



**Department of Public Health  
Emergency Medical Services Agency**

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Policy #: 250.00  
Effective Date: 09/1993  
Revision Date: 03/2008  
Review Date: 03/2010

This policy supersedes any other existing policy on this subject.

Equal Opportunity Employer

**Subject: CONTINUING EDUCATION PROVIDER REQUIREMENTS**

**Authority:** Health and Safety Code, Division 2.5, Section 1797.175 and CCR Section 100390.5

**Purpose:** The purpose of this policy shall be to establish the requirements for approval of providers of continuing education, within the Merced County EMS area, whose intent is to apply for credit toward the recertification requirements of prehospital care providers.

**Policy:** Any individual or group meeting the requirements as defined herein may apply for approval as a Continuing Education (C.E.) Provider.

The approved provider shall provide all logistics for each course that offers continuing education credit, including record-keeping, advertising, course content, instructor qualifications and certificates issued.

1. Continuing Education Provider Requirements

A. Each CE provider shall have an approved program director, who is qualified by education and experience in methods, materials and evaluation of instruction, which shall be documented by at least forty hours in teaching methodology. Following, but not limited to, are examples of courses that meet the required instruction in teaching methodology:

- 1) California State Fire Marshal (CSFM) "Fire Instructor 1A and 1B"; or
- 2) National Fire Academy (NFA) "Fire Service Instructional Methodology" course; or
- 3) a training program that meets the U. S. Department of Transportation/National Highway Traffic Safety Administration 2002 Guidelines for Educating EMS Instructors.

B. Each CE provider shall have an approved clinical director who shall be a licensed or certified Physician, Physicians Assistant, Nurse or Paramedic who shall have had two years of academic, administrative or clinical experience in emergency medicine or EMS care within the last five years.

APPROVED:

**ON-FILE**

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- C. Other instructors shall be approved by the program and clinical director and:
  - 1) Be currently licensed or certified in his/her areas of expertise, if appropriate, or
  - 2) Show evidence of specialized training which may include but is not necessarily limited to, a certificate of training in a specific subject area, and
  - 3) Have at least one (1) year of experience within the last two (2) years in the specialized area in which he/she instructs.

## 2. Continuing Education Requirements

- A. Continuing education for EMS personnel shall be in any of the topics contained in the respective National Standard Curricula for training EMS personnel. Each course must be directly relevant to the practice of prehospital emergency medical care, be related to the scientific knowledge or technical skills required in the practice of EMS delivery, or directly or indirectly related to patient care.
- B. Be current and include recent developments in the subject matter.
- C. Be at least one (1) hour in length.
- D. Have written instructional objectives which are measurable and stated in behavioral terms.

## 3. Certificates and Proof of Completion Documents

- A. Providers must issue a certificate, or other appropriate documentation of completion, to all participants that meet the established criteria for successful completion of the course.
- B. The certificate of completion must contain:
  - 1) Name of participant
  - 2) Participant's certification/authorization number
  - 3) Course title
  - 4) Provider name and address
  - 5) Date(s) of Course
  - 6) Number of Continuing Education contact hours
  - 7) Signature of instructor and/or provider
  - 8) The following two statements:
    - a) "This document must be retained for a period of four years".
    - b) "This course has been approved for (number) hours of (EMT-P and/or EMT) Continuing Education by (Provider Number)".

- C. Certificates of completion must be issued within 30 days of the course completion.
4. Provider Records
- A. Continuing Education Providers shall keep course records for a minimum of four years including:
    - 1) Course Objectives,
    - 2) Course Outline(s),
    - 3) Qualifications of instructors,
    - 4) Participant sign-in rosters,
    - 5) Course test(s),
    - 6) Course evaluations, and
    - 7) Records of documentation issued.

Procedure:

1. Continuing Education Provider Approval Process

- A. Provider must submit a completed application to the Merced County EMS Agency which includes:
  - 1) Name and qualifications of the Program and Clinical Director(s) including a resume' or curriculum vitae.
  - 2) Name of a contact person, hours available for contact and provider physical and email address, phone and fax numbers.
  - 3) A sample of:
    - a) a course completion certificate,
    - b) a course instructional objectives,
    - c) a course evaluation instrument,
    - d) an organizational outline for patient care review,
    - e) estimated number of hours of instruction annually.
  - 5) The Agency shall approve or disapprove the C.E. Provider application within thirty (30) days of receipt of a completed application. Any notification of disapproval shall be accompanied with a written explanation of the decision.
  - 6) Approved C.E. Providers shall be issued a C.E. Provider Number which shall be valid for a four (4) year period from the date of approval.
  - 7) All approved C.E. Providers shall be required to update their application every four years, and submit same at least thirty (30) days prior to the expiration of their current approval.

2. Audits

The EMS Agency retains the right to conduct on-site visits, examine course records, or other related activities for the purpose of ensuring compliance with this policy and the pertinent state regulations.