

Subject: Training  
**Continuing Education Provider Approval**

Associated Policies:

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- I. Authority and Reference (incorporated herein by references)
  - A. Division 2.5 of Health and Safety Code
  - B. California Code of Regulations, Title 22
  - C. North Coast EMS Policies and Procedures
  
- II. Purpose  
To provide a system for approving North Coast EMS regional providers of prehospital continuing education.
  
- III. Procedure
  - A. Process for Continuing Education Provider Approval
    1. Upon request, North Coast EMS will supply interested organizations or individuals the state prehospital continuing education guidelines, an application for requesting continuing education provider approval and an affidavit to complete (stating that all the rules set forth in the guidelines will be met).
    2. Applicant must submit to North Coast EMS the completed application, affidavit, and the program and clinical director's resumes documenting their qualifications as specified in the state prehospital continuing education guidelines.
    3. North Coast EMS will notify applicant within fourteen (14) days that the application was received.
    4. North Coast EMS will notify the applicant in writing within sixty (60) days from the receipt of the completed application and affidavit of its decision to approve or disapprove.
    5. An incomplete application will not be considered for approval until all requirements are met.
    6. Failure to submit missing information within thirty (30) calendar days of request will require the applicant to re-apply for CE provider status.
    7. North Coast EMS may deny an application for cause as listed below.
    8. When approved, North Coast EMS will issue a Continuing Education Provider Number.
    9. Program approval shall be issued for no more than four (4) years from the last day of the month in which the application is approved.

Subject: Training  
**Continuing Education Provider Approval**

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- B. Process for Continuing Education Provider Renewal
  - 1. It is the responsibility of the CE provider to submit an application for renewal at least sixty (60) calendar days before the expiration date in order to maintain continuous approval.
  - 2. All CE provider requirements must be met and maintained for renewal.
- C. Continuing Education Provider Denial, Revocation, or Probation Guidelines
  - 1. North Coast EMS may, for cause:
    - a. Disapprove an application as a CE provider, or
    - b. Revoke CE provider approval, or
    - c. Place the CE provider on probation.
  - 2. Causes for these actions include, but are not limited to the following:
    - a. Violating or attempting to violate, directly or indirectly, or assisting in or abetting the violation of, or conspiring to violate any of the terms of Division 2.5 of the California Code of Regulations or the Prehospital Continuing Education Guidelines and established local policies. (Including those violations listed in Section V. below.)
    - b. Failure to correct identified deficiencies within a reasonable length of time after receiving written warning notices from the approving agency, specifying the deficiencies.
    - c. Any material misrepresentation of fact by a continuing education provider or applicant in any information required.
- IV. Procedure for CE Provider Investigation
  - A. Written documentation with a detailed description of the problem or complaint (etc.) will be submitted to North Coast EMS and copied to all relevant individuals and CE provider.
  - B. After reviewing/investigating the problem and/or complaint, North Coast EMS will take appropriate steps.
- V. Possible CE Provider Approval Violations
  - A. North Coast EMS will investigate identified program concerns or complaints received, including, but not limited to:
    - 1. Holding a prehospital care CE session prior to receiving program approval from North Coast EMS.

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2. Classroom instruction outside the California scope of practice.
3. Classroom instruction that contradicts Division 2.5 of the Health and Safety Code, Title 22 of the California Code of Regulations, California Highway Patrol Ambulance Driver's Handbook or North Coast EMS policies and procedures.
4. Non-compliance with required North Coast EMS CE provider approval documentation and/or requirements.
5. Loss of current prehospital or hospital care California license or certification by CE Provider's staff.
6. CE provider's staff's performance while certified, accredited, licensed or authorized.
7. CE provider's staff's record of remediation, suspension or decertifications.
8. Unfavorable evaluations from students.
9. Written complaints received by North Coast EMS concerning CE instruction.
10. Non-compliance with North Coast EMS policies, procedures, rules and requirements by CE provider staff.

VI. Consideration Factors When Reviewing Concerns, Complaints, or Incidents

- A. When determining violations reported, the following factors may be considered:
  1. Prior disciplinary record of CE provider's staff.
  2. Prior warning or remediation record specific to CE provider approval.
  3. Prior remediation of CE provider's staff.
  4. Number and/or variety of violations.
  5. Mitigating evidence.
  6. Time elapsed since the act(s), offense(s), or crime(s) occurred.

VII. Possible Violation Outcomes

- A. Disapprove a CE provider approval request.
- B. Continuing education coursework.
- C. Quarterly report requirements.
- D. Scheduled meetings or CE site visits.
- E. Remediation.
- F. Probation of CE provider or CE provider's staff.
- G. Suspension of CE provider or CE provider's staff.
- H. Revocation of CE provider or CE provider's staff.

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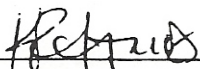
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VIII. Reconsideration Process

- A. If CE provider or CE provider's staff approval is denied, probated, suspended, revoked or required are imposed by the North Coast EMS Medical Director for any reason, CE provider may request reconsideration of that decision, in writing, to the North Coast EMS Executive Director.
- B. If, after the Executive Director makes a decision, further reconsideration is requested, the CE provider may appeal, in writing, to the North Coast EMS Joint Powers Governing Board.
- C. If necessary, CE provider's staff who requests reconsideration of a prior decision may need to appear and testify in person to either the Executive Director and/or the Joint Powers Governing Board.

IX. Responsibilities

- A. EMS approved continuing education providers shall follow the guidelines of the State Prehospital Continuing Education Guidelines, all prehospital related laws, and North Coast EMS policies and procedures.
- B. EMS approved continuing education providers shall distribute Course Completion Records to all participants attending periodic training sessions, structured clinical experience and/or field care audits according to the rules of the State Prehospital Continuing Education Guidelines.
- C. EMS approved continuing education providers shall notify North Coast EMS of any continuing education and/or field care audits that are presented and send North Coast EMS a copy of all advertisements of continuing education and/or field care audits disseminated to the public.
- D. Certified/authorized participants shall maintain Course Completion Records verifying attendance at EMS approved continuing education courses and field care audits. This documentation is to be submitted to North Coast EMS prior to recertification/reauthorization.

Approved: 

Approved as to Form: 