SUBJECT: **EMERGENCY MEDICAL TECHNICIAN TRAINING PROGRAM APPROVAL** REFERENCE NO. 906

PURPOSE: To define criteria for the approval of primary and refresher Emergency Medical Technician (EMT) training programs in Los Angeles County.

AUTHORITY: Health and Safety Code, Sections 1797.109, 1797.170, 1798.208, 1798.210, 1797.214, 1797.217, 1797.220, California Code of Regulations (CCR), Title 22, Division 9, Chapter 2 et seq., and Section 11500 of the Government Code.

DEFINITIONS:

California EMT Certifying Entity: A public safety agency or the Office of the State Fire Marshal, if the agency has a training program for EMT personnel that is approved pursuant to the standards developed pursuant to Section 1797.109 of the Health and Safety Code, or the medical director of a local EMS Agency.

EMT: A person who has successfully completed an EMT course that meets the requirements of Chapter 2 of Division 9 of Title 22, has passed all required tests, and has been certified by a California EMT certifying entity.

EMT Approving Authority: The local EMS Agency that has jurisdiction in the county where the training program is located or the EMS Authority for qualified statewide public safety agencies.

EMT Certifying Cognitive Exam: The National Registry of EMTs Cognitive (written) examination used to test an individual who is applying for EMT certification.

EMT Certifying Psychomotor Exam: The National Registry of EMTs Psychomotor (skills) examination used to test an individual who is applying for EMT certification.

High Fidelity Simulation: Computerized manikins operated by a person in adjacent location to produce audible sounds, and to alter, simulate, and manage physiological changes within the manikin to include, but not limited to altering the vital signs, oxygen saturation, and lung sounds.

Tamper Resistant: A procedure or technique to prevent alteration, fraud, or forgery of a EMT program document designed by the EMT program.

PRINCIPLES:

1. Los Angeles County approved EMT training programs shall comply with State regulations and EMS Agency policies.

2. Only EMT training programs and locations approved by the EMS Agency may provide training in Los Angeles County. This applies to all phases of EMT training.

APPROVED: Richard Tadeo
Director, EMS Agency

Medical Director, EMS Agency

3. An approved EMT training program shall notify the EMS Agency in writing within thirty (30) days of any change in curriculum, hours of instruction, location changes, program staff, or clinical experience sites.

4. All program materials specified in this policy and the program application shall be subject to periodic review by the EMS Agency.

5. All programs shall be subject to on-site evaluations by the EMS Agency.

6. All programs shall submit an annual report for the preceding fiscal year.

7. All programs shall submit an annual schedule for the upcoming calendar year.

POLICY:

I. Approving Authority

The Los Angeles County EMS Agency is the approving authority for EMT training programs whose headquarters or training locations are located within Los Angeles County.

II. Approved Training Programs

A. An approved EMT training program shall prepare individuals to render prehospital basic life support at the scene of an emergency, during transport of the sick and injured, or during inter-facility transfer within an organized EMS system.

B. EMT training shall only be offered by approved training programs.

C. Eligibility for program approval shall be limited to the following institutions:

1. Accredited universities and colleges, including junior and community colleges, school districts, and private post-secondary schools approved by the State of California, Department of Consumer Affairs, Bureau of Private Postsecondary, and Vocational Education for EMT and/or EMT Refresher Programs.

2. Medical training units of a branch of the Armed Forces including the Coast Guard of the United States.

3. Licensed general acute care hospitals, which hold a special permit to operate a Basic or Comprehensive Emergency Medical Service and provide continuing education (CE) to other health care professionals.

4. Agencies of government including public safety agencies.

5. Local EMS agencies.

III. Application

A. Obtain an application packet from the EMS Agency. The required content that shall be submitted to the EMS Agency is listed in the application instructions.

B. The application and required contents shall be submitted to the EMS Agency with a table of contents.

IV. Program Requirements

A. Course Prerequisites

1. All candidates shall have CPR training equivalent to the current American Heart Association's Guidelines for Cardiopulmonary Resuscitation and Emergency Cardiovascular Care at the Healthcare Provider level.

2. All candidates shall have completed Incident Command System (ICS) 100 and 700 training within the 1st week of the program.

B. Course Content

1. Program hours shall be a minimum of 170 hours:

a. A minimum of 146 hours of didactic instruction and skills laboratory.

b. A minimum of 24 hours of supervised clinical experience.

i. Primary training programs shall have written agreement(s) with one (1) or more general acute care hospital(s) and/or ambulance provider(s).

ii. Written agreement(s) shall specify the roles and responsibilities of the training program and the clinical provider(s) for supplying the supervised clinical experience to include liability insurance.

iii. The clinical experience shall include a minimum of ten (10) documented patient contacts wherein a patient assessment and other EMT skills are performed and evaluated as identified in the clinical manual.

iv. Supervision for the healthcare facility clinical experience shall be provided by an individual who meets the qualifications of a principal instructor or teaching assistant. No more than three (3) students shall be assigned to one (1) qualified instructor.

v. If high fidelity simulation is available, it may replace up to six (6) hours of supervised clinical experience and may replace up to three (3) documented patient contacts with approval of the device by the EMT Approving Authority.

c. Program hours shall not include any written, computerized, or skill examinations.

2. Course content shall meet the objectives and requirements contained in the current U.S. Department of Transportation (DOT) National EMS Education Standards, California Code of Regulations, Title 22, Chapter 2, the California Health and Safety Code, and Los Angeles County Emergency Medical Services Prehospital Care Policies.

3. Skills laboratory conducted in the classroom shall be structured to ensure that no more than ten (10) students are assigned to one (1) principal instructor/teaching assistant during skills practice sessions.

C. Testing Requirements

1. The program shall include periodic competency based written and skills exams that are administered throughout the program to determine the level of knowledge acquired and skills competency.

2. The program shall administer an approved final cognitive and psychomotor exam that has established passing criteria at the end of the program, which demonstrates successful course completion.

3. Successful completion of an approved final psychomotor exam, administered at the end of the program, is required for a student to be eligible to take the National Registry of EMT (NREMT) cognitive examination.

D. Staff Requirements

Each program shall have a program director, clinical coordinator, and principal instructor(s) who meet all requirements of this Reference. Programs may utilize teaching assistants in accordance with this Reference. Nothing in this section precludes the same individual from being responsible for more than one (1) position.

1. Educational methodology

a. Any one of the following shall fulfill the requirement of being qualified by education and experience in methods, materials, and evaluation of instruction. (Must be documented by at least forty (40) hours in teaching methodology).

i. Four (4) semester units of upper division credit in educational materials, methods, and curriculum development, or equivalent.

ii. California State Fire Marshall (CSFM) “Instructor I and II.

iv. National Fire Academy’s (NFA) “Fire Service Instructional Methodology Course”, or equivalent.

v. National Association of EMS Educators “EMS Instructor Course”.

vi. Courses which meet the U.S. Department of Transportation/National Highway Traffic Safety 2002 Guidelines for Educating EMS Instructors.

2. Program Director

a. Shall be qualified by education and experience with at least forty (40) hours of documented teaching methodology instruction in areas related to instructional development, instructional methodology, materials, and evaluation of instruction (See Section IV. D. 1-5 of this reference).

b. Duties of the program director, in coordination with the program clinical coordinator, shall include but not be limited to:

i. Administering the training program.

ii. Approving course content.

iii. Approving all examinations, which includes the final cognitive and psychomotor examinations.

iv. Coordinating all clinical and field activities related to the course.

v. Approving the principal instructor(s) and teaching assistants and ensuring all licenses/certifications are current and valid.

vi. Signing all course completion records.

vii. Assuring that all aspects of the EMT training program comply with the California Code of Regulations and other related laws.

viii. Assuming the role of liaison between the EMS Agency and the EMT program.

ix. Evaluating the program on an annual basis including performance evaluations of staff.

3. Clinical Coordinator

a. Shall be a Physician, Registered Nurse, Physician Assistant, or a Paramedic currently licensed in California and shall have two (2) years of academic or clinical experience in emergency medicine or prehospital care in the last five (5) years.

b. Duties shall include, but not be limited to:

i. Responsibility for the overall quality of the medical content of the program.

ii. Approval of the principal instructor(s) and teaching assistants by ensuring they meet all qualifications specified within California Code of Regulations.

4. Principal Instructor

Shall be qualified by education and experience with a minimum of forty (40) hours of teaching methodology instruction in areas related to instructional development, instructional methodology, materials, and evaluation of instruction (See Section IV. D. 1-5 of this reference) and shall meet the following additional qualifications:

a. Be a Physician, Registered Nurse, Physician Assistant, or a Paramedic currently licensed in California or an advanced EMT (AEMT) or EMT who is currently certified in California

b. Have a minimum of two (2) years of academic or clinical experience in the practice of emergency medicine or prehospital care in the last five (5) years.

c. Be approved by the program director and the clinical coordinator as qualified to teach the assigned topics.

5. Teaching Assistant(s)

a. Shall be qualified by training, experience, and be a Physician, Registered Nurse, Physician Assistant, or a Paramedic currently licensed in California or an AEMT or EMT who is currently certified in California to assist with teaching course content and the testing of required skills.

b. Shall be approved by the program director and the clinical coordinator as being qualified to assist in teaching the assigned topics.

c. Shall be supervised by the program director, clinical coordinator, or a principal instructor.

E. Challenge Program

1. A course challenge program consists of cognitive and psychomotor examinations with pre-established passing standards offered by an approved EMT primary training program for a qualified individual to receive an EMT course completion certificate.

2. Student Eligibility

a. Licensed in the United States as a Physician, Registered Nurse, Physician Assistant, Vocational Nurse, or Practical Nurse.

b. An individual who provides documented evidence of having successfully completed an emergency medical service training program of the Armed Forces of the United States within the preceding two (2) years that meets the U.S. DOT National EMS Education Standards (DOT HS 811 077A, January 2009).

c. An individual who was active during the last two (2) years in a prehospital emergency medical classification of the Armed Services of the United States and has completed an approved twenty-four (24) hour EMT Refresher course or equivalent in EMS CE within the preceding two (2) years.

3. A course challenge examination shall consist of a competency-based cognitive and psychomotor examination to test the knowledge of the topics and skills required in a primary EMT program.

a. An eligible person shall be permitted to take the challenge examination only one (1) time.

b. An individual who fails to achieve a passing score on the challenge examination shall successfully complete an EMT course to receive a course completion record.

4. The challenge program shall be submitted with all requirements and documents for approval and offered no less than once each time the EMT course is given. However, the requirement for an training program to offer a challenge program may be waived if formally requested by the program director.

F. EMT Refresher Program

1. An approved refresher program consists of a minimum of twenty-four (24) hours of didactic instruction.

2. The minimum acceptable content is comprised of five (5) categories, plus four (4) hours of elective education. Each category contains the following minimum hourly requirements:

a. Airway – 1.5 hours

b. Cardiovascular – 6 hours

c. Trauma – 1.5 hours

d. Medical/Behavioral – 6 hours

e. Operations – 5 hours

f. Elective – 4 hours

g. Training for Naloxone – IM, Intranasal, and Autoinjector, Epinephrine Autoinjector, and Glucometer must be included within the refresher program.

3. Testing Requirements

a. The program shall administer a final cognitive and psychomotor exam that has established passing criteria at the end of the program, which demonstrates successful course completion.

b. The psychomotor exam shall test the fourteen (14) skills listed on the Skills Competency Verification form, EMSA – SCV (01/2017).

4. A complete Refresher Program application shall be submitted with all requirements and documents for approval.

5. The requirement for a training program to offer refresher training may be waived if formally requested by the program director.

G. Course Completion

1. An approved EMT training program shall issue a tamper resistant course completion certificate. The document must include the following:

a. Name of the individual.

b. Date of course completion.

c. Type of program completed (i.e., EMT-Basic, Challenge, EMT-Refresher).

d. Statement: “EMT Training Program Approving Authority: Los Angeles County Emergency Medical Services Agency”.

e. Number of course hours.

f. Signature of the program director.

g. Name, address, and phone number of the training program location.

h. Statement in a large font with bold print: “This is not an EMT certificate”.

i. Statement: “This program includes the required training in Glucometer, Epinephrine, Naloxone, and four () hours of Basic Tactical Casualty Care”.

j. Statement: “This certificate must be maintained by the recipient for a minimum of four (4) years”.

k. EMT's certification number (EMT-Refresher program only)

. The EMS Agency's EMT Course Completion Roster shall be completed with the required elements and submitted to the EMS Agency within fifteen (15) days of course completion.

H. Skills Competency Verification (SCV) Program

1. An approved SCV Program verifies the skills listed on the EMT SCV form (EMSA-SCV 01/2017) for current and/or expired EMTs.

a. Must currently be either an approved Training Program, EMS CE Provider, EMS Provider (REF 802), or AHA/ARC Training Center

b. EMS approved SCV faculty must be a current California licensed EMT, AEMT, Paramedic, Registered Nurse, Physician Assistant, or Physician

c. Eligible entities must submit a complete SCV Program application with all requirements and documents for approval

2. Responsibilities of the SCV program director

a. Certifies their approved signers through direct observation verifying the EMT is competent in the skills tested.

b. Maintain an up-to-date list of all faculty approved to perform SCV verification and must have an approved application on file with the EMS Agency.

c. Submit program faculty changes no later than thirty (30) days of change.

d. Maintain an orientation process and inter-rater reliability training for all approved SCV faculty.

e. Maintain all required equipment for SCV testing

f. Maintain procedures for documenting skills verification, issuing duplicate SCV forms, and tracking of EMTs tested

3. Responsibilities of Approved Verifiers

a. Ensure EMT being tested has provided their complete name as shown on their California EMT certification, their EMT certification number, and signature in the space provided on the SCV form

b. Approved SCV verifier prints their name, organization's name, actual date tested, and only signs the skill being tested for competency through direct observation

I. Record Keeping

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

1. All required documentation as specified in the application packet for program approval.

2. Course Completion Roster.

3. Documentation of course completion certificates issued.

4. Original documentation or summaries of student performance and course evaluations.

5. Curriculum vitae or resume for all program staff with a copy of current licenses and certifications in their field of expertise, or evidence of specialized training.

J. Quality Improvement

1. Training programs approved by the EMS Agency shall develop and implement a Quality Improvement Program that includes methods of evaluation that are composed of structure, process, and outcome evaluations, which focus on improvement efforts to identify root causes of problems, intervene to reduce, or eliminate these causes, and take steps to correct the process, and recognize excellence in performance and delivery of care. Areas that require continued evaluation include personnel, curriculum being taught, and clinical resources.

2. The program shall utilize the NREMT data for first time passing rates as one measure to evaluate overall program effectiveness.

V. Certifying Entity Requirements

A. California EMT certifying entities shall have an approved EMT refresher program in order to maintain their certifying entities status.

B. EMT Refresher Program Application:

1. Obtain an application packet from the EMS Agency. The requirements are listed in the application instructions.

2. The application and required contents shall be submitted to the EMS Agency with a table of contents.

C. Refresher program requirements shall be in accordance with Sections IV, F, 1-5, nd G 1 of this reference.

VI. Responsibilities of the EMS Agency

A. Process Applications

1. Notify the program applicant in writing within ninety (90) 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 have been met.

a. Notify the program applicant within sixty (60) days of receipt of the application that the application was received and/or what information is deficient, or is missing, and the date the information is due.

b. Failure to submit requested information within specified time frame after receiving written notification shall render the application null and void.

2. Upon receipt of a complete application, the EMS Agency shall establish the effective date of program approval.

3. Initial approval and re-approval shall be granted up to four (4) years. Program approval or disapproval shall be made in writing by the EMS Agency to the program applicant.

B. Audit Programs

1. The EMS Agency shall conduct a scheduled site survey prior to initial program approval and re-approval.

2. Individual classes are open for scheduled or unscheduled visits/educational audits by the EMS Agency.

VII. EMT Training Program Disciplinary Actions

A. Failure to comply with the provisions of CCR Div. 9, Ch. 2, et seq. such as 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 the California Code of Regulations, Title 22, Chapter 2; the California Health and Safety Code, Division 2.5; or Los Angeles County Emergency Medical Services Prehospital Care Policies shall result in disciplinary action.

B. The requirements for training program noncompliance notification and actions are as follows:

1. The EMS Agency shall provide notification of noncompliance to the training program. This notification shall be in writing and sent by certified mail to the training program director.

2. Within fifteen (15) days from receipt of the noncompliance notification, the training program shall submit in writing, by certified mail, to the EMS Agency one (1) of the following:

a. Evidence of compliance with the provisions of this Chapter, or

b. A plan to comply with the provisions of this Chapter within sixty (60) days from receipt of the notification of noncompliance.

3. Within fifteen (15) days from receipt of the training program's response, or within thirty (30) calendar days from the mailing date of the noncompliance notification, if no response is received from the training program, the EMS Agency shall issue a decision letter by certified mail to the State of California EMS Authority and the training program. The letter shall identify the EMS Agency's decision to take one or more of the following actions:

    a. Accept the evidence of compliance provided.

    b. Accept the plan for meeting compliance.

    c. Place the training program on probation.

    d. Suspend the training program.

    e. Revoke the training program

4. The decision letter shall include, but not be limited to, the following:

    a. The date of the EMS Agency's decision.

    b. The specific provisions found to be noncompliant.

    c. The probation or suspension effective and ending date, if applicable.

    d. The terms and conditions of the probation or suspension, if applicable.

    e. The revocation effective date, if applicable.

C. If the training program does not comply with subsection VII, B, 2, of this reference, the EMS Agency may uphold the noncompliance finding and initiate a probation, suspension, or revocation action as described in subsection VII. B. 3 of this section.

D. The EMS Agency shall establish the probation, suspension, or revocation effective dates no sooner than sixty (60) days after the date of the decision letter as described in subsection VII. B. 3 of this section.

E. Causes for actions include, but are not limited to, the following:

    a. Failure to correct identified deficiencies within the specified length of time after receiving written notice from the EMS Agency.

    b. Misrepresentation of any fact by a training program of any required information.

F. A training program is ineligible to reapply for approval following a denial or revocation for a minimum of twelve (12) months.

G. If a training program is placed on probation, the terms of probation, shall be determined by the EMS Agency. During the probationary period, the EMS Agency must give prior approval for all EMT programs offered. Course documents must be submitted to the EMS Agency at least thirty (30) days prior to each course being offered. The EMS Agency shall provide written notification of program approval to the program director within fifteen (15) days of the receipt of the request. Renewal of the training program is contingent upon completion of the probationary period.

CROSS REFERENCE:

Prehospital Care Manual:

Ref. No. 802, **EMT Scope of Practice**
Ref. No. 802.1, **EMT Scope of Practice – Field Reference**
Ref. No. 1014, **Emergency Medical Technician (EMT) Certification**