EMERGENCY MEDICAL SERVICES PERSONNEL CONTINUING EDUCATION COURSE AND PROVIDER APPROVAL

PURPOSE
To establish criteria for the approval of Emergency Medical Services continuing education courses and continuing education providers within San Luis Obispo County.

AUTHORITY
California Code of Regulations Title 22, Division 9, Chapter 11

DEFINITIONS

A. Continuing Education Provider (CE Provider): An organization or individual approved to conduct continuing education courses, classes, activities or experiences and issue earned continuing education hours to EMS Personnel.

B. Emergency Medical Services Agency (EMS Agency): The agency having primary responsibility for approving EMS Continuing Education Providers who are located within the geographical jurisdiction of San Luis Obispo County.

C. Emergency Medical Services Continuing Education (EMS CE): Continuing education course, class, activity, or experience designed to be educational in nature, with learning objectives and performance evaluations for the purpose of providing EMS personnel with reinforcement of basic EMS training as well as knowledge to enhance individual and system proficiency in the practice of prehospital emergency medical care.

D. Emergency Medical Services Personnel (EMS Personnel): Prehospital personnel trained to the First Responder, Emergency Medical Technician-I, or Emergency Medical Technician-Paramedic level of care as approved by the EMS Agency.
E. San Luis Obispo County Continuing Education Provider Guide (CE Provider Guide):
Developed by the EMS Agency to ensure the quality and availability of continuing
education courses offered for EMS personnel and to provide a mechanism for
qualified organizations or individuals to become approved CE Providers.

POLICY
The EMS Agency is charged with approving and monitoring jurisdictional continuing
education activity for EMS Personnel. Qualified organizations and individuals may be
approved for a period of up to four (4) years to provide EMS CE opportunities, and must
comply with all California State regulations and San Luis Obispo County policies and
procedures. The CE Provider must maintain its status as an approved CE provider with
the EMS Agency in order to provide CE hours.

PROCEDURES
A. Provider Approval

1. Qualified organizations and individuals within San Luis Obispo County
wishing to become a CE Provider must submit for approval, a written
request to the EMS Agency.

2. The request for CE Provider approval must be complete and contain all
appropriate information as outlined in the current CE Provider Guide.

3. Application packets must be received at least sixty (60) days before the
first scheduled course of instruction.

4. The EMS Agency will notify the applicant within fourteen (14) days that the
application was received and specify if any information is missing.

5. The EMS Agency shall notify the applicant within sixty (60) days of receipt
of the application of its decision to approve or deny.

6. The EMS Agency may approve CE Providers for a period of up to four (4)
years from the last day of the month in which the application was
approved.

7. In order to renew CE Provider approval, revised CE Provider materials
must be received no less than sixty (60) days prior to the expiration of the
current approval as outlined in the current CE Provider Guide.
8. Approved CE Providers are recognized statewide.

B. CE Providers shall ensure requirements are met as outlined in the current CE Provider Guide.

C. All Base Hospital Meeting Rosters must be submitted to the EMS Agency for verification of attendance requirements.

D. Noncompliance with any criterion required for CE provider approval, use of any unqualified teaching personnel, or noncompliance with any other applicable provision as outlined in the current CE Provider Guide may result in denial, probation, suspension or revocation of CE provider approval by the EMS Agency.

E. Notification of noncompliance and action to place on probation, deny, suspend or revoke shall be according to Title 22 Section 100394 as outlined in current CE Provider Guide.

F. A one-time activity or course approval may be granted by the EMS Agency for organizations or individuals who are not approved CE Providers by submitting a written request to the EMS Agency. The request for approval must be submitted at least sixty (60) days before the scheduled activity or course of instruction. Once the request has been received the EMS Agency shall notify the requester of requirements specific to their activity or course.