificates .....	22
B.	Required Content of Course Completion Certificate/Document .....	22
C.	Electronic Tracking for Completion of Employee CE .....	23
<b>XII.</b>	<b>Record Keeping .....</b>	<b>24</b>
A.	Complete Outlines for Each Course, Class or Activity .....	24
B.	EMS CE Attendance Record .....	24
C.	A Curriculum Vitae or Resume for Each Instructor .....	24
D.	Documentation of Course Completion Certificates Issued .....	24
E.	Student Performance and Course Evaluations .....	24
F.	Additional Records Required .....	25
<b>XIII.</b>	<b>Fees .....</b>	<b>26</b>
<b>XIV.</b>	<b>Cross References .....</b>	<b>26</b>

# TABLE OF CONTENTS

## APPENDICES

### **Appendix A – Definitions**

Definitions .....	A-1
-------------------	-----

### **Appendix B – Application**

Application .....	B-1
Application Checklist .....	B-2
Program Director Form .....	B-3
Clinical Director Form .....	B-4

### **Appendix C – Needs Assessment/Program Quality Improvement**

Needs Assessment Information .....	C-1
Quality Improvement Information .....	C-2
Sample Needs Assessment/QI Program – Gerber Ambulance .....	C-3
Sample Needs Assessment/QI Program – C.P.R. Services .....	C-7
Sample Needs Assessment/QI Program – Medical Education Unlimited .....	C-11
Sample Needs Assessment/QI Program – Los Angeles County EMS Agency .....	C-14

### **Appendix D – Instructional Objectives**

Instructional Objectives Information .....	D-1
Illustrative Verbs .....	D-2

### **Appendix E – Field Care Audits**

Field Care Audit Information .....	E-1
Sample Lesson Plan – Torrance Memorial Medical Center .....	E-2
Sample Lesson Plan – EMS Agency .....	E-3
Sample Field Care Audit Worksheet – Torrance Memorial Medical Center .....	E-18
Sample Field Care Audit Worksheet – Burbank Fire Department .....	E-18
Sample Field Care Audit Post Test – Torrance Memorial Medical Center .....	E-19

### **Appendix F – Advertisements**

Advertisement Check List .....	F-1
Sample Flyer – Presbyterian Intercommunity Hospital .....	F-2
Sample Flyer – Citrus Valley Medical Center .....	F-3
Sample Flyer – St. Francis Medical Center .....	F-4

### **Appendix G – Schedules**

Schedule Check List .....	G-1
Sample Schedule – Santa Monica Fire Department .....	G-2
Sample Schedule – Burbank Fire Department .....	G-3
Sample Schedule – Gerber Ambulance Company .....	G-4
Sample Schedule – American Medical Response .....	G-5
Sample Schedule – Paramedic Training Institute .....	G-6

# TABLE OF CONTENTS

## Appendix H – Attendance Record

Attendance Record Check List .....	H-1
Sample Attendance Record – Los Angeles County Fire Department .....	H-2
Sample Attendance Record – Torrance Memorial Medical Center .....	H-3
Sample Attendance Record – C.P.R. Services .....	H-4
Sample Attendance Record – EMS Agency .....	H-5

## Appendix I – Written and Skills Examinations

Written Examination Techniques .....	I-1
Performance Evaluation Techniques .....	I-7
Sample Student Skill – Patient Assessment .....	I-9
Sample Instructor Skill Resource – Patient Assessment .....	I-15
Sample Skills Information – Patient Assessment .....	I-21

## Appendix J – Course Evaluation

Course Evaluation Information .....	J-1
Sample Course Evaluation – EMS Agency .....	J-2
Sample Course Evaluation Summary .....	J-3

## Appendix K – Precepting EMS Students and EMS Personnel

Precepting EMS Students and EMS Personnel Information .....	K-1
Paramedic Consortium Precepting Program .....	K-2
Los Angeles County Fire Precepting Program .....	K-6

## Appendix L – Clinical Experience and Field Observation

Clinical Experience Information .....	L-1
Clinical Experience Documentation .....	L-2
Clinical Experience Preceptor Evaluation .....	L-4
Field Observation Information .....	L-5
Field Observation Documentation .....	L-6
Field Observation Preceptor Evaluation .....	L-8

## Appendix M – College Credit

College Credit Information .....	M-1
Sample College Credit Attendance Record .....	M-2
Sample College Credit CE Certificate .....	M-3

## Appendix N – Continuing Education Completion Certificate

CE Certificate Check List .....	N-1
Sample CE Certificate – Burbank Fire Department .....	N-2
Sample CE Certificate – Los Angeles County Fire Department .....	N-3
Sample CE Certificate – Torrance Memorial Medical Center .....	N-4



# TABLE OF CONTENTS

## **Appendix O – Continuing Education Annual Summary**

Sample Continuing Education Annual Summary Sheet # 1 ..... O-1

Sample Continuing Education Annual Summary Sheet # 2 ..... O-2

## **Appendix P – Required Course File Contents**

Required Course File Contents Check List ..... P-1

## **Appendix Q – Reference 1013: EMS Continuing Education (CE) Provider Approval and Program Requirements**

## **Appendix R – California Code of Regulations – EMS Continuing Education**

# LOS ANGELES COUNTY EMERGENCY MEDICAL SERVICES

## CONTINUING EDUCATION PROGRAM

### INTRODUCTION

#### A. DEFINITION:

Continuing education is defined as the ongoing acquisition of new knowledge throughout one's career. Continuing Education (CE) introduces new concepts, skills, protocols and patient care standards based upon research and standards of practice. Refresher education, a review of previously learned material to ensure continued minimal competency, may also be included in the definition of CE.

#### B. PURPOSE:

Continuing Education is a course, class, activity, or experience designed to be educational 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.

#### C. GOALS:

The ultimate goal of all EMS education, including CE, is to ensure quality patient care. The purpose of CE is to demonstrate acceptance of medical concepts and practices presented to the provider, increase knowledge base, influence medical treatment, and improve the care delivered to patients. It is incumbent upon the CE provider program administrator and the EMS Agency to evaluate the quality and effectiveness of the CE program to ensure that the goals and purpose are achieved.

#### D. PRINCIPLES

1. Continuing education may be achieved by a variety of structured learning experiences that are relevant to the scope of practice for prehospital care personnel.
2. Continuing education must be current and designed to enhance the scientific knowledge of direct and indirect patient care, develop and maintain technical skills, and keep abreast of changes in medical practice and technology.
3. Clinical directors and instructors must have adequate training, credentials, and/or experience in educational content and methodology in order to ensure that courses adequately address the educational needs of prehospital care personnel.
4. Prehospital care personnel are responsible to ensure that continuing education requirements are met and appropriate records are maintained.

#### E. STATUTORY AND REGULATORY AUTHORITY:

Health and Safety Code, Div. 2.5, Section 1797, et seq.

California Code of Regulations Title 22, Div. 9, Chapter 11, Sections 100390, et seq.

Los Angeles County Reference No. 1013: EMS Continuing Education (CE) Provider Approval and Program Requirements

## I. CONTINUING EDUCATION PROVIDER APPROVAL

The Los Angeles County EMS Agency has the primary responsibility for approving and monitoring the performance of CE providers in Los Angeles County to ensure compliance with local policies, state regulations and guidelines.

### A. CE PROVIDER APPROVING AUTHORITY:

1. The Los Angeles County EMS Agency shall be the approving authority for CE providers whose headquarters are located within Los Angeles County.
2. If a CE provider from another county relocates its headquarters to Los Angeles County, the Los Angeles County EMS Agency shall assume jurisdictional authority and the CE provider shall be required to apply for Los Angeles County CE provider approval.
3. If the CE provider relocates its headquarters to another jurisdiction, the Los Angeles County CE provider number becomes invalid and the local EMS Agency of that county shall assume jurisdictional authority and may require the CE provider to apply for local CE provider approval.
4. The California EMS Authority shall be the approving agency for CE providers whose headquarters are out of state and for statewide public safety agencies.
5. Courses or CE providers approved by the Continuing Education Coordinating Board for Emergency Medical Services (CECBEMS) or approved by local or out-of-state EMS agencies are approved for use in California and need no further approval.
6. Courses in physical, social or behavioral sciences offered by accredited colleges and universities are approved for CE and need no further approval.

***See Section V. F. for requirements for issuing CE hours.***

7. Program approval may be granted for up to four (4) years from the last day of the month in which the application is approved. This approval is not transferable from person to person or organization to organization.

***Programs may be approved from one (1) year to a maximum of four (4) years depending on the application information submitted and the current qualifications of the program director and/or clinical director.***

***The CE provider number given upon approval may not be transferred, but remains the property of the person or organization that it was initially assigned to. If the CE provider relinquishes the program or no longer meets the requirements, the CE provider number will be retired until that CE provider once again is re-approved as a CE provider.***

8. Los Angeles County shall notify the EMS Authority of each CE provider approved, placed on probation, suspended or revoked within its jurisdiction within thirty (30) calendar days of action.
9. The EMS Authority shall maintain a list of all CE providers that are approved, placed on probation, suspended or revoked and shall post the listing on the EMS Authority's website.

## **B. CE PROVIDER APPLICATION PROCESS:**

1. Interested organizations or individuals shall obtain a CE program application packet from the Los Angeles County EMS Agency.
2. Any individual or organization, public or private, interested in providing approved CE for prehospital care personnel shall submit a complete CE application packet at least sixty (60) days prior to the date of the first planned education activity. CE courses may not be offered until approval has been granted.
3. The CE application packet shall contain:
  - a. A complete and signed EMS Continuing Education Provider Application.

***See Appendix B for application and program checklist.***

- b. Curriculum vitae/resume and copies of applicable licenses and certifications of the program director and clinical director.
  - c. Sample course outline including a brief overview, instructional objectives, lesson plan and method of evaluation.

***Method of evaluation requires a written or skills competency based evaluations (performance exams) and student evaluations of the program and the instructor(s).***

***Copy of the written exam, answer sheet and skills examination must be submitted.***

***Various methods of competency based evaluations may be used:***

- Multiple choice, true/false or matching question tests***
- Skills testing/evaluation***
- Worksheet for field care audits***

***See Appendix I for examples of how to write performance exams, Appendix J for program/instructor evaluations, and Appendix E for field care audit worksheets.***

- d. A description of the program's quality improvement (QI) evaluation methodology and needs assessment.

***The purpose of program QI is to evaluate the content of the program and its effectiveness in providing appropriate continuing education relevant to the needs of prehospital personnel. A written plan must be submitted that describes the program goals and objectives, methods of evaluating and monitoring the educational process, and measures that will be taken to improve the educational experience provided.***

***The needs assessment determines what courses should be conducted to meet the needs of the target audience. This can be obtained from various sources. Information as to how these courses are selected, specific to the individual program, must be included in the needs assessment submitted.***

***See Appendix C for examples of needs assessment and program QI.***

- e. A copy of the EMS CE attendance record and/or description of online registration.
  - f. A copy of the CE Completion Certificate.

4. Provider applicants shall offer a minimum of 12 course hours of CE annually. Approved EMT-I, Paramedic and MICN Training Programs are exempt from this requirement.  
*State regulations require all EMT-I training programs to be approved as CE providers. However, not all EMT-I, Paramedic and MICN training programs are able to provide CE hours and thus are exempt from meeting this minimum requirement.*
5. The Los Angeles County EMS Agency shall notify the applicant within fourteen (14) working days that the application was received and specify what information is missing. Failure to submit missing information within thirty (30) days shall render the application void and will require the applicant to resubmit another original application packet for CE provider approval.
6. The Los Angeles County EMS Agency shall notify the applicant in writing within sixty (60) days from the receipt of a complete application of the decision to approve or deny. The application is only considered for approval if it is complete and all requirements are met.
7. The Los Angeles County EMS Agency may deny an application for cause as specified in subsection I. C. 2.
8. The Los Angeles County EMS Agency shall issue a "California EMS CE provider number" to approved applicants.
9. A CE provider approved by either a local EMS agency or the EMS Authority is approved to conduct CE courses statewide.

**C. DENIAL/REVOCATION/PROBATION OF CE PROVIDER STATUS:**

1. The Los Angeles County EMS Agency may, for cause:
  - a. Deny any CE provider application.
  - b. Revoke CE provider approval.
  - c. Suspend CE provider approval.
  - d. Place the CE provider on probation.
2. Causes for these actions include, but are not limited to the following:
  - a. Violating or attempting to violate, directly or indirectly, or assisting in or abetting the violation of, or conspiring to violate any of the terms of Division 2.5 of the California Health and Safety Code, Title 22 of the California Code of Regulations, or Los Angeles County Emergency Medical Services Prehospital Care Policies.
  - b. Failure to correct identified deficiencies within the specified length of time after receiving written notice from the EMS Agency.
  - c. Misrepresentation of any fact by a CE provider or applicant of any required information.
  - d. Noncompliance with any criterion required for CE provider approval.
  - e. Using unqualified teaching personnel.
3. The Los Angeles County EMS Agency may take such action(s) as it deems appropriate after giving written notice specifying the reason(s) for denial, revocation, suspension, or probation.

4. If CE provider status is denied, suspended, or revoked, CE credit issued after the date of action shall be deemed invalid.
5. If a CE provider is suspended or placed on probation, the terms of suspension or probation, shall be determined by the Los Angeles County EMS Agency. During the probationary period the following conditions apply:
  - a. Prior approval of all courses offered must be obtained.
  - b. Course documents must be submitted to the Los Angeles County EMS Agency at least thirty (30) days prior to each course being offered.

***Documents to be submitted include: course overview and outline, instructional objectives, lesson plan, student handouts, written and/or skills performance exams, and program/instructor evaluation.***
  - c. Written notification of course approval shall be sent to the CE provider within fifteen (15) days of the receipt of the request.
6. Renewal of CE program approval is contingent upon satisfactory completion of the suspension or probationary period.

**D. NOTIFICATION PROCESS OF NONCOMPLIANCE:**

All correspondence from the Los Angeles County EMS Agency and the CE Provider regarding noncompliance shall be sent by certified mail.

1. The Los Angeles County EMS Agency shall send notification to the CE provider of noncompliance with state and/or county requirements.

***All future CE shall be cancelled until a plan of action is approved.***

2. The CE provider shall, within fifteen (15) days of receipt of notification of noncompliance, submit in writing one (1) of the following:
  - a. Evidence of compliance with the state requirements and/or county policy.
  - b. Plan for meeting compliance with the state and/or county requirements within sixty (60) days from the date of receipt of the notification of noncompliance. The Los Angeles County EMS Agency shall determine if the corrective action plan is appropriate.
3. The Los Angeles County EMS Agency shall notify the CE provider and the California EMS Authority of acceptance or non-acceptance of the corrective action plan within fifteen (15) days after the plan has been submitted. If no plan is received within the allotted sixty days, the EMS Agency shall take action to place the program on probation, suspension or revocation of CE provider approval following thirty (30) days of non-compliance.
  - a. The notification shall include the beginning and ending dates of the probation or suspension and the terms for removal of probation or suspension.

## II. CE PROVIDER RENEWAL

### A. MAINTAIN REQUIREMENTS:

CE Programs shall be renewed if the provider applies for renewal and demonstrates ongoing compliance with the requirements contained in this policy.

### B. OBTAIN CE PROVIDER APPLICATION:

The EMS Agency shall send a new application to providers three (3) months prior to the program's expiration date. However, if the renewal application packet is not received, it shall be the CE provider's responsibility to contact the EMS Agency and request a packet, thereby preventing a potential lapse in the ability to provide CE.

### C. SUBMIT COMPLETE APPLICATION:

The CE provider must submit a complete application packet for renewal at least sixty (60) days prior to the expiration date in order to maintain continuous provider approval.

*The renewal packet must contain all the information requested in the initial application packet.*

*See appendix B for program checklist detailing application requirements.*

### III. CE PROVIDER REQUIREMENTS

#### A. 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 delivery of emergency medical services.
2. All records are maintained for four (4) years  
*See Section XII Record Keeping.*
3. The Los Angeles County EMS Agency is notified within thirty (30) days of any change in the following:
  - a. Name of the CE provider program
  - b. Address
  - c. Telephone number
  - d. Program director
  - e. Clinical director
4. All records are available to the Los Angeles County EMS Agency upon request.
5. The program is in compliance with all policies and procedures regarding continuing education.

#### B. CE PROVIDER SITE VISITS:

A CE provider may be subject to scheduled site visits by the Los Angeles County EMS Agency.

#### C. COURSES GIVEN OUTSIDE OF LOS ANGELES COUNTY:

Individual classes/courses are open for scheduled or unscheduled visits/audits by the Los Angeles County EMS Agency and/or the local EMS Agency in whose jurisdiction the course is given.

#### D. INTERNET/INTRANET CONTINUING EDUCATION:

1. CE providers that offer internet based CE must provide the Los Angeles County EMS Agency appropriate passwords or other techniques to freely access the web site and CE material for auditing purposes.
2. CE providers that utilize an intranet based CE program shall provide the Los Angeles County EMS Agency access to course materials during a site audit or hard copies when requested.



## IV. CE PROGRAM STAFF REQUIREMENTS

Each CE provider shall designate a program director, clinical director and instructor(s) who meet the requirements. Nothing in this section precludes the same individual from being responsible for more than one (1) function.

### A. PROGRAM DIRECTOR:

Each CE provider shall have an approved program director that shall provide administrative direction and is qualified by education and experience in program development, teaching methodology, development of educational materials and evaluation of instruction.

1. Program director qualifications by education and experience in methods, materials and evaluation of instruction which shall be documented by at least forty (40) hours of education in teaching methodology. Following, but not limited to, are examples of courses that meet the required instruction in teaching methodology:
  - a. Forty (40) hours teaching methodology course
  - b. California State Fire Marshall (CSFM) "Fire Instructor 1A and 1B"
  - c. National Fire Academy's (NFA) "Fire Service Instructional Methodology Course" or equivalent
  - d. EMS Educator Course of the National Association of EMS Educators
  - e. Courses that meet the U.S. Department of Transportation/National Highway Traffic Safety Administration 2002 Guidelines for Educating EMS Instructors.
2. An individual who does not meet the above requirements, but has at least two (2) years experience within the last five (5) years, in prehospital emergency care, may be provisionally approved as program director for up to two (2) years by the Los Angeles County EMS Agency pending completion of the specified requirements in IV. A. 1.
3. The duties of the program director shall include, but are not limited to:
  - a. Administering the CE program and ensuring adherence to state regulations, guidelines and established Los Angeles County policies.
  - b. Approving course content and instructional objectives.
  - c. Assigning course hours.
  - d. Approving all methods of evaluation.
  - e. Coordinating or delegating coordination to the clinical director for clinical and field activities approved for CE credit.
  - f. Approving instructor(s) in conjunction with the clinical director.
  - g. Signing all course completion records and maintaining those records in a manner consistent with this policy. Signing course completion records may be delegated to the clinical director or a designated instructor. Names of the individuals authorized to sign completion certificates must be submitted to the Los Angeles County EMS Agency Office of Program Approvals.

***When the signing of course completion records is delegated to another individual, the Los Angeles County EMS Agency, must be provided written notice of who else, other than the program director, is authorized to sign course completion certificates. A copy of the signature must be kept on file by the CE provider and submitted to the EMS Agency upon request.***

- h. Attending the mandatory Los Angeles County EMS Agency Orientation Program within six (6) months of approval as the program director.
- i. Attending all mandatory CE program updates.

**B. CLINICAL DIRECTOR:**

Each CE provider shall have an approved clinical director who monitors the overall quality of the EMS content of the program.

- 1. Clinical director qualifications shall be based on the following:
  - a. Currently licensed and in good standing in the State of California as a physician, registered nurse, physician assistant, or paramedic.
  - b. Minimum of two (2) years academic, administrative or clinical experience in emergency medicine or prehospital care within the last five (5) years.
- 2. The duties of the clinical director shall include, but are not limited to:
  - a. Monitoring all clinical and field activities approved for CE credit.
  - b. Approving the instructor(s) in conjunction with the program director.
  - c. Monitoring the overall EMS content of the program.
  - d. Attending all mandatory CE program updates given by the EMS Agency.

**C. INSTRUCTOR:**

Each instructor shall be approved by the program director and clinical director as qualified to teach the topics assigned.

- 1. Instructor qualifications shall be based on one (1) of the following:
  - a. Currently licensed or certified in their area of expertise.
  - b. Have evidence of specialized training which may include, but is not limited to, a certificate of training or advanced education in a given subject area.
  - c. Have at least one (1) year of experience, within the last two (2) years, in the specialized area in which they are teaching.
  - d. Be knowledgeable, skilled and current in the subject matter of the course or activity.

## V. CONTINUING EDUCATION HOURS (CEH)

The CE program director shall assign the CE hours for each course on the following basis:

### A. CONTINUING EDUCATION HOURS AWARDED:

One (1) continuing education hour (CEH) is awarded for any of the following:

1. Every fifty minutes of classroom or skills laboratory activity.
2. Each hour of structured clinical or field experience when monitored by a preceptor assigned by an EMS training program, EMS service provider, hospital or alternate base station.
3. Each hour of media based/serial production CE as approved by the CE provider approving authority.

*Los Angeles County EMS Agency does not approve stand alone Internet CE Providers. If an approved LA County CE Provider wishes to add Internet CE courses, the program director is responsible to assign the hours and must be able to justify the hours approved for each course.*

### B. CONTINUING EDUCATION HOURS NOT APPROVED:

Courses or activities less than one (1) CEH shall not be approved.

### C. COURSES GREATER THAN ONE HOUR:

Courses greater than one (1) CEH may be granted credit in no less than half hour increments.

### D. PRECEPTING EMS STUDENTS/EMS PERSONNEL:

Precepting of EMS students/EMS personnel in a clinical or field setting may only be given CE credit for actual time spent precepting. CE may only be given by the EMS training program, EMS service provider, hospital or alternate base station that has an approved CE program. The CE provider must have an agreement or contract with the hospital or preceptor's employer.

*In order for precepting to be considered valid for continuing education credit, all the requirements for a course must be adhered to which includes objectives and student evaluations of the preceptors.*

*CE hours for precepting are limited to a maximum of fifty percent (50%) of required continuing education hours per licensure/certification cycle for all EMS personnel.*

*See Appendix K for examples of field precepting program and evaluations.*

*The paramedic schools in Los Angeles County have agreed to provide CE credit for preceptors interning their students. Credit may not be issued by the paramedic school and another CE provider to a preceptor for precepting the same student.*

### E. TEACHING:

Teaching an approved EMT-I, EMT-II or paramedic training program or an MICN course.

*Credit may be issued only one time for teaching the same subject in a two (2) year recertification cycle and is limited to a maximum of fifty percent (50%) of required continuing education hours per licensure/certification cycle.*

**F. COLLEGE CREDIT:**

College credit offered by accredited colleges and universities for CE must be pertinent to prehospital care and approved by the CE program director. Courses accepted are physical, social or behavioral sciences (e.g. anatomy, physiology, sociology, psychology).

Credit shall be given on the following basis:

1. One (1) academic quarter unit shall equal ten (10) CE hours.
2. One (1) academic semester unit shall equal fifteen (15) CE hours.

*Individuals requesting continuing education credit for college courses must sign an attendance record, provide a copy of the course syllabus (course description), proof of passing the course, and the number and type of course units received (academic quarter or semester units).*

*See Appendix H for example of attendance record and Appendix N for completion certificate.*

**G. REQUIRED WRITTEN AND/OR SKILLS COMPETENCY:**

CEHs will not be awarded until the written and/or skills competency based evaluation has been passed.

*The number of skill attempts and the written examination passing score is determined by the CE provider except when it is a mandatory program and the passing requirements are established.*

## VI. APPROVED COURSES

All EMS CE must be relevant to and enhance the practice of prehospital emergency care.

### A. COURSES DIRECTLY OR INDIRECTLY RELATED TO PATIENT CARE:

Courses directly or indirectly related to patient care must be structured with learning objectives.

*No program is inherently excluded. It is the responsibility of the CE provider to review the course content and determine which portion of the program is appropriate for EMS continuing education.*

### B. REQUIRED WRITTEN AND/OR SKILLS COMPETENCY:

All CE shall contain a written and/or skills competency based evaluation related to course, class, or activity objectives.

*See Appendix I for examples of how to write written performance evaluations and example of skills evaluation.*

### C. TOPICS CONTAINED IN THE NATIONAL STANDARD CURRICULA:

Continuing education shall be in any of the topics contained in the respective National Standard Curricula for EMS personnel.

*National Department of Transportation (DOT) curricula located on the web at [www.nhtsa.dot.gov](http://www.nhtsa.dot.gov). Search for National Curriculum for First Responder, EMT-Basic, EMT-Intermediate, or EMT-Paramedic.*

### D. EMT REFRESHER COURSE:

An approved EMT-I refresher course may be substituted for the required hours of CE for EMT-I certification.

*CE providers are not able to offer an official EMT-I refresher course nor issue an EMT-I Refresher Course Completion Certificate, but they may give continuing education for classes given that pertain to EMT recertification.*

*All EMT programs are now required to have a CE program. If the EMT program gives a Refresher Course, the CEP number must be on the certificate.*

### E. LEVEL APPROPRIATE TO TARGET AUDIENCE:

The presentation must be taught at a level appropriate for the target audience. Consideration should be given to the specific educational needs and scope of practice of prehospital care personnel.

### F. INDIVIDUAL LECTURES AND SEMINARS:

Individual lectures or seminars shall not be approved by the Los Angeles County EMS Agency, but may be co-sponsored by a CE provider (Section VIII).

### G. COURSES CREDITED FOR LICENSURE/CERTIFICATION:

Continuing education hours for the same course, class, or activity may be credited twice. However, credit may only be received once for teaching a course, class, or activity in a relicensure/recertification cycle. *Ensuring this is the responsibility of the individual and not that of the CE provider.*

### H. ACCEPTANCE OF COURSES:

Approved CE courses shall be accepted statewide.

*CE course must be conducted by an approved EMS CE provider in order to be accepted statewide.*

**I. CE REQUIREMENTS FOR LICENSURE/CERTIFICATION:**

Fifty percent of the required continuing education hours in a relicensure/recertification cycle must be instructor based.

**J. UNRESTRICTED CE HOURS – INSTRUCTOR BASED COURSE/ACTIVITY:**

*Instructor based courses are when an instructor conducts a course or activity and is readily available to students in order to answer questions, address concerns, and provide clarification and feedback, etc. This includes on-line CE courses where an instructor is readily available to the student. Instructor based courses do not include magazine articles, clinical or field precepting, or teaching.*

1. Classroom – didactic and/or skills laboratory.
2. Organized field care audits – tapes or patient care records.
3. Courses offered by accredited colleges and universities in physical, social or behavioral sciences.
4. Structured clinical experience for prehospital care personnel and field observation experience for an MICN or EMT-I in an approved field experience program.

*Clinical experience is only available for EMT-Is and paramedics. Pre-discussion with the PCC or CE program director/clinical coordinator is required.*

*Field observation is only available to EMT-Is and MICNs.*

*Mutual objectives must be developed prior to either clinical or field observation experience. Documentation is to reflect how objectives were met and any additional learning experience encountered.*

*See Appendix L for clinical and field observation evaluations.*

5. Advanced topics outside the scope of practice of the licensed/certified EMS personnel, but relevant to emergency care.
6. Media based/serial productions that are instructor based (e.g. films, videos, and audiotape programs, home study, computer simulations or interactive computer modules). An instructor must be readily available to the student to answer questions, provide clarification and feedback, address concerns, etc. This must be verifiable by the approving authority.

**K. RESTRICTED CE HOURS - NON-INSTRUCTOR BASED COURSE/ACTIVITY**

Topics restricted to a maximum of fifty percent (50%) of required continuing education hours per licensure/certification cycle:

*The restriction of 50% pertains to all EMS provider CE requirements for relicensure or recertification. However, Field Observation time for MICNs is restricted to a maximum of eight (8 hours) for recertification.*

*Employers sponsoring an MICN may further restrict continuing education hours in specific categories to meet their requirements for sponsoring a recertification candidate.*

*It is not the responsibility of the CE provider to maintain documentation of an individual's restricted hours, but the responsibility of each EMS professional to maintain his/her own hours in this category.*

1. Clinical or field precepting of EMS students and licensed prehospital personnel assigned by an EMS training program, EMS service provider, hospital or an alternate base station that has an approved CE program.

*A formal precepting program is required with objectives, observation criteria and preceptor evaluation of the participant, and participant evaluation of the experience and preceptor. Credit hours are established by individual CE program and hours are not to exceed 50% of mandated hours per licensure/certification cycle. It is the responsibility of the CE recipient to track hours and not the CE provider.*

*See Appendix K for examples of precepting programs and evaluations.*

2. Courses related to indirect patient care or medical operations.

*No program is inherently excluded. It is the responsibility of the CE provider to review the course content and determine which portion of the program is appropriate for EMS continuing education.*

*Examples of indirect patient care: Decontamination procedures, Hazmat, ambulance operations, driving courses related to patient transport, etc.*

3. Media based/serial productions that are not instructor based.

*These courses offer CE that allows the learner a variety of topic options and allow for convenience of time and location.*

*Examples: Films, videos, audiotape programs, magazine articles, home study, computer simulations or interactive modules, etc.*

4. Teaching an approved CE course, EMT-I, EMT-II, or paramedic training program, or MICN development course.

*Credit may be given only one time for teaching the same class in a two (2) year recertification cycle.*

*An attendance record specific to the instructor must be signed for each course that continuing education credit is requested.*

**L. NATIONALLY AND/OR REGIONALLY SPONSORED COURSE/CONFERENCE:**

1. CE hours may be issued for a nationally recognized and/or regionally sponsored course/conference by an approved EMS CE provider upon proof of program completion.

*These are courses offered by professional organizations.*

*Examples: American Heart Association, American Red Cross, American Burn Association, American College of Emergency Physicians, American Nurses Association, National Association of Emergency Medical Technicians, National Association of EMS Educators, Emergency Nurses Association, etc.*

*The number of continuing education hours for courses and seminars for which BRN credit was issued is decided by the CE provider who agrees to provide EMS CE credit. This is determined by evaluating the course hours that are pertinent to prehospital care.*

***Courses that do not have the ability to provide EMS CE credit, but do offer BRN credit, must be approved by the CE program director prior to taking the course.***

2. The CE candidate shall:
  - a. Provide a completion certificate or other document indicating the hours of the course.
  - b. Sign an EMS Continuing Education Attendance Record.
  
3. The CE provider shall:
  - a. Attach the completion documents to the EMS Continuing Education Attendance Record.
  - b. Maintain records for a minimum of four (4) years.
  - c. Include the course on the Continuing Education Annual Summary record.



## **VII. CO-SPONSORING A COURSE**

When two (2) or more CE providers co-sponsor a course, only one (1) approved provider number shall be used for that course and that CE provider assumes the responsibility for all record keeping and course requirements.

## **VIII. SPONSORSHIP OF ONE TIME COURSE/ACTIVITY**

### **A. PROVIDING A SINGLE ACTIVITY OR COURSE:**

An approved CE provider may sponsor an organization or individual that wants to provide CE credit for a single activity or course. The program director shall be responsible for all the records described in Section XII.

### **B. RETROACTIVE COURSE SPONSORSHIP:**

Retroactive course sponsorship by a CE provider is highly discouraged. However, if circumstances warrant this, the program director shall be responsible for all of the records described in Section XII.

## IX. ADVERTISEMENTS AND TRAINING SCHEDULES

### A. ADVERTISEMENTS/TRAINING SCHEDULES:

Copies of all advertisements or training schedules shall be sent to the Los Angeles County EMS Agency and the local EMS agency in whose jurisdiction the course is presented prior to the beginning of the course.

### B. INTERNET BASED CE COURSES:

In cases of Internet based CE, the provider shall notify the Los Angeles County EMS Agency within 14 working days prior to making a new lesson available or discontinuing a lesson from the CE site. Dates for lessons available for CE must be noted on the Continuing Education Annual Summary Record.

### C. REQUIRED ELEMENTS FOR ADVERTISEMENTS AND TRAINING SCHEDULES:

Advertisements and departmental continuing education schedules announcing CE courses must contain the following elements:

*Public advertisements are flyers, brochures, or notifications that advertise an upcoming class or program that is open to EMS providers.*

*Notice of course changes is required. The advertisement and/or schedule should correlate with the Annual Summary. Unannounced audits of courses may be made by the EMS Agency.*

*Department schedules sent to the EMS Agency should reflect only EMS CE being offered.*

*School schedules sent must delineate which topics are approved for continuing education credit.*

*See Appendix F for examples of advertisements.*

*See Appendix G for examples of provider and school schedules.*

1. Advertisements:
  - a. CE Provider's name as officially on file with the EMS Agency
  - b. CE Provider's address and phone number
  - c. California EMS CE provider number
  - d. Topic/description of the course
  - e. Course objectives – may state “Objectives are available upon request”
  - f. Date and time of course
  - g. Number of CE hours granted
  - h. Location of course
  - i. Provider's policy on refunds, if applicable
2. Department and School Schedules:
  - a. CE Provider's name as officially on file with the EMS Agency
  - b. California EMS CE provider number
  - c. Topic/description of the course
  - d. Date and time of course
  - e. Number of CE hours granted
  - f. Location of course
  - g. Course objectives – may state “Objectives are available upon request”

## X. EMS CONTINUING EDUCATION ATTENDANCE RECORD AND ANNUAL SUMMARY RECORD

### A. EMS CONTINUING EDUCATION ATTENDANCE RECORD

*Whenever EMS continuing education is given, an attendance record is required, even if the continuing education was taken elsewhere, such as ACLS, PALS, various EMS conferences, etc.*

*The actual style/format of the attendance record may be developed by individual CE provider, but all elements must be included.*

*EMS CE hours can be issued by an EMS CE provider after verification that specific hours were pertinent for prehospital care. A CE attendance record must be signed if EMS CE is issued.*

*Instructors requesting CE credit for teaching must sign another attendance record specific for teaching credit. They should not sign on the student attendance record.*

*See Appendix H for examples of attendance records.*

The EMS Continuing Education Attendance Record is required for **all** CE hours given. Each student must sign an attendance record or register online in order to receive CE credit. An attendance record is required for the following continuing education formats:

1. All forms of approved lectures/seminars/simulations
2. Lectures given as a presenter or simulations monitored as an evaluator
3. Field Care Audits
4. Precepting EMS students and licensed personnel
5. Field observation and clinical experience
6. Nationally and/or regionally sponsored courses
7. College courses
8. Serial/media courses

### B. REQUIRED ITEMS ON ATTENDANCE RECORDS:

Each EMS Continuing Education Attendance Record must include the following items:

1. Name and address of the CE provider
2. The provider's CE number (CEP #)
3. Course Title
4. Course Date
5. CE Hours
6. Instructor(s)
7. CE Category - Instructor Based or Non-Instructor Based
8. Instructional Format

*Educational Format includes: Lecture, Field Care Audit, College Course, Clinical and Field Observation, Advanced Topic, Clinical/Field Precepting, Media/Serial Production, and Teaching.*

9. Printed name, address or employer work location, and signature of attendee
10. Professional classification of attendee (EMT, paramedic, nurse, MICN, etc.)
11. State EMS paramedic license or EMT-I or MICN certification number

12. County issued numbers are optional for paramedics, but mandatory for MICNs  
*The State requires paramedic license numbers on CE certificates. The County issued paramedic accreditation certification number is needed when mandatory courses are tracked and entered into the EMS Agency database. EMT-I certification numbers issued by local certifying authorities are valid statewide.*
13. Documentation that attendee passed/failed the written/practical performance exam  
*In order for an attendee to receive continuing education credit they must pass the performance exam and submit a course and instructor evaluation. If the attendee did not pass the performance exam initially, it is at the discretion of the CE provider to offer remedial training and retest the attendee.*  
*The CE provider has the option of either indicating pass/fail or providing a score for verification that the attendee met the CE requirements.*
14. Documentation and date when a CE certificate was issued
15. A statement that “this record must be maintained for 4 years”
16. Authorized Instructor/Program Director’s signature

**C. SIGNING AN ATTENDANCE RECORD:**

At the time of the educational event, attendees must sign the EMS Continuing Education Attendance Record or register online. Prehospital care personnel shall sign in or register only for themselves. Signing for another individual is strictly prohibited and subject to actions against certification or licensure

*Each attendee must sign his/her own name. No one else may sign for someone else since this constitutes forgery and fraud.*

*The use of black ink is encouraged since black ink photocopies best.*

*A line should be drawn through any empty lines after the last attendee has signed the attendance record.*

**D. RETENTION OF ATTENDANCE RECORDS:**

The EMS CE Attendance Record shall be maintained by the CE provider. A legible copy, unless the original is requested, of the following educational events shall be submitted to the Office of Program Approvals within thirty (30) days after the event, unless a specific time frame is specified by the EMS Agency.

1. The first twelve (12) hours of CE provided by a newly approved CE provider.
2. Any Los Angeles County mandated program.
3. Any EMS CE Attendance Record requested by the Los Angeles County EMS Agency.

*Each CE Attendance Record must be maintained by the CE provider for 4 years.*

*At times, it is mandatory that the Attendance Record be submitted to the EMS Agency for EMS Update courses and other County mandated classes. A legible copy must be mailed. Faxed copies are not accepted due to legibility and validation issues.*

*Programs may develop their own system for maintaining educational records. It is recommended that educational records are kept in order of date given for easy retrieval, if necessary.*

**E. ANNUAL CE SUMMARY:**

1. All CE providers shall provide an annual CE summary of all CE credits issued during the year no later than January 31<sup>st</sup> of the following year.

***The Annual CE Summary must be submitted by the deadline or the CE provider program may be either placed on probation or suspended for not meeting program requirements.***

***The Annual CE Summary must list all ALS and BLS CE hours given during a calendar year for both instructor and non-instructor based programs.***

***Examples: lectures, field care audits, internet/intranet programs, media/serial productions, nationally and/or regionally sponsored courses, clinical and field observation, teaching credit, college courses, etc.***

***See Appendix O for example of an Annual Summary.***

2. **REQUIRED ITEMS ON ANNUAL CE SUMMARY:**

- a. Summary Dates (e.g. January 1, 2005 - December 31, 2005)
- b. Name of the CE Provider as on file with the EMS Agency
- c. Date of each course that CE hours were issued
- d. Name of course (Field Care Audits must include the educational focus)
- e. Indication of Instructor based or Non-Instructor based CE
- f. Total hours of CE provided

***CE hours are to be tallied at the end of the courses submitted.***

- ***Total hours that are Instructor based***
- ***Total hours that are Non-Instructor based***
- ***Total hours issued over all***

- g. Program Directors Signature

***Only the Program Director may sign the Annual Summary. This cannot be delegated to the Clinical Coordinator or an Authorized Instructor.***

## XI. COURSE COMPLETION CERTIFICATES AND DOCUMENTS

### A. COURSE COMPLETION CERTIFICATES:

Providers shall issue a tamper resistant document as proof of successful completion of a course within thirty (30) days.

*The method for a tamper resistant document is determined by the CE provider. This could include NCR copies, retaining a copy of the original certificate, using a seal, designating what the original contains (colored signature), etc.*

*Copies of course completion certificates issued are not necessary when the date of issue is indicated on the CE Attendance Record.*

*A course completion certificate shall only be issued if the participant has met all of the requirements:*

- The participant has attended a minimum of 1 hour of education to receive an hour of credit (0.5 hours cannot be accepted)*
- The participant has successfully completed a performance exam and submitted a course/instructor evaluation*

*See Appendix N for examples of course completion certificates.*

### B. REQUIRED CONTENT OF COURSE COMPLETION CERTIFICATE AND DOCUMENTS:

#### 1. Required Elements:

- Provider name as officially on file with the EMS Agency
- Provider's address and phone number
- California EMS CE Provider number
- Topic/Title of the course
- Date of course
- Designation of Instructor Based or Non-Instructor Based
- Number of CE hours granted
- Statement – "This course has been approved for \_\_\_\_ Hours of Continuing Education by an approved California EMS CE Provider #\_\_\_\_".
- Educational format - Optional

#### ***Continuing Education Formats:***

***Instructor Based:***            *Lecture    Field Care Audit    College Course  
Clinical/Field Observation    Advanced Topic  
Media/Serial Production (when instructor is readily  
available)    Nationally/Regionally Sponsored  
Course/Conference*

***Non-Instructor Based:***    *Clinical/Field Precepting    Teaching  
Media/Serial Production (when no instructor is  
available)*

***Certificates may designate which courses are restricted courses since attendees generally do not know what these categories are. It is not the CE provider's responsibility to keep track of these categories for each individual. However, it would alert the attendee if they have CE hours that have exceeded the limit and will not be accepted for relicensure/recertification.***

- j. Statement – “This record must be maintained for 4 years”.
- k. Signature of program director, clinical director, or authorized instructor.

***Names and signature of the program director, clinical director or authorized instructor must be kept on file and submitted to the Los Angeles County EMS Agency upon request.***

- 2. Issuing Duplicate Certificate:
  - a. Request must be in writing
  - b. Attach request to Attendance Record
  - c. Issue a duplicate certificate
  - d. Indicate on the Attendance Record that a duplicate course completion certificate has been issued

**C. ELECTRONIC TRACKING FOR COMPLETION OF EMPLOYEE CE:**

A CE provider may track completion of a CE event for employees electronically. However, if requested, the CE provider must be able to produce proof of program completion. Any individual who attends a CE event who is not an employee of the CE provider must be issued a certificate or document as proof of completion within thirty (30) days.



## XII. RECORD KEEPING

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

*It is necessary for each CE provider to maintain the following records for auditing and to verify appropriate CE was issued to EMS personnel. The state EMS Authority and the Los Angeles County EMS Agency may need to verify CE hours for either relicensure or recertification candidates.*

*See Appendix P for file content checklist.*

### A. COMPLETE OUTLINES FOR EACH COURSE, CLASS OR ACTIVITY TO INCLUDE:

1. Title of course, class or activity
2. Brief overview
3. Comprehensive topic outline
4. Instructional objectives

*Provide a minimum of 2 instructional objectives per topic.*

*See Appendix D for information on writing objectives.*

5. Educational focus for lesson plans and field care audits. The educational focus may be documented in the course objectives or course overview.
6. Methods of evaluation

*Methods of evaluation include both a performance exam and a course and instructor evaluation.*

*There are various forms of student evaluations:*

- *Multiple choice, true/false, fill-in-the-blank, or matching questions*
- *Skills evaluation*
- *Worksheet for field care audits*

*See Appendix I for information on writing student performance examination, Appendix J for course/instructor evaluations and Appendix E for field care audit worksheets.*

### B. EMS CE ATTENDANCE RECORD

*See Appendix H for attendance record requirements.*

### C. A CURRICULUM VITAE OR RESUME FOR EACH INSTRUCTOR

*The CV needs to establish the instructor's credentials and provide information as to the qualifications to teach the specific subject. In addition, copies of license and certification demonstrating credibility for teaching a specific subject should be included with CV.*

### D. DOCUMENTATION OF COURSE COMPLETION CERTIFICATES ISSUED

*This requirement is met due to mandatory notation on attendance record. Refer to section X. B.*

### E. STUDENT PERFORMANCE AND COURSE EVALUATIONS.

The type of evaluation may vary according to the instructor, program content, and number of participants and method of presentation.

*Sample of examination given must be kept on file*

**F. ADDITIONAL RECORDS REQUIRED:**

1. Agenda, if program contains more than one (1) topic
2. Advertisement (brochure, flyer) or departmental schedule
3. All program materials and handouts provided
4. Written/practical exams

*Once the results are placed on the attendance record, the original student exams do not need to be kept on file. Results may be entered as the actual score of the written examination or P/F.*

*See section V. G. and Appendix I for writing student performance examinations and Appendix J for course/instructor evaluations.*

5. Student evaluations of course and instructor(s)  
*Evaluation summary may be substituted for the original evaluations as long as the summary includes all ratings and comments.*  
*See Appendix J for sample of summary of evaluations.*

### **XIII. FEES**

Pay the established fee at the time of approval or re-approval.

*Currently no fee is required for program approval and re-approval. However, this may be subject to change. State requirements do allow for local EMS agencies to charge fees to offset costs for program approval and monitoring.*

### **XIV. CROSS REFERENCES**

Prehospital Care Policy Manual:

- Ref. No. 621; Notification of Personnel Changes
- Ref. No. 621.1; Notification of Personnel Change Form
- Ref. No. 1004; Emergency Medical Technician (EMT-P) Licensure and Continuous Licensure
- Ref. No. 1006; Paramedic Accreditation, Continuous Accreditation and Re-accreditation
- Ref. No. 1010; Mobile Intensive Care Nurse (MICN) Certification and Recertification
- Ref. No. 1013; EMS Continuing Education (CE) Provider Approval and Program Requirements
- Ref. No. 1014, EMT-I Certification and Recertification

Health and Safety Code, Div. 2.5, Section 1797, et seq.

California Code of Regulations Title 22, Div. 9, Chapter 11, Sections 100390, et seq.

California EMSA #127, Guidelines for Prehospital Continuing Education Manual, September 1994

EMT-Paramedic and EMT-Intermediate Continuing Education: National Guidelines