



EMS POLICIES AND PROCEDURES

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EFFECT DATE: 3/01/05
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SUBJECT: **PREHOSPITAL CONTINUING EDUCATION PROVIDER**

APPROVED BY:

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I. PURPOSE

To outline the process for approval of prehospital continuing education (CE) providers in Contra Costa County. The California Code of Regulations authorize local EMS Agencies to approve ALS and BLS prehospital continuing education (CE) providers. Approved CE providers shall approve individual courses, assign course identification numbers, and specify the category, number of hours, and level of training, for each course authorized.

II. PROCEDURE FOR APPROVAL AS CE PROVIDER:

1. Submit the following to the EMS Agency:
 - a. completed *Continuing Education Provider Application*.
 - b. documentation demonstrating Program Director and Clinical Director experience and qualifications in prehospital care/education as outlined in Title 22, Division 9, Chapter 11, Article 6, section 100395(g) and (i).
 - c. sample course completion certificate, containing information listed in Title 22, Division 9, Chapter 11, Article 6, section 100395(m) of the California Code of Regulations,
 - d. other course information requested by the EMS Agency
2. Approval shall be good for four (4) years from the last day of the month in which the application is approved. It shall be the responsibility of the CE provider to submit an application for renewal at least sixty (60) days in advance of the expiration date, in order to maintain continuous approval.

CE providers shall ensure that each continuing education activity or course meets the criteria outlined in the California Code of Regulations, Title 22, Division 9, Chapter 11.

All records shall be available to the EMS Agency upon request, or during scheduled or unscheduled site visits by EMS Agency staff.

The EMS Agency shall be notified in writing within thirty (30) days, of any change in CE provider name, address, telephone number, program director or clinical director.