



<b>Administrative Policy</b>		<b>1303</b>
<b>Effective</b> <b>April 1, 2018</b>		<b>Expires</b> <b>March 31, 2019</b>
Policy: <b>Continuing Education Provider</b>	Approval: Medical Director <b>Reza Vaezazizi, MD</b>	Signed 
Applies To: <b>CE Provider, EMS System</b>	Approval: REMSA Director <b>Bruce Barton</b>	Signed 

**PURPOSE**

To establish procedures which allow for the approval of prehospital continuing education (CE) program providers in Riverside County and to assist providers in meeting the standards and requirement for CE providers in Riverside County.

**AUTHORITY**

[California Health and Safety Code - Division 2.5: Emergency Medical Services \[1797. - 1799.207.\]](#)  
[California Code of Regulations, Title 22, Division 9, Chapter 11](#)

Riverside County Emergency Medical Services Agency (REMSA) recognizes the importance of uniformity on a statewide level for the process of continuing education and will abide by the most recent versions of the Title 22 (California Code of Regulations) regulations and State EMS Authority documents related to this issue. REMSA policy is intended to delineate and clarify the regulations, and in all cases supersedes them.

**DEFINITION**

Continuing Education Unit (CEU); Continuing Education Credit (CEC); Continuing Education Hour (CEH)  
 Synonymous terms designating the increments in which continuing education (CE) is obtained. One CEU /CEC / CEH is equivalent to 50 minutes of approved classroom or activity time.

**Continuing Education Provider**

1. Any individual, agency or company within Riverside County may apply for approval by REMSA as a recognized provider of prehospital continuing education. REMSA will approve course providers, not individual courses.
  - a. Approved EMS training centers will be granted CE provider status upon identification and appropriate documentation of CE staff, CE provider-specific documents (course completion certificates, rosters, advertisements), and the signing of the CE provider agreement.
  
2. Each individual, agency, or company wishing to be considered for (re)approval by REMSA will receive an "Application for Authorization as Approved Provider of Prehospital Continuing Education (CE)" (form EMS/CE APP).
  - a. Included with this form will be copies of the Title 22 (CCR) regulations and REMSA policies and procedures related to continuing education.
  - b. Applicants will complete and return the form with those documents as requested and outlined on the application. Those providers applying to renew/continue their approved status must submit documentation as to methods/mechanisms in place and changes made since their last approval to improve program quality.
  
3. The completed application packet must be received by REMSA at least 60 days prior to the initiation of the first CE activity offered by the provider, or 60 days prior to the end of the provider's current approval period, if requesting reauthorization.
  - a. CE approval is not retroactive.
  
4. REMSA will notify the provider within 14 days that the application packet has been received and is incomplete.
  - a. Any materials missing from the application packet must be submitted to the Agency within 30 days of notification.
  - b. Missing materials submitted after 30 days will not be accepted and the application will be denied. A complete reapplication will be necessary.

5. REMSA will notify the provider, in writing, of the approval/disapproval decision within 60 days of the receipt of the completed application packet.
  - a. If approval is not granted, the reasons will be specified in writing.
  - b. It will be the discretion of REMSA as to whether corrections of the application packet deficiencies/discrepancies will be considered as part of the initial application process or must be submitted under reapplication.
6. Provider approval will be for up to four years.
  - a. Provisional approval of up to one year may be granted to an agency whose Program Director is qualified by experience only. Full approval may be granted pending completion of specified educational requirements (reference #16 below).
  - b. Approval expires the final day of the final month of the approval period.
6. Provider approval is non-transferable.
7. Once approved as a provider, any changes in personnel, contact/demographic information, certificate issued, or major changes in CE class offerings/formats (ex: offering e-courses, multiple day courses) must be reviewed and approved by REMSA prior to implementation.
8. Approved providers failing to comply with applicable policies and/or procedures may have their approval suspended or revoked by REMSA.

### **Staffing Requirements / Responsibilities**

1. Each approved continuing education provider will have a Program Director qualified by education and experience in teaching methodology and evaluation of instruction.
  - a. Program Directors will have a minimum of 40 hours of formal instruction in teaching methodologies, curriculum development, adult learning, evaluation of instruction, and other appropriate topics.
  - b. Courses taken to become an instructor of a particular course (i.e., train-the-trainer type courses) will not be accepted to meet the minimum requirement.
  - c. Program Directors will have a minimum of one year of full-time experience (or equivalent part-time experience) in teaching adults.
2. Each approved continuing education provider will have a Clinical Director qualified by education and experience in prehospital and/or emergency medical care.
  - a. Clinical Directors will have and maintain a current California license as a physician, registered nurse, physician's assistant, or paramedic.
  - b. Clinical Directors will have a minimum of two years within the last five years of academic, administrative, or clinical experience in prehospital and/or emergency medical care.
3. Each approved continuing education provider will have Instructors as qualified to teach their assigned topics.
  - a. Approval will be made by both the Program Director AND the Clinical Director.
  - b. Evidence of qualification in the assigned subject matter will be determined by proof of specialized training in that subject area, one year of experience within the last two years in the subject area, or demonstration of current knowledge and skill in the subject matter.

### **Responsibilities**

1. The approved provider agrees to follow all policies, guidelines and procedures as established by the Riverside County EMS Agency (REMSA), the State EMS Authority, and state laws and regulations. Providers will be notified, in writing, a minimum of 30 days in advance of the implementation of any revisions.

Providers are required to submit yearly data on their educational activities for each calendar year they are a provider. Data for the calendar year shall be returned to REMSA within sixty (60) days of receipt of the data reporting form, but in no case later than March 1 of the following calendar year.

- b. Failure to comply with policies and procedures, statutes and regulations, as required by REMSA and the State EMS Authority will result in the suspension or revocation of the provider's CE authorization.

2. The approved provider will notify REMSA a minimum of one calendar month in advance of all CE course offerings by sending this information directly to REMSA.
  - a. A Riverside County approved provider offering CE courses in another county must additionally notify THAT County's EMS agency of courses being offered in their jurisdiction a minimum of 30 days prior.
  - b. It is expected that CE providers approved by other entities will notify REMSA a minimum of 30 days in advance of any courses/classes they are holding within REMSA's jurisdiction.
  
3. Providers must structure educational activities in accordance with the needs of their participants. ALS level classes will be expected to have both ALS objectives and BLS objectives if the course will be open/advertised to both levels of personnel.
  
4. Courses jointly sponsored by two or more providers will have only one of those providers responsible for issuing CE and maintaining records. The responsible provider will be the provider whose approval number is on the advertisements, roster and course completion certificates.
  
5. Providers must maintain CE records in a secure environment and are responsible for the security and integrity of the records they maintain.
  - a. Records will be maintained a minimum of four years.
  - b. The name, address, and license/certification number of each person receiving a course completion (CE) certificate will be kept on file and be made available at the request of REMSA or the State EMS Authority.
  - c. Copies of each of the following will be maintained with each class file:
    - i. Course advertisement(s).
    - ii. Instructor resume(s).
    - iii. Course roster -- one for each day, if a multi-day course.
    - iv. Course overview, learning objectives, and detailed/comprehensive outline (teaching outline &/or lecturer's notes).
    - v. Copies of any student handouts (controlled notes, articles, etc.).
    - vi. Copy (blank) of the learning evaluation tool(s).
    - vii. Copies of the completed learning evaluations from the participants, OR a summary/analysis of their scores.
    - viii. Copies of the completed course evaluations from the participants, OR a summary of their findings.
    - ix. A copy of the course completion certificate.
  
6. Determination of CE credit
  - a. Credit may only be issued to a participant upon successful passing of a written and/or skills competency based evaluation specific to the material covered by the course, class, or activity objectives.
  - b. Credit for structured clinical or ride-out, teaching, precepting and field care audit (FCA) will be issued on a 1:1 (hours:credit) basis.
    - i. Structured clinical and ride-out credits can only be issued by the agency which provides and reviews the structure (outline) that the individual must complete as part of his clinical/ride-out time. (In most cases this will be a hospital.)
      - a. Credit for clinical and ride-out hours cannot be issued to individuals until the CE provider's structure outline is reviewed and approved by REMSA.
    - ii. Teaching credits may only be issued by the provider employing the individual.
      - a. Credit for teaching hours cannot be issued to individuals until the CE provider's structure outline is reviewed and approved by REMSA.
      - b. Credit may be issued only once during an individual's certification/licensure/authorization cycle for instructing a particular class or topic.
  - c. Precepting credit may only be issued by the approved training program 'contracted' with the preceptor or his employer.
  - d. Partial credit may be issued to a course participant at the provider's discretion provided that:

- i. The credit given is not less than one CE hour, nor issued in less than one-half hour increments.
    - ii. The participant has completed all course evaluations.
    - iii. Partial credit is recorded on the course completion certificate, and a record of the partial credit is maintained by the provider.
  - e. CE credit will be issued only for actual class time attended.
7. All CE course advertisements must include, at minimum:
  - a. The provider's name and CE approval number (33-XXXX).
  - b. A clear, concise description of the course contents and objectives.
  - c. The target audience (ALS, BLS or both levels).
  - d. The number and type of EMS CE to be granted.  
(ex. – "3 hours of \_\_\_\_ CE", the blank to be filled in with one of the following phrases:  
"instructor-based" or "non-instructor-based")
  - e. Cost of course and information on refund policy.
8. Course evaluations are required for all CE offerings and must include, at minimum:
  - a. The extent to which the course met its stated objectives.
  - b. The adequacy of the instructor's knowledge of the subject matter.
  - c. Appropriateness of the teaching techniques/tools used.
  - d. Applicability/usability of the information to the participants' practice.
  - e. The extent to which the information was presented at a level that the participant could understand and assimilate.
9. Course completion certificates must be issued to all CE participants successfully passing the course.
  - a. Certificates must be issued to participants within 30 calendar days of course completion.
  - b. Certificates will be tamper-resistant.
  - c. Certificates will include, at minimum:
    - i. Provider's name, address and EMS CE approval number (33-XXXX).
    - ii. Name of course.
    - iii. Date of course completion.
    - iv. Number and type of CE granted.
    - v. Participant's name and license/certification/authorization number.
    - vi. Signature of course instructor or program director.
    - vii. The following statement: "This course has been approved for (number) hours of continuing education by approved California EMS CE Provider 33-XXXX and was: (check one) \_\_\_\_ instructor based, \_\_\_\_ non-instructor based." OR ". . . and was (non-)instructor based."
    - viii. The following statement: "This documentation must be retained for a period of four (4) years."
  - d. Once a provider's course certificate has been approved by REMSA, it will not be changed without prior written approval from REMSA.