





**SAN MATEO COUNTY HEALTH
EMERGENCY
MEDICAL SERVICES**

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| EMS POLICY | 308 |
| Effective: | April 2022 |
| Approval: EMS Director Travis Kusman, MPH | Signed:  |
| Approval: EMS Medical Director Greg Gilbert, MD | Signed:  |

EMERGENCY MEDICAL TECHNICIAN TRAINING PROGRAM

I. PURPOSE

This policy outlines the process for approval of Emergency Medical Technician Training Programs by San Mateo County EMS Agency.

II. AUTHORITY

California Code of Regulations, Title 22, Division 9, Chapter 2

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 AN EMERGENCY MEDICAL TECHNICIAN (“EMT”) TRAINING PROGRAM

A. Applicants shall meet the following requirements:

1. Complete an EMT Training Program - Service application via the LEMSAs 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, Clinical Coordinator(s), and Principal Instructor(s) experience and qualifications in prehospital care/ education as outlined in Title 22, Division 9, Chapter 2, Article 3;
3. Provide all required supplemental documentation demonstrating the applicant’s readiness, including all information listed in Title 22, Division 9, Chapter 2, Article 3, Sections 100066-100068 of the California Code of Regulations (CCR);
4. Provide documentation that course completion certificates will be issued to students who successfully complete the EMT Training Program’s course within thirty (30) days of completion;
5. Provide other course information requested by the LEMSAs; and



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6. Pay the established LEMSA EMT Training Program 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 good for four (4) years from the last day of the month in which the application is approved. It shall be the responsibility of the EMT Training Program to apply for renewal at least ninety (90) days in advance of the expiration date.
- D. EMT Training Programs shall ensure that each course meets all required criteria.
- E. Approved EMT Training Programs 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 EMT Training Program's name(s), address, telephone number, Program Director, Clinical Coordinator(s), or Primary Instructor(s).
- F. Approved EMT Training Programs shall submit a list of all students who successfully complete each course via the LEMSA's online licensing management system <https://smchealth.imagetrendlicense.com/lms/public/>.
- G. All records shall be made available to the LEMSA upon request, or during scheduled or unscheduled site visits by LEMSA staff.

V. EMERGENCY MEDICAL TECHNICIAN TRAINING PROGRAM AUDITS

- A. The LEMSA will audit all approved EMT Training Programs at a minimum of one (1) time during an authorized cycle. EMT Training Programs shall cooperate fully with LEMSA during all audits, including onsite and virtual review of records and recordkeeping system, facility(-ies) and training equipment, staff qualifications, and other requirements related to the operation as an EMT Training Program.
- B. A formal audit summary and deficiency report, if applicable, will be issued to the EMT Training Program within thirty (30) days of audit completion.
- C. If deficiencies are identified, the LEMSA will provide the EMT Training Program 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 EMT Training Program to effectively cure all deficiencies within the cure period specified in the Notice.



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