

100104 CE Provider Requirements

(a)

In order to be approved as an EMS continuing education provider, the provisions in this Section shall be met.(1) The applicant shall submit an application packet as specified in Section 100102.01(b) of this Chapter and any required fee to the approving authority at least sixty calendar days prior to the date of the first educational activity.

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(b)

An approved CE provider shall ensure that: (1) The content of all CE is relevant, designed to enhance the practice of EMS emergency medical care, and be related to the knowledge base or technical skills required for the practice of emergency medical care. (2) Records shall be maintained for four years and shall contain the following: (A) Complete outlines for each course given, including a brief overview, instructional objectives, comprehensive topical outline, method of evaluation and a record of participant performance; (B) Record of time, place, and date each course is given and the number of CE hours granted; (C) A curriculum vitae or resume for each instructor; (D) A roster signed by course

participants, or in the case of media based/serial production courses, a roster of course participants, to include name and certificate or license number of EMS personnel taking any CE course, class, or activity and a record of any course completion certificate(s) issued.

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A curriculum vitae or resume for each instructor;

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A roster signed by course participants, or in the case of media based/serial production courses, a roster of course participants, to include name and certificate or license number of EMS personnel taking any CE course, class, or activity and a record of any course completion certificate(s) issued.

(c)

The CE approving authority shall be notified within thirty calendar days of any change in name, address, telephone number, program director, clinical director or contact person.

(d)

All records shall be made available to the CE approving authority upon request. A CE provider shall be subject to scheduled site visits by the approving authority.

(e)

Individual classes, courses or activities shall be open for scheduled or unscheduled visits by the CE approving authority and/or the local EMS agency in whose jurisdiction the CE course, class or activity is being offered.

(f)

Each CE provider shall provide for the functions of administrative direction, medical quality coordination and actual program instruction through the designation of a program director, a clinical director and instructors. Nothing in this section precludes the same individual from being responsible for more than one of these functions.

(g)

Each CE provider shall have an approved program director, who is qualified by education and experience in methods, materials and evaluation of instruction, which shall be documented by at least forty hours in teaching methodology.

Following, but not limited to, are examples of courses that meet the required instruction in teaching methodology: (1) California State Fire Marshal (CSFM) "Fire Instructor 1A and 1B"; or (2) National Fire Academy (NFA) "Fire Service Instructional Methodology" course; or (3) a training program that meets the U. S. Department of Transportation/National Highway Traffic Safety Administration 2002 Guidelines for Educating EMS Instructors, such as the EMS Educator Course of the National Association of EMS Educators. (4) Individuals with equivalent experience may be provisionally approved for up to two years by the approving authority pending completion of the above specified requirements. Individuals with equivalent experience who teach in geographic areas where training resources are limited and who do not meet the above program director requirements may be approved upon review of experience and demonstration of capabilities.

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(h)

The duties of the program director shall include, but not be limited to: (1) Administering the CE program and ensuring adherence to state regulations and established local policies. (2) Approving course, class, or activity, including instructional objectives, and assigning CEH to any CE program which the CE provider sponsors; approving all methods of evaluation, coordinating all clinical and field activities approved for CE credit; approving the instructor(s) and signing all course, class, or activity completion records and maintaining those records in a manner consistent with these guidelines. The responsibility for signing course, class, or activity completion records may be delegated to the course, class, or activity instructor.

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(i)

Each CE provider shall have an approved clinical director who is currently licensed

as a physician, registered nurse, physician assistant, or paramedic. In addition, the clinical director shall have had two years of academic, administrative or clinical experience in emergency medicine or EMS care within the last five years. The duties of the clinical director shall include, but not be limited to, monitoring all clinical and field activities approved for CE credit, approving the instructor(s), and monitoring the overall quality of the EMS content of the program.

(j)

Each CE provider instructor shall be approved by the program director and clinical director as qualified to teach the topics assigned, or have evidence of specialized training which may include, but is not limited to, a certificate of training or an advanced degree in a given subject area, or have at least one year of experience within the last two years in the specialized area in which they are teaching, or be knowledgeable, skillful and current in the subject matter of the course, class or activity.

(k)

Continuing education credit shall be assigned on the following basis: (1) Classes or activities less than one CEH in duration will not be approved. (2) For courses greater than one CEH, credit may be granted in no less than half hour increments.

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(l)

Each CE provider shall maintain for four years: (1) Records on each course, class, or activity including, but not limited to, title, objectives, outlines, qualification of

instructors, dates of instruction, location, participant rosters, sample tests or other methods of evaluation, and records of course, class, or activity completions issued. (2) Summaries of test results, or other methods of evaluation. The type of evaluation used may vary according to the instructor, content of program, number of participants and method of presentation.

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(m)

Providers shall issue to the participant a tamper resistant document or certificate of proof of successful completion of a course, class, or activity within thirty calendar days of completion of the course, class, or activity. The CE certificate or documentation of successful completion must contain the name of participant, certificate or license number, class title, CE provider name and address, date of course, class, or activity and signature of program director or class instructor. A digitally reproduced signature of the program director or class instructor is acceptable for media based/serial production CE courses. In addition, the following statements shall be printed on the certificate of completion with the appropriate information filled in: "This course has been approved for (number) hours of continuing education by an approved California EMS CE Provider and was (check

one) instructor-based, _____ non-instructor based". "This document must be retained for a period of four years" "California EMS CE Provider # _____ -- _____"

(n)

Information disseminated by CE providers publicizing CE must include at a minimum the following: (1) CE provider's policy on refunds in cases of nonattendance by the registrant or cancellation by provider; (2) a clear, concise description of the course, class or activity content, objectives and the intended target audience (e.g. paramedic, EMT-II, EMT-I, First Responder or all); (3) CE provider name, as officially on file with the approving authority; and (4) specification of the number of CE hours to be granted. Copies of all advertisements disseminated to the public shall be sent to the approving authority and the local EMS agency in whose jurisdiction the course, class, or activity is conducted prior to the beginning of the course, class, or activity. However, the approving authority or the local EMS agency may request that copies of the advertisements not be sent to them.

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(o)

When two or more CE providers co-sponsor a course, class, or activity, only one approved CE provider number will be used for that course, class, or activity and the CE provider, whose number is used, assumes the responsibility for meeting all applicable requirements of this Chapter.

(p)

An approved CE provider may sponsor an organization or individual that wishes to provide a single course, class or activity. The approved CE provider shall be responsible for ensuring the course, class, or activity meets all requirements and shall serve as the CE provider of record. The approved CE provider shall review the request to ensure that the course, class, or activity complies with the minimum requirements of this Chapter.