



<b>Administrative Policy</b>		<b>1102</b>
<b>Effective</b> <b>April 1, 2018</b>	<b>Expires</b> <b>March 31, 2019</b>	
Policy: <b>Emergency Medical Technician Training</b>	Approval: Medical Director <b>Reza Vaezazizi, MD</b>	Signed 
Applies To: <b>EMS Training Programs, EMS System</b>	Approval: REMSA Director <b>Bruce Barton</b>	Signed 

**PURPOSE**

To establish procedures which allow for the approval of Emergency Medical Technician (EMT) training program providers in Riverside County and to assist providers in meeting the standards and requirements.

**AUTHORITY**

[California Health and Safety Code - Division 2.5: Emergency Medical Services \[1797. - 1799.207.\]](#)  
[California Code of Regulations, Title 22. Social Security, Division 9. Prehospital Emergency Medical Services](#)

**Emergency Medical Technician Training**

1. An agency or institution may request approval from the Riverside County EMS Agency as an EMT training provider. Applications for initial training program approval may be submitted between April 1 and August 1 of each calendar year. Completed applications must be received by August 1.
2. Any institution/agency requesting approval as an EMT training/refresher provider must meet the qualifications for training providers as outlined in Title 22 Regulations (Section 100065).
3. Provider approval shall be for four years, ending on the final day of the final month of the approval period.
4. Any training/refresher course offered by an approved provider must be executed within the approved periods. Courses beginning or ending outside of an approval period will not be considered approved courses and certification will not be granted to the participants.
5. Approved training courses will abide by state laws, regulations, and Riverside County EMS Agency policies and procedures.
6. Minimum competency requirements for program participants to successfully complete and pass approved training/refresher programs or a challenge examination will not be less than 80% on written final examinations and 80% on skills examinations, with 100% of the skills' critical factors attained.
7. Each course offered by an approved training program shall have a designated Principal Instructor (PI) who shall be responsible for covering the approved content as specified by the program, personally instruct a minimum of 51% of the course content, be available for student conferences and, in conjunction with the Program Director, oversee and approve all student grades.
8. Notification of each course offered by the approved provider shall be given to the EMS Agency using the "Notification of Proposed EMS Course" form, which shall be submitted as early as 60 days but not less than 30 days prior to the beginning of each course.
9. Challenge testing - test only option
  - a. Approved training programs are required to offer an EMT challenge exam no less than once each time a course is offered.
  - b. Challenge examinations shall be equivalent to the final written examination of a comprehensive EMT training program, with skills testing, to include, but not be limited to, patient assessment (medical and trauma), diagnostics and vital signs, all phases of airway management, spinal immobilization techniques,

treatment of hemorrhage and shock, treatment of soft tissue injuries, splinting (to include traction splinting), AED, and childbirth.

10. Refresher classes must be offered no less than once per year.
11. All qualified institutions/agencies shall submit the following:
  - a. A completed "Application for EMS Training/Refresher Program Approval" (form EMS/TR-APP).
  - b. The completed application packet a minimum of 90 days prior to the beginning of the first proposed course offering or 90 days prior to their current program expiration if applying for reapproval.
  - c. The names and qualifications of their Program Director, Clinical Coordinator and Principal Instructor(s) using the appropriate forms.
12. The EMS Agency will notify the submitting institution/agency within 10 working days of the receipt of the application packet that:
  - a. It has been received; and
  - b. It is complete or, if not, what information is missing.

The EMS Agency will notify the submitting institution/agency in writing of the approval/disapproval decision within 90 days of the receipt of the completed application packet. If approval is not granted, the reasons will be specified in writing.