SAN JOAQUIN COUNTY
EMERGENCY MEDICAL SERVICES AGENCY

TITLE: **EMERGENCY MEDICAL TECHNICIAN TRAINING
        PROGRAM APPROVAL**   EMS Policy No. **2830**

PURPOSE: To establish the minimum standards and approval processes for emergency medical technician (EMT) training programs located in San Joaquin County.

AUTHORITY: Health and Safety Code (H&SC), Division 2.5, Section 1797 & 1798 et seq.; California Code of Regulations (CCR), Title 22, Division 9, Chapter 3.1.

DEFINITIONS: See SJCEMSA Policy Definitions

POLICY:

SJCEMSA is the EMT training program approval authority for EMT training programs located in San Joaquin County, with the exception of those conducted by a qualified statewide public safety agency that has a current and valid approval from EMSA. Any EMT training program located in San Joaquin County shall be approved by SJCEMSA. EMT training programs are reviewed and approved based on current criteria established in the H&SC, CCR, and SJCEMSA policies.

PROCEDURE:

I.   Program Training Program Requirements

        A.   An EMT training program that intends on conducting an EMT training program in San Joaquin County, shall submit a complete EMT Training Program application, Form 2830A, and pay the application fee established by the San Joaquin County Board of Supervisors.

        B.   Eligible training institutions as identified in CCR shall submit the complete EMT Training Program application at a minimum of ninety (90) days prior to the anticipated beginning date of instruction.

        C.   EMT Training Program shall not begin instruction in San Joaquin County without prior written approval from SJCEMSA.

        D.   EMT Training Program applications shall provide the following to validate training program qualifications as required by H&SC and CCR:

                1.   Proof of current training program approval eligibility (as applicable).

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        a)   Copy of current BPPVE approval (Private Post-Secondary Schools only); or

        b)   Copy of permit to operate a Basic or comprehensive EMS pursuant to Division 5 of CCR and provide EMS continuing education to other health care professionals.

2. Program Director name, qualifications, and credentials. Form 2830B

3. Clinical Directors name, qualifications, and credentials. Form 2830C

4. Principal Instructor name, qualifications, and credentials. Form 2830D

5. Copies of written agreements with licensed general acute care hospital(s), which holds a permit to operate a basic or comprehensive emergency medical service for providing supervised clinical experience, to provide supervised hospital clinical experience to include requirements of CCR.

        a)   Policy and provisions for supervised hospital clinical training, including student evaluation criteria and standardized forms for evaluation of EMT students; and monitoring of supervisor (teaching assistant or principal instructor) by the training program.

6. Copies of clinical training evaluation forms.

7. Copies of written agreements or contracts with an ambulance service provider(s) or rescue vehicle provider(s) for the clinical portion of the EMT training course that include requirements of CCR.

        a)   Policy and provisions for supervised field internship including evaluation criteria and standardized forms for evaluating the EMT students; and monitoring of supervisor (teaching assistant or principal instructor) by the training program.

8. Attestation verifying usage of the U.S. Department of Transportation (DOT) National EMS Education Standards (DOT HS 811 077A, January 2009).

9. Attestation verifying CPR training equivalent to the current American Heart Association's Guidelines for Cardiopulmonary Resuscitation and Emergency Cardiovascular Care at the Healthcare Provider level is a prerequisite for admission to an EMT basic course.

10. The location at which the courses are to be offered and their proposed dates.

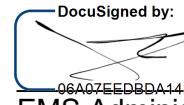Effective: July 1, 2025   Page 2 of 6
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11. Student eligibility terms.
12. Title, author, publisher and copyright date of the book used for the course.
13. Table of contents listing the required information per CCR §100063, Scope of Practice of Emergency Medical Technician with corresponding page numbers.
14. Complete course outline including a brief overview, comprehensive topical outline, and instructional objectives.
15. Performance objectives for each skill.
16. Samples of written and skills examinations used for periodic testing.
17. The final written examination.
18. The final skills competency examination.
19. Sample of course completion certificate.
20. Evidence of adequate training facilities, equipment, and exam security.
21. Policy or written description of student record keeping procedures and security.
22. A sample of the Course Completion Certificate.
23. A written policy of the provisions for course completion by challenge, including a copy of the challenge examination, if different from the EMT course final exam.
24. A policy for the provisions for a twenty-four (24) refresher course.
    a) Attestation verifying usage of the United States Department of Transportation's EMT-Basic Refresher National Standard Curriculum, DOT HS 808 624, September 1996. The U.S. Department of Transportation's EMT-Basic Refresher National Standard Curriculum can be accessed through the U.S. Department of Transportation's website, http://www.nhtsa.gov/people/injury/ems/pub/basicref.pdf.
25. Application fee.

E. Eligibility for approval shall be limited to the following institutions:

1. Accredited universities, colleges, including junior and community colleges, and private post-secondary schools as approved by the State of California, Department of Consumer Affairs, Bureau for Private Postsecondary Education.
2. Medical training units of the United States Armed Forces or Coast Guard.

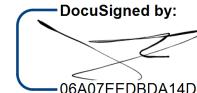Effective: July 1, 2025
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         3.   Licensed general acute care hospitals which meet the following criteria:

            a)   Hold a special permit to operate a Basic or Comprehensive Emergency Medical Service pursuant to the provisions of CCR, Title 22, Division 5; and

            b)   Provide continuing education (CE) to other health care professionals; and

            c)   Are accredited by a Centers for Medicare and Medicaid Services accreditation organization with deeming authority.

         4.   Agencies of government.

         5.   Local Emergency Medical Services Agencies

F.   SJCEMSA will notify the EMT Training Program that the application has been received, and shall specify, if applicable, if any information is missing.

G.   EMT Training Program approval or denial shall be made in writing, to the requesting program, after receipt of all required documentation. This determination shall not exceed ninety (90) days.

H.   SJCEMSA shall establish the effective date of the program approval in writing upon the satisfactory documentation of compliance with all program requirements.

I.   EMT Training Program approval shall be for four (4) years following the effective date of approval and may be renewed every four (4) years subject to the procedure for program approval specified in this policy and provisions contained in the H&SC and CCR.

J.   SJCEMSA shall submit to EMSA the training program of approval, renewal of approval, or disapproval of the training program, and include the effective date. This notification is in addition to the name and address of training program, name of the program director, phone number of the contact person, frequency and cost for both basic and refresher courses, student eligibility, and program approval/expiration date of program approval.

II.   Program Review and Reporting
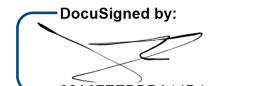

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Medical Director

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A.   Approved EMT programs shall submit annual EMT program monitoring report using Form 2830E and pay the annual monitoring fee established by the San Joaquin County Board of Supervisors.

B.   Approved EMT programs shall participate in SJCEMSA Continuous Quality Improvement Council Meetings.

C.   Approved EMT programs materials shall be subject to periodic review by SJCEMSA.

D.   Approved EMT programs shall be subject to on-site evaluation by SJCEMSA.

E.   Approved EMT programs shall provide written notification of any change(s) to SJCEMSA, no later than thirty (30) days after a change(s) occur to the course objectives, hours of instruction, program director, program medical director, principal instructor, provisions for hospital clinical experience, or field internship.

F.   EMT student records shall be kept for a period of not less than four (4) years

III.   Withdrawal of Program Approval

A.   Noncompliance of a EMT training program to maintain the criteria required by H&SC, CCR, or SJCEMSA policies may result in denial, probation, suspension, or revocation of training program approval.

B.   The requirements for training program noncompliance notification and actions are as follows:
1.   SJCEMSA shall provide written notification of noncompliance to the training program provider found in violation. The notification shall be in writing and sent by certified mail to the training program director.
2.   Within 15 days from receipt of the noncompliance notification, the training program shall submit in writing, by certified mail, to SJCEMSA one (1) of the following:
a)   Evidence of compliance with the criteria for training program approval, or

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                   Medical Director   EMS Administrator

         b)   A plan to comply with the criteria for training program approval within 60 days from the day of receipt of the notification of noncompliance.

     3.   Within 15 days from receipt of the training program's response, or within 30 days from the mailing date of the noncompliance notification, if no response is received from the training program, SJCEMSA shall issue a decision letter by certified mail to EMSA and the training program. The letter shall identify SJCEMSA's decision to take one or more of the following actions:

         a)   Accept the evidence of compliance provided.

         b)   Accept the plan for meeting compliance provided.

         c)   Place the training program on probation.

         d)   Suspend or revoke the training program approval.

     4.   The decision letter shall also include, but need not be limited to, the following information:

         a)   Date of SJCEMSA's decision.

         b)   Specific provisions found noncompliant by SJCEMSA, if applicable.

         c)   The probation or suspension effective and ending date, if applicable.

         d)   The terms and conditions of the probation or suspension, if applicable.

         e)   The revocation effective date, if applicable.

     5.   SJCEMSA shall establish the probation, suspension, or revocation effective dates no sooner than 60 days after the date of the decision letter as described in this section.

Approved: *Katherine Shafer, MD*   [DocuSigned signature]

                           Medical Director   EMS Administrator