



# INLAND COUNTIES EMERGENCY MEDICAL AGENCY POLICY AND PROTOCOL MANUAL

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## CONTINUING EDUCATION PROVIDER REQUIREMENTS

### I. PURPOSE

To define the requirements for approval of continuing education (CE) providers within the ICEMA region, as specified in the California Code of Regulations, Title 22, Division 9, Chapter 11, EMS Continuing Education.

### II. POLICY

- When two (2) or more CE providers cosponsor a course, only one (1) approved provider number may be used for that course, class or activity.
- The State EMS Authority (EMSA) shall be the agency responsible for approving CE providers for statewide public safety agencies and CE providers whose headquarters are located out-of-state if not approved by the Continuing Education Coordinating Board for Emergency Medical Services (CECBEMS) or approved by the EMS offices of other states or courses in physical, social or behavioral sciences offered by accredited colleges and universities.
- An approved CE provider may sponsor an organization or individual located within California that wants to provide a single activity or course. The CE provider shall be responsible for ensuring the course meets all requirements and shall serve as the CE provider of record. The CE provider shall review the request to ensure that the course/activity complies with the minimum requirements.

### III. PROCEDURE

- To become an approved CE provider, an organization or individual shall submit an application packet at least 60 days prior to the date of the first educational activity. The application packet shall include:
  - Name and address of the applicant.
  - Name of the program director, program clinical director, and contact person, if other than the program director or clinical director;
  - Type of organization requesting approval.
  - Program director and clinical director resumes, including copies of all licenses/certifications and evidence of 40 hours in teaching methodology for the program director.
  - Established ICEMA fee. ICEMA fees are published on the ICEMA website at ICEMA.net.
- The applicant will be notified in writing within 14 working days that their request was received and informed if any information is missing.
- Notice of approval or disapproval of the application will be made in writing to the applicant within 60 calendar days of receipt of the completed application.

- If the application is approved, an EMS CE provider number will be issued and valid for four (4) years.
- If an application is disapproved and the organization or individual elects to submit a new application, the application packet must include all items listed in Section I, Item 1 above.

#### **IV. MAINTAINING RECORDS**

- All records will be maintained by the CE provider for four (4) years, and shall include:
  - Complete outlines for each course given including a brief overview, instructional objectives, comprehensive topical outline, method of evaluation and a record of participant performance.
  - Record of time, place, date and CE hours granted for each course.
  - A resume and copies of licenses/certifications for all instructors.
  - Originals of class rosters (hard copies).
- Submit an ICEMA approved CE roster:
  - Signed by course participants, including the name and license/certification/accreditation number of each participant. Signing for another individual is strictly prohibited and subject to actions against certification or licensure.
  - A line should be drawn through any empty lines after the last attendee has signed the roster.
  - Copies of class rosters shall be sent to ICEMA within 15 days of class completion. These rosters shall be considered final and revisions will not be accepted.
  - A record of all CE certificates issued.
- CE providers will notify ICEMA within 30 calendar days of any changes in name, address, and telephone number of the program director, clinical director or contact person.
- All records shall be made available to ICEMA upon request.
- The Clinical Director shall submit a complete list of courses with the number of individuals attending each course on a monthly basis to ICEMA on the ICEMA approved form. The form shall be submitted to ICEMA by the 10<sup>th</sup> of every month for the previous month. If no classes were taught, submit form with "No Classes This Month"
- It is the responsibility of the CE provider to submit an application for renewal with the established ICEMA fee at least 60 calendar days prior to the expiration date in order to maintain continuous approval.
- All CE provider requirements required by State legislation must be met and maintained.