

100017.02 Program Approval Documentation

(a)

The EMS Authority shall notify the training program within twenty working days of receiving its request for training program approval, that the request was received and contains the information requested in Section 100017.01 of this Chapter or shall specify what information is missing from the request.

(b)

Program approval or disapproval shall be made in writing by the EMS Authority to the applying training program within sixty days of receiving all application information. The training program shall complete all modifications to an application or program required by the EMS Authority before approval can be given.

(c)

The EMS Authority shall establish the effective date of training program approval in writing once the training program is reviewed and found in compliance with all program requirements. The EMS Authority shall issue a program approval certificate with the effective date and an expiration date.

(d)

Program approval shall be for two years from the last day of the month in which the approval is given.

(e)

Approved training programs shall notify the EMS Authority in writing, and within thirty days of any change in course content, hours of instruction, or program director. Advance notice shall be given whenever possible. All changes shall be reviewed and approved by the EMS Authority.

(f)

Directors of training programs shall provide a copy of the EMS Authority certificate of training program approval to all of their affiliate programs.

(g)

All training programs and their affiliate programs shall show a copy of their EMS Authority certificate of approval to students who are taking their child care provider first aid, CPR, or preventive health and safety training, and to the prospective child care training students who inquire about these training programs.