



EMERGENCY MEDICAL TECHNICIAN (EMT) TRAINING PROGRAM REQUIREMENTS & APPROVAL PROCESS

PURPOSE

To provide a mechanism for the review of EMT Training Program applicants for compliance to state law, regulations, and Yolo County Emergency Medical Services Agency (YEMSA) policies.

AUTHORITY

Health & Safety Code, Division 2.5, Chapter 4, Article 1, §§ 1797.208, 1797.213, 1797.220
California Code of Regulations, Title 22, Division 9, Chapter 1.5

EMT TRAINING PROGRAM APPROVAL TYPES

- I. EMT Training Program:
 - A. The purpose of an EMT Training Program shall be to prepare individuals to render prehospital Basic Life Support (BLS) at the scene of an emergency, during transport of the sick and injured, or during Interfacility Transfer (IFT) within an Emergency Medical Services (EMS) system.
- II. National Registry of Emergency Medical Technicians (NREMT) EMT Transition Course:
 - A. The NREMT EMT transition course is a requirement for recertification with NREMT as part of NREMT's commitment to fully implement their transition to the new National EMS Scope of Practice Model, National Education Standards, and Relevant Instructional Guidelines.
 - B. Completion of a transition course is not necessary to maintain California EMT Certification.
- III. An approved EMT Training Program may provide a NREMT EMT transition course upon approval by YEMSA.

POLICY

- I. YEMSA has the primary responsibility for approving and monitoring the performance of EMT Training Programs located within Yolo County, to ensure their compliance with state law, regulations, guidelines and YEMSA policies.
 - A. Eligibility for EMT Program Approval:
 1. EMT training may be offered only by approved training programs. Eligibility for program approval shall be limited to:
 - a. Accredited universities and colleges including junior and community colleges, school districts, and private post-secondary schools as approved by the State of California, Department of Consumer Affairs, Bureau of Private Post-secondary and Vocational Education.
 - b. Medical training units of a branch of the Armed Forces including the Coast Guard of the United States.
 - c. Licensed general acute care hospitals which meet the following



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criteria:

- i. Hold a special permit to operate a Basic or Comprehensive Emergency Medical Service pursuant to the provisions of California Code of Regulations, Title 22, Division 5; and
 - ii. Provide Continuing Education (CE) to other healthcare professionals.
- d. Agencies of government including public safety agencies.
 - e. Local Emergency Medical Service Agencies (LEMSA).

ELIGIBILITY FOR PROGRAM APPROVAL

- I. In order to be approved as a YEMSA EMT Training Program Provider, the provisions in this section shall be met:
 - A. That the program shall provide for the functions of administrative direction, medical quality coordination and actual program instruction. Nothing in this section precludes the same individual from being responsible for more than one (1) of the following functions if so qualified by the provisions of this section.
 1. The program shall have an approved Program Director who shall be qualified by education and experience in methods, materials, and evaluation of instruction which shall be documented by at least forty (40) hours in teaching methodology. The courses include but are not limited to the following are examples:
 - a. California State Fire Marshal (CSFM) "Fire Instructor 1A and 1B",
 - b. National Fire Academy (NFA) "Instructional Methodology",
 - c. Training programs that meet the United States (U. S.) Department of Transportation (DOT)/National Highway Traffic Safety Administration (NHTSA) 2002 Guidelines for Educating EMS Instructor such as the National Association of EMS Educators Course.
 2. Duties of the Program Director, in coordination with the Program Clinical Coordinator, shall include but not be limited to:
 - a. Administering the Training Program.
 - b. Approving course content.
 - c. Approving all written examinations and the final skills examination.
 - d. Coordinating all clinical and field activities related to the course.
 - e. Approving the principal instructor(s) and teaching assistant(s).
 - f. Signing all course completion records.
 - g. Assuring that all aspects of the Training Program are in compliance with this policy and other related laws.
 3. The program shall have an approved Program Clinical Coordinator who shall be a Physician, Registered Nurse (RN), Physician Assistant (PA), or a Paramedic currently licensed in California, who shall have two (2) years of academic or clinical experience in emergency medicine or prehospital care in the last five (5) years. Duties of the Program Clinical Coordinator shall include, but not be limited to:
 - a. Responsibility for the overall quality of medical content of the program;
 - b. Approval of the qualification of the Principal Instructor(s) and Teaching Assistant(s).



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4. The program shall have a Principal Instructor(s), who may also be the Program Clinical Coordinator or Program Director, who shall be qualified by education and experience in methods, materials, and evaluation of instruction, which shall be documented by at least forty (40) hours in teaching methodology. The courses include but are not limited to the following are examples:
 - a. CSFM "Fire Instructor 1A and 1B",
 - b. NFA "Instructional Methodology",
 - c. Training programs that meet the U. S. DOT/NHTSA 2002 Guidelines for Educating EMS Instructor such as the National Association of EMS Educators Course, and who shall:
 - i. be either a Physician, RN, PA, or a Paramedic currently licensed in California: or,
 - ii. Be an Advanced EMT or EMT who is currently certified in California.
 - iii. Have at least two (2) years of academic or clinical experience in the practice of emergency medicine or prehospital care in the last five (5) years.
 - iv. Be approved by the Program Director in coordination with the Program Clinical Coordinator as qualifies to teach the topics which s/he is assigned.
 - v. All Principal Instructors from approved Training Programs shall meet the minimum qualifications as specified in (4) of this section.
5. The Training Program may have Teaching Assistant(s) who shall be qualified by training and experience to assist with teaching of the course and shall be approved by the Program Director in coordination with the Program Clinical Coordinator as qualified to assist in teaching the topics to which the assistant is to be assigned. A Teaching Assistant shall be supervised by a Principal Instructor, the Program Director and/or the Program Clinical Coordinator.
6. All Certified, Authorized, or Licensed personnel involved in instruction shall be in good standing with their certifying, authorizing, or licensing authority. Good standing implies that no negative action to the certification, authorization, or license has been taken by the appropriate authority to the extent that it included revocation or suspension during the past two (2) years.
7. YEMSA shall be notified, in writing, in advance when possible, and in all cases within thirty (30) calendar days of any change in Program Director, Program Clinical Coordinator, Principal Instructor, change of address, phone number and/or Contact person.

PROGRAM REVIEW

- A. Records shall be maintained for four (4) years and shall contain the following:
 1. Complete outlines for each course given, including a brief overview, instructional objectives, comprehensive topical outline, method of evaluation and a record of participant performance.
 2. Record of times, places, and dates each course is given.



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3. A roster of all students who participated in the EMT training course including information regarding whether the candidate passed or failed and any remediation that was provided.
- B. All records shall be made available to YEMSA upon request.
- C. All programs shall be subject to scheduled site visits by YEMSA personnel.
- D. All individual classes or activities shall be open for scheduled or unscheduled visits by YEMSA personnel.
- E. Maximum class size shall be determined by the number of instructor's available, classroom space and amount of equipment available for skills teaching and testing.
 1. Classroom space, including any breakout skills rooms will be adequate in size and number for the amount of students being instructed.
 2. Each Principal Instructor or Teaching Assistant shall have access to all equipment.
- F. Each EMT Training Program Provider will utilize a final written and skills examination approved by YEMSA.
- G. Each EMT Training Program will provide the following documents, approved by YEMSA, to candidates who successfully complete the first responder training course:
 1. EMT Course Completion Certificate.
 2. YEMSA EMT Certification Application Packet.

APPLICATION FOR APPROVAL

- I. Eligible Training Programs may submit a written request for EMT Program Approval to YEMSA, and receive an EMT Training Program Application.
 - A. YEMSA shall review and approve the following prior to approving an EMT Training Program:
 1. A statement verifying usage of the U.S. DOT National EMS Education Standards (DOT HS 811 077A, January 2009).
 2. A statement verifying Cardiopulmonary Resuscitation (CPR) training taught to the curriculum standards of the 2015 American Heart Association (AHA) Basic Life Support (BLS) for Healthcare Providers CPR/Automated External Defibrillator (AED) Program, or equivalent level is a prerequisite for admission to an EMT Basic course.
 3. Samples of written and skills examinations used for periodic testing.
 4. A final skills competency examination.
 5. A final written examination.
 6. The name and qualifications (Curriculum Vitae [CV] or resume) of the Program Director, Program Clinical Coordinator, and Principal Instructor(s).
 7. Provisions for clinical experience, as specified in this policy.
 8. Provisions for course completion by challenge, including a challenge examination (if different from final examination).
 9. Provisions for a twenty-four (24) hour refresher course are required for recertification.
 10. A statement verifying usage of the U. S, DOT EMT-Basic Refresher National Standard Curriculum, (DOT HS 808 624, September 1996). The



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U. S. DOT EMT-Basic Refresher National Standard Curriculum can be accessed through the U. S. DOT

website, <http://www.nhtsa.gov/people/injury/ems/pub/basicref.pdf>.

11. The location at which the courses are to be offered and their proposed dates.
12. Table of contents listing the required information required in this section of the policy, with corresponding page numbers.
13. Didactic and Skills Laboratory:
 - a. An approved EMT Training Program shall assure that no more than ten (10) students are assigned to one (1) Principal Instructor/Teaching Assistant during skills practice/laboratory sessions.
14. Clinical Experience for EMT:
 - a. Each approved EMT Training Program shall have written agreement(s) with one (1) or more general acute care hospital(s) and/or operational ambulance provider(s) or rescue vehicle provider(s) for the clinical portion of the EMT training course. The written agreement(s) shall specify the roles and responsibilities of the Training Program and the clinical provider(s) for supplying the supervised clinical experience for the EMT student(s). Supervision for the clinical experience shall be provided by an individual who meets the qualifications of a Principal Instructor or Teaching Assistant. No more than three (3) students will be assigned to one (1) qualified supervisor during the supervised clinical experience.

EMT TRAINING PROGRAM APPROVAL

- I. YEMSA shall establish the effective date of program approval in writing upon the satisfactory documentation of compliance with all program requirements.
- II. Program approval shall be for four (4) years following the effective date of program approval and may be renewed every four (4) years subject to the procedure for program approval specified in this policy.
- III. Approved EMT Training Programs shall also receive approval as a Continuing Education (CE) Provider effective the same date as the EMT Training Program approval. The CE program expiration date shall be the same expiration date as the EMT Training Program. The CE Provider shall comply with all of the requirements contained in California Code of Regulations, Title 22, Division 9, Chapter 11.

EMT TRAINING PROGRAM PROVIDER DISAPPROVAL

- I. Noncompliance with any criteria required for EMT Training Program Provider approval, use of any unqualified teaching personnel, or noncompliance with any other applicable provision of this policy may result in denial, probation, suspension or revocation of EMT Training Program Provider approval by YEMSA.
- II. Notification of noncompliance and action to place on probation, suspend or revoke shall be carried out as follows:
 - A. YEMSA shall notify the approved EMT Training Program Provider Principal Instructor or Program Director in writing, by certified mail, of the provision of this policy with which the EMT Training Program Provider is not in compliance.



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- B. Within fifteen (15) days of receipt of the notification of noncompliance, the approved EMT Training Program Provider shall submit in writing, by certified mail, to YEMSA one (1) of the following:
 - 1. Evidence of compliance with the provisions of this policy, or
 - 2. A plan for meeting compliance with the provisions of this policy within sixty (60) days from the date of receipt of the notification of noncompliance.
 - C. Within fifteen (15) days of receipt of the response from the approved EMT Training Program Provider, or within thirty (30) days from the mailing date of the noncompliance notification if no response is received from the approved EMT Training Program Provider, YEMSA shall notify the approved EMT Training Program Provider in writing, by certified mail, of the decision to accept the evidence of compliance, accept the plan for meeting compliance, or place on probation, suspend or revoke the EMT Training Program Provider approval.
 - D. If YEMSA decides to place on probation, suspend or revoke the EMT Training Program Provider's approval, the notification shall include the beginning and ending dates of the probation or suspension and the terms and conditions for lifting of the probation or suspension or the effective date of the revocation, which may not be less than (<) sixty (60) days from the date of the YEMSA letter of decision to the EMT Training Program Provider.
- III. Nothing in this policy shall preclude the initial applicant, or previously approved EMT Training Program Provider, from appealing a decision by YEMSA staff to deny approval or take action against an approved EMT Training Program Provider to YEMSA.

APPLICATION FOR RENEWAL

- I. The EMT Training Program Provider shall submit an application for renewal at least sixty (60) calendar days before the expiration date of their EMT Training Program Provider approval in order to maintain continuous approval.
- II. All EMT Training Program Provider requirements shall be met and maintained for renewal.