

**EMS CONTINUING EDUCATION (CE) PROVIDER APPROVAL****I. AUTHORITY:**

*Health and Safety Code, Division 2.5, Sections 1797.170, 1797.171, 1797.172, 1797.174, and 1797.175.
California Code of Regulations, Title 22, Chapter 11, Sections 100390-100395.*

II APPLICATION:

This policy describes the process and criteria for application for Orange County Emergency Medical Services (OCEMS) initial approval and renewal as an EMS Continuing Education (CE) Provider. (Application attached.)

III. POLICY:

- A. Orange County EMS will follow EMSA regulations outlined in Title 22, and OCEMS policies.
- B. Institutions or agencies with headquarters located within the geographical jurisdiction of Orange County are eligible for approval by Orange County EMS.
- C. Institutions or agencies interested in applying to become local EMS continuing education providers can locate the application at WWW.OCHealthinfo.com under EMS policies, policy #530.00. Applications shall be submitted to EMSLicensing@OCHCA.com email.
- D. CE providers, at the time of application or renewal, shall submit a listing (or catalog) of all courses and will include comprehensive topical course outlines. All courses shall meet National Standard course curriculum criteria as specified in Title 22, Division 9, Chapter 11. Applicants will also submit:
 1. The number of CE hours to be awarded for each CE course upon student successful completion.
 2. The method of evaluation of learning, e.g. essay, written test with number of questions, and percent required to pass.
- E. Approved CE providers shall provide a listing of all CE courses taught in the prior year, to include the name of the course and the number of CE hours awarded. This report is to be submitted to OCEMS by January 31 of the subsequent year. (See attachment to policy)
 1. All courses must meet "National Standard Curriculum" developed under the auspices of the United States Department of Transportation, National Highway Traffic Safety Administration for the specified level of training of EMS Personnel as stated in EMSA regulations Title 22, Division 9, Ch. 11.
- F. Approval of online course instruction will be made on an individual basis.
- G. Initial and Renewal EMT Training Program Application Process:
 1. Submit Completed OCEMS EMT Training Program Application
 2. Submit résumés of CE Program Director and Clinical Director, and the primary instructor if identified.
 3. Submit Program Director's course completion certificate of teaching methodology class (e.g., NAEMSE, CSFM Instructor Course)
 4. Provide sample course completion certificate (CE slip)
 5. Provide CE Course Curriculum meeting national standard curriculum as specified in Title 22, Division 9, Ch. 11.

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6. Pay the established fee (Reference OCEMS Policy #470.00)

IV. CE PROVIDER PROGRAM REVIEW AND REPORTING:

- A. All program materials specified in this policy shall be subject to periodic review by OCEMS.
1. CE provider programs offering continuing education hours for self-study or online learning that is not in the classroom (non-instructor-based) must provide the methodology for calculation of continuing education hours. Hours must be calculated in a logical and defensible manner.
- B. All programs shall be subject to periodic on-site evaluation by OCEMS.
- C. All approved CE providers shall notify the OCEMS 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 in address, phone number, and contact person.
- D. If a CE Provider applicant cannot correct items of non-compliance within 30 days of a notice of deficiencies in the application process, their application will be ineligible for reconsideration for 180 days.
- E. Noncompliance with any criterion required for CE provider approval, use of any unqualified teaching personnel, or noncompliance with any other applicable provision of this Chapter (Title 22, Division 9, Chapter 11) may result in denial, probation, suspension or revocation of CE provider approval by OCEMS.
- F. If there is evidence of intent to mislead the agency in the initial application or renewal application, the application will be denied and ineligible for reconsideration for 730 days.

V. FEES

- A. Please refer to OCEMS policy #470.00 for all applicable fees applied to an initial or renewal CE program application.

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Original Date: 12/28/1994
Reviewed Date(s): 9/2/2014; 4/1/2015; 4/1/2017; 8/15/2023
Revised Date(s): 9/2/2014; 4/1/2015; 4/1/2017; 8/23/2023
Effective Date: 4/1/2017; 10/1/2023