





**SAN MATEO COUNTY HEALTH
EMERGENCY
MEDICAL SERVICES**

EMS POLICY	307
Effective:	July 2026
Approval: EMS Director Travis Kusman, MPH	Signed: 
Approval: EMS Medical Director Greg Gilbert, MD	Signed: 

PREHOSPITAL CONTINUING EDUCATION PROVIDER

I. PURPOSE

This policy outlines the process for approval of prehospital continuing education providers by San Mateo County EMS Agency.

II. AUTHORITY

California Code of Regulations, Title 22, Division 9, Sections 100100.01-100104

III. DEFINITION

Emergency Medical Services Agency ("LEMSA") [or "Agency"]: The San Mateo County EMS Agency is designated as the Local Emergency Medical Services Agency (LEMSA) and is statutorily charged with primary responsibility for administration and medical control of emergency medical services in San Mateo County.

IV. APPROVAL AS A PREHOSPITAL CONTINUING EDUCATION PROVIDER

A. Applicants shall meet the following requirements:

1. Complete an EMS Continuing Education ("CE") Provider application via the LEMSA's online licensing management system <https://smchealth.imagetrendlicense.com/lms/public/>. Applications must be received at least ninety (90) days before the first scheduled course of instruction;
2. Provide all required supplemental documentation demonstrating the applicant's program director and clinical director experience and qualifications in prehospital care/ education as outlined in California Code of Regulations, Title 22, Division 9, Chapter 11, Article 6, §100395;
3. Provide a sample course completion certificate, containing all information listed in §100395(m). Course completion certificates, digital and paper, shall be tamper resistant;
4. Provide an overview of the applicant's recordkeeping system;
5. Provide other course information requested by the LEMSA; and
6. Pay the established LEMSA EMS CE Provider application fee.

B. The LEMSA will notify the applicant within thirty (30) of application receipt and within thirty (30) days of its decision to approve or deny.

- C. Approval shall be valid for four (4) years from the last day of the month in which the application is approved. It shall be the responsibility of the EMS CE Provider to apply for renewal at least ninety (90) days in advance of the expiration date.
- D. EMS CE providers shall ensure that each CE activity or course meets all required criteria.
- E. Approved EMS CE Providers shall approve individual courses, assign course identification numbers, and specify the category, number of hours, and level and type of training for each course authorized.
- F. All records shall be made available to the LEMSA upon request, or during scheduled or unscheduled site visits by LEMSA staff.
- G. Approved EMS CE Providers shall keep the program's staff current in the LEMSA's online licensing management system <https://smchealth.imagetrendlicense.com/lms/public/>. The LEMSA shall be notified in writing within thirty (30) days of any change in EMS CE Provider name(s), address, telephone number, Program Director or Clinical Director.

V. RECORDKEEPING REQUIREMENTS

- A. Each approved EMS CE Provider shall comply with the following recordkeeping requirements:
 - 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 shall be retained for a period of not less than four (4) years (CCR § 100104(l)).
 - 2. Summaries of test results, or other methods of evaluation shall be retained for a period of not less than four (4) years (CCR § 100104(l)).

VI. EMS CE PROVIDER AUDITS

- A. The LEMSA will audit all approved EMS CE Providers a minimum of one (1) time during an approved cycle. EMS CE Providers shall cooperate fully with LEMSA during all audits, including onsite and virtual review of the EMS CE Provider's records and recordkeeping system(s), facility(-ies) and training equipment, staff qualifications, and other requirements related to the operation as a CE Provider.
- B. A formal audit summary including deficiency report, if applicable, will be issued to the EMS CE Provider within thirty (30) days of audit completion.
- C. If deficiencies are identified, the LEMSA will provide the EMS CE Provider an opportunity to cure noted deficiencies within thirty (30) days. Failure to remedy deficiencies within the initial thirty (30) day period may result in issuance of a formal Notice to Cure. It shall be the responsibility of the EMS CE Provider to effectively cure all deficiencies within the cure period specified in the Notice.

D. Failure to effective cure noted deficiencies may result in suspension or revocation of EMS CE Provider approval.