

## **100031.01 Procedures for Training Program Approval**

### **(a)**

Prospective training programs shall submit a written request for training program approval to the EMS Authority.

### **(b)**

The EMS Authority shall receive and review the following prior to program approval: (1) A statement verifying that the course content meets the requirements set forth in Section 100031.02 of this Chapter, and (2) An outline of course objectives, and (3) A final written and skills competency examination, and (4) The name and qualifications of the program director, and (5) The training program address and phone number, and (6) A copy of the training course curriculum including any workbooks, videos, textbooks, or handouts if used in the course, and (7) The required fees for program review, and (8) A copy of a course completion document to be provided to students who successfully complete training which shall contain all of the following elements: (A) The name of the training program, and (B) The name of the individual completing the course, and (C) The course completion date, and (D) A signature line for the class instructor, and (E) Course name.

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An outline of course objectives, and

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A final written and skills competency examination, and

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The name and qualifications of the program director, and

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The training program address and phone number, and

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A copy of the training course curriculum including any workbooks, videos, textbooks, or handouts if used in the course, and

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The required fees for program review, and

**(8)**

A copy of a course completion document to be provided to students who successfully complete training which shall contain all of the following elements: (A) The name of the training program, and (B) The name of the individual completing the course, and (C) The course completion date, and (D) A signature line for the class instructor, and (E) Course name.

**(A)**

The name of the training program, and

**(B)**

The name of the individual completing the course, and

**(C)**

The course completion date, and

**(D)**

A signature line for the class instructor, and

**(E)**

Course name.

**(c)**

All program materials and student records specified in this chapter shall be subject to periodic review, evaluation and monitoring by the EMS Authority.

**(d)**

Any person or agency conducting a training program shall notify the EMS Authority in writing within thirty (30) calendar days of any change in program director, instructor, and change of address, phone number, and contact person.

**(e)**

Any change to the curriculum once approved, shall be submitted for review and approval by the EMS Authority and shall include the requirements of Section 100031.02 Subsections (a) and (b)(1)-(12) and subsection (a)(2) of Section 100032

**(f)**

The EMS Authority may request additional materials or documentation as a condition of course approval.

**(g)**

The requirements and process for renewal of approval are the same as that for the initial approval. (1) The training program shall submit an application for renewal at least sixty (60) calendar days before the expiration date of their approval in order to maintain continuous approval.

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