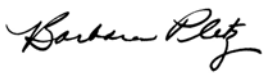




EMS Continuing Education

APPROVED: 
EMS Medical Director


EMS Administrator

1. Continuing Education (C.E.) Providers
 - 1.1. In accordance with Title 22, Chapter 4, Division 9 100169 (attached), the San Mateo EMS agency will approve providers of continuing education for EMT-1's and paramedics that are headquartered with the geographical jurisdiction of the agency.
 - 1.2. C.E. Providers must meet the requirements for listed in the attached State regulations.
 - 1.3. Applicants for San Mateo County C.E. Provider in San Mateo County must complete an application available from the Local EMS Agency.
 - 1.4. Approval will be for a period of four (4) years and may be renewed.
 - 1.5. Information on all course instructors and course information including attendance rosters and evaluations shall be maintained by the approved C.E. Provider.
 - 1.6. Continuing education hours and certificates shall comply with state regulations and shall be issued by the CE provider.
 - 1.7. Continuing education hours are accepted statewide.
 - 1.8. All records shall be maintained for a minimum of four (4) years and shall be made available to San Mateo County EMS Agency upon request
 - 1.9. The provider shall be subject to scheduled site visits by the agency.

2. EMT-1 Continuing Education
 - 2.1 The EMT is responsible for maintaining his or her continuing education (C.E.) records.
 - 2.2 In order to maintain certification the EMT must provide evidence of appropriate C.E. to the EMS agency with application for certification every 2 years.

- 2.3 Every fourth year of continuous certification the EMT must complete a written and skills examination approved by the EMS agency.
 - 2.4 EMT-1 C.E. shall be related to life support knowledge and skills used by the EMT.
 - 2.5 Additional information is found in Article 5 of Chapter 2 of the attached EMT regulations.
3. Paramedic Continuing Education
- 3.1 The paramedic is responsible for maintaining his or her continuing education records.
 - 3.2 Continuing education totaling 48 hours must be submitted to the EMS Authority for licensure.
 - 3.3 Paramedic continuing education must be obtained from an approved CE provider.
 - 3.4 Additional information may be obtained in Article 6 of Chapter 4 of the regulations, which are attached.

California Code of Regulations
TITLE 22. SOCIAL SECURITY
DIVISION 9. PRE-HOSPITAL EMERGENCY MEDICAL SERVICES
CHAPTER 4. EMERGENCY MEDICAL TECHNICIAN-PARAMEDIC
Effective 4/13/99
Article 6. Continuing Education

100167. Continuing Education.

(a) In order to maintain a valid license, a paramedic shall obtain at least forty-eight (48) hours of continuing education (CE) every two (2) years from an approved CE provider.

(b) Only courses, classes, or experiences that are directly or indirectly related to patient care and are structured with learning objectives and an evaluation component are allowed for credit toward license renewal. This may include, but may not be limited to:

(1) Periodic training sessions or structured clinical experience in knowledge and skills to include advanced airway management and cardiac resuscitation;

(2) Organized field care audits of patient care records;

(3) Courses in physical, social or behavioral sciences (e.g. anatomy, pathophysiology, sociology, psychology);

(4) Courses or training relating to direct prehospital emergency medical care, including medical treatment and/or management of specific patients (e. g. burn care, assessment, Advanced Cardiac Life Support, Basic Trauma Life Support, orientation programs with patient care contact);

(5) Structured clinical experience, with instructional objectives, to review or expand the clinical expertise of the individual, not to exceed eight (8) hours in a licensure cycle.

(6) Courses or training relating to indirect patient care or medical operations (e. g. continuous quality improvement, cultural diversity, grief support, critical incident stress debriefing, medical management of hazardous materials, emergency vehicle operations, dispatch or rescue techniques), not to exceed eight (8) hours in a licensure cycle;

(7) Advanced topics in subject matter outside the scope of practice of the paramedic but directly relevant to emergency medical care (e. g. surgical airway procedures), not to exceed eight (8) hours in a licensure cycle;

(8) Media based and/or serial productions (e.g. films, videos, audiotape programs, magazine article offered for CE credit, home study, computer simulations or interactive computer modules), not to exceed eight (8) hours in a licensure cycle.

(9) Precepting paramedic students, not to exceed eight (8) hours in a licensure cycle.

(c) To satisfy the CE requirements, an individual may receive credit for taking the same CE course no more than two times during a single licensure cycle.

(d) During a single licensure cycle, a maximum of eight (8) hours shall be credited to an individual for service as an instructor for an approved CE course or an approved EMT course.

(e) Local EMS agencies may not require additional continuing education hours for accreditation.

NOTE: Authority cited: Sections 1797.107, 1797.175 and 1797.185, Health and Safety Code. Reference: Sections 1797.7, 1797.172, 1797.175, 1797.185, and 1797.214, Health and Safety Code.

100168. Paramedic Continuing Education (CE) Records.

(a) In order for CE to satisfy the requirements for license renewal, CE shall be completed during the current licensure cycle and shall be submitted to the EMS Authority on the Paramedic Statement of Continuing Education, Form CE-01 dated 4/99, with the application for license renewal.

(b) A paramedic shall maintain CE certificates issued by a CE provider for four (4) years.

(c) CE certificates may be audited for cause by the EMS Authority or as part of the Authority's continuing education verification process.

(d) In the case of a lapsed license, only CE completed within the last twenty-four (24) months prior to application for lapsed license renewal shall be allowed for credit toward license renewal.

NOTE: Authority cited: Sections 1797.107, 1797.175 and 1797.185, Health and Safety Code. Reference: Sections 1797.7, 1797.172, 1797.175, 1797.185, and 1797.214, Health and Safety Code.

100169. Approval/Disapproval of Continuing Education (CE) Providers for Prehospital Personnel.

(a) The local EMS agency shall be the agency for approving paramedic CE providers whose headquarters are within the geographical jurisdiction of that local EMS agency and may also serve as a CE provider.

(b) The EMS Authority shall be the approving agency for CE providers whose headquarters are out-of-state and for statewide public safety agencies. CE courses approved for EMS personnel by EMS offices of other states or by the Continuing Education Coordinating Board for Emergency Medical Services (CECBEMS) are deemed approved courses for meeting CE requirements without any further approval by the EMS Authority or local EMS agencies.

(c) In order to be an approved CE provider, an organization or individual shall submit an application packet for approval to the appropriate approving agency, along with the fees specified by that agency. The fee for the EMS Authority is specified in section 100177(b)(8). The application packet shall include, but may not be limited to,

(1) Name and address of the applicant;

(2) Name of the program director, program clinical director, and contact person, if other than the program director or clinical director;

(3) The type of entity or organization requesting approval; and,

(4) The resumes of the program director and the clinical director.

(d) The CE approving agency shall, within fourteen (14) working days of receiving a request for approval, notify the CE provider that the request has been received, and shall specify what information, if any, is missing.

- (e) The CE approving agency shall approve or disapprove the CE request within sixty (60) calendar days of receipt of the completed request.
- (f) The CE approving agency shall issue a paramedic CE provider number according to the standardized sequence developed by the EMS Authority.
- (g) The CE approving agency may approve CE providers for up to four (4) years, and may monitor the compliance of CE providers to the standards established by the CE approving agency.
- (h) The CE approving agency may, for cause, disapprove an application for approval, revoke the approval, or, place the CE provider on probation, if the approving agency determines:
 - (1) that the applicant/CE provider violated or attempted to violate the provisions of this Article; or
 - (2) that the applicant/CE provider failed to correct identified deficiencies, specified by the approving agency, within a reasonable length of time after receiving written warning notice.
- (i) The approving agency may take action specified above in (h) when a written notice, specifying the reason for disapproval, revocation or probation has been sent to the applicant/CE provider.
 - (1) If a CE provider is placed on probation, a corrective action plan shall be developed by the approving agency and shall be agreed to by the CE provider.
 - (2) If CE provider status is revoked, approval for CE credit shall be withdrawn for all CE programs scheduled after the date of action.
- (j) The CE approving agency shall notify the EMS Authority of each CE provider approved, disapproved or revoked within its jurisdiction within thirty (30) calendar days of action.
- (k) The EMS Authority shall maintain a list of all approved, disapproved, or revoked CE providers and shall make the listing available to local EMS agencies on a quarterly basis.

NOTE: Authority cited: Sections 1797.107, 1797.175 and 1797.185, Health and Safety Code. Reference: Sections 1797.7, 1797.172, 1797.175, 1797.185, and 1797.214, Health and Safety Code; and section 15376, Government Code.

100170. Continuing Education (CE) Providers for Prehospital Personnel.

In order to be approved as a provider of continuing education, the provisions in this section shall be met.

- (a) The applicant shall submit an application packet as specified in section 100169(c) and any required fees to the approving agency at least sixty (60) calendar days prior to the date of the first educational activity.
- (b) An approved CE provider shall ensure that:
 - (1) The content of all CE is relevant, designed to enhance the practice of prehospital emergency medical care, and related to the knowledge base or technical skills required for the practice of emergency medical care.
 - (2) Records shall be maintained for four (4) 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, 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 to include name and license number of the paramedic taking any approved course and a record of any certificates issued.
- (c) The CE approving agency shall be notified within thirty (30) calendar days of any change in name, address, telephone number, program director, clinical director or contact person, if the contact person is not the program director or clinical coordinator.
- (d) All records shall be made available to the CE approving agency upon request. A CE provider shall be subject to scheduled site visits by the approving agency.
- (e) Individual classes/courses shall be open for scheduled or unscheduled visits by the CE approving agency and/or the local EMS agency in whose jurisdiction the course is given.
- (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. Program director qualifications shall be documented by one of the following:
 - (1) California State Fire Marshal (CSFM) "Fire Instructor 1A and 1B" or the National Fire Academy (NFA) "Fire Service Instructional Methodology" course or equivalent; or
 - (2) Sixty (60) hours in "Techniques of Teaching" courses or four (4) semester units of upper division credit in educational materials, methods and curriculum development or equivalent from a college or university.
 - (3) Individuals with equivalent experience may be provisionally approved for up to two years by the approving agency 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.
- (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 content including instructional objectives and assigning course hours 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 completion records and maintaining those records in a manner consistent with these guidelines. The responsibility for signing course completion records may be delegated to the course instructor.

(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 prehospital care within the last five (5) 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 prehospital 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 (1) year of experience within the last two (2) years in the specialized area in which they are teaching, or be knowledgeable, skillful and current in the subject matter of the course or activity.

(k) Continuing education credit shall be assigned on the following basis:

(1) One continuing education hour (CEH) is awarded for every fifty (50) minutes of approved content.

(2) Courses or activities less than one (1) CEH in duration will not be approved.

(3) For courses greater than one (1) CEH, credit may be granted in no less than half hour increments.

(4) Each hour of structured clinical experience shall be accepted as one (1) CEH.

(5) One academic quarter unit shall equal ten (10) CEHs.

(6) One academic semester unit shall equal fifteen (15) CEHs.

(l) Each CE provider shall maintain for four (4) years:

(1) Records on each course including, but not limited to, course title, course objectives, course outlines, qualification of instructors, dates of instruction, location, participant sign-in rosters, sample course tests or other methods of evaluation, and records of course completions issued.

(2) Summaries of test results, course evaluations 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.

(m) Providers shall issue to the participant a tamper resistant document or certificate

of proof of successful completion of a course within thirty (30) calendar days. The certificate or documentation of successful completion must contain the name of participant, license number, course title, CE provider name and address, date of course, and signature of program director or

course instructor. 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".

"This documentation must be retained for a period of four (4) years"

"California EMS CE Provider # _____ - _____"

(n) Information disseminated by CE providers publicizing CE must include at a minimum the following:

- (1) provider's policy on refunds in cases of nonattendance by the registrant or cancellation by provider, if applicable;
- (2) a clear, concise description of the course content, objectives and the intended target audience (e.g. paramedic, EMT-II, EMT-I, First Responder or all);
- (3) provider name, as officially on file with the approving agency; 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 agency and the local EMS agency in whose jurisdiction the course is presented prior to the beginning of the course/class. However, the approving agency or the local EMS agency may request that copies of the advertisements not be sent to them.

(o) When two or more CE providers co-sponsor a course, only one approved provider number will be used for that course, and that CE provider assumes the responsibility for all applicable provisions.

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

(q) It is the responsibility of the CE provider to submit an application for renewal at least sixty (60) calendar days before the expiration date in order to maintain continuous approval.

(r) All CE provider requirements must be met and maintained for renewal.

NOTE: Authority cited: Sections 1797.107, 1797.175, 1797.185 and 1797.194, Health and Safety Code. Reference: Sections 1797.7, 1797.172, 1797.175, 1797.185, 1797.194 and 1797.214, Health and Safety Code.

California Code of Regulations
Title 22. Social Security
Division 9. Prehospital Emergency Medical Services
Chapter 2. Emergency Medical Technician
Effective February 10, 2000

Article 5. Recertification Requirements

§ 100080. Continuing Education and Refresher Course.

In order to maintain certification, an EMT shall participate in either continuing education courses or complete a refresher course approved by the approving authority. Approved continuing education and refresher courses shall be accepted statewide.

(a) The EMS Authority shall approve continuing education and refresher courses for those statewide public safety agencies that have approved training programs.

(b) A local EMS agency shall approve providers of continuing education and refresher courses for EMT-I recertification requirements.

(c) Continuing education shall consist of a minimum of twenty-four (24) hours of didactic instruction and skills laboratory not including recertification testing, in basic life support knowledge and skills to include airway management and cardiopulmonary resuscitation and automated external defibrillation:

(1) Continuing education may be obtained at any time throughout the current certification period; and

(2) Credit shall only be given for the actual time in attendance.

(d) The EMT-I refresher course shall consist of at least twenty-four (24) hours of classroom and laboratory instruction, not including recertification testing; and

(1) Instruction shall be completed at any time throughout the current certification period;

(2) Shall be offered by EMT-I training programs not less than once a year unless otherwise specified by the EMT-I approving authority;

(3) Include a review of the topics and skills prescribed in this Chapter, in addition to discussions of new developments in basic life support;

(4) Include both a written and skills competency examination to test the knowledge of topics and skills prescribed in this Chapter.

(5) EMT training programs may present the twenty-four (24) hour refresher course in a modular format.

(e) Continuing education and refresher course providers shall:

(1) Issue course completion records pursuant to Section 100077 to all individuals who successfully complete approved continuing education courses taught pursuant to this section. This course completion record must specify the number of continuing education hours approved and the name of the approving authority; and

(2) Maintain an enrollment record for each class taught for five (5) years.

(f) An individual shall provide evidence of the continuing education hours obtained to the EMT-I certifying authority upon their request.

(g) An individual who is currently certified in California as an EMT-P or EMT-II, or who has been certified within six (6) months of the date of application, may be given credit for continuing education hours earned as an EMT-P or EMT-II to satisfy the continuing education requirement for EMT-I recertification as specified in this Chapter.

NOTE: Authority cited: Sections 1797.107, 1797.109, 1797.170 and 1797.175,
Health and Safety Code.
Reference: Sections 1797.109, 1797.170, 1797.210 and 1797.216, Health and
Safety Code.