



**SAN MATEO COUNTY HEALTH  
EMERGENCY  
MEDICAL SERVICES**

<b>EMS POLICY</b>	<b>308</b>
Effective:	<b>April 2025</b>
Approval: EMS Director <b>Travis Kusman, MPH</b>	Signed:
Approval: EMS Medical Director <b>Greg Gilbert, MD</b>	Signed:

## **EMERGENCY MEDICAL TECHNICIAN TRAINING PROGRAM**

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### **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, Sections 100067.01-100067.14 and 100091.04

### **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
6. Pay the established LEMSAs 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 within 30 days of course completion 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. RECORDKEEPING REQUIREMENTS**

- A. Each approved EMT Training Program ("Program") shall comply with the following recordkeeping requirements:
  - 1. The Program shall maintain record of student intermittent exams, intermittent skills exams, final exams, and final skills exams (CCR § 100075 and 100076). Exam records shall be maintained for a period of no less than four (4) years;
  - 2. Student attendance records, including the date of each class, instructor(s) name, and class start and end times are required for each record. Additionally, attendance records should accurately track late arrival and early departure from class as to properly track the total time each student was in class to verify that students meet the minimum required course hours (CCR §100074). Student attendance records shall also include a student's sign-in and sign-out signature for each record. Attendance records shall be maintained for a period of not less than four (4) years;
  - 3. The Program shall verify and maintain record of EMT preceptor experience and qualifications (CCR § 100068). These records shall be maintained for a period of not less than four (4) years; and
  - 4. The Program shall seek approval from LEMSA prior to making any change to the final written or skills examination (CCR § 100066).

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