

Subject: Training
Continuing Education Procedure

Associated Policies: 3702

- 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
 - D. Guidelines for Prehospital Continuing Education EMSA #127

- II. Purpose
To provide a system for prehospital personnel to receive continuing education (CE) credit for recertification, reauthorization, reaccreditation or relicensure purposes, consistent with California state law.

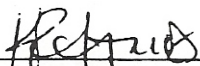
- III. Procedure for CE Provider Approval
 - A. Prehospital care CE may be offered in periodic training sessions, structured clinical experience, and/or organized field care audits of patient care records.
 - B. All prehospital CE providers issuing CE credit for recertification or relicensure purposes within the region must be pre-approved by North Coast EMS, except for physical, social or behavioral science courses obtained from accredited universities and colleges, including junior and community colleges (i.e., anatomy, pathophysiology, sociology, psychology). See Section IV. below. In the event of completion of university or college physical, social, or behavior science courses, a transcript from that university or college showing successful completion will be accepted for documentation of the CE hours.
 - C. North Coast EMS CE provider approval shall be for a period of four (4) years, unless withdrawn, suspended, or revoked by one of the parties.
 - D. North Coast EMS approved CE providers shall follow the EMS Authority's Prehospital CE Guidelines, California state laws and regulations, and North Coast EMS policies and procedures.
 - E. CE must directly or indirectly be related to the patient care level of the licensed or certified attendee.
 - F. North Coast EMS approved CE providers shall distribute Course Completion Records to all participants attending periodic training sessions, structured clinical experience and/or field care audits.
 - G. North Coast EMS approved CE providers shall notify North Coast EMS of any CE and/or field care audits that are presented within the region, and send North Coast EMS a copy of all advertisements of CE and/or field care audits disseminated to the public.

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- H. CE providers from outside the North Coast EMS region will notify North Coast EMS of any CE session presented within the region, and send North Coast EMS a copy of all advertisements of CE disseminated to the public regarding CE offered within the region.
 - I. Certified or licensed participants shall maintain course completion records verifying attendance at EMS approved continuing education courses and field care audits for a minimum of four (4) years.
 - J. Certified EMT-I and EMT-II's must submit copies of the Course Completion Records at the time of recertification.
 - K. Authorized MICN's may document CE requirements with either prehospital care CE or Board of Registered Nurses (BRN) CE.
 - L. CE Course Completion Records may be audited for cause, or by a random auditing system, by North Coast EMS or the State EMS Authority.
- IV. CE Hours
- A. One CE hour is awarded for every fifty (50) minutes of approved content.
 - B. Courses or activities less than one (1) CE hour in duration will not be approved.
 - C. For courses greater than one (1) CE hour, credit may be granted in no less than half-hour increments.
 - D. Each hour of structured clinical experience shall be accepted as one (1) CE hour.
 - E. One academic quarter unit shall equal ten (10) CE hours.
 - F. One academic semester unit shall equal fifteen (15) CE hours.
- V. CE Credit Limitations
- A. CE credit for structured clinical experience may not exceed eight (8) hours total in a licensure or certification cycle.
 - B. CE credit may not exceed eight (8) hours total in a licensure or certification cycle from courses involving continuous quality improvement, grief support, critical incident stress debriefing/management, medical management of hazardous materials, emergency vehicle operations, dispatch or rescue techniques.
 - C. CE courses on advanced topics outside the MICN, paramedic, EMT-II or EMT-I scope of practice but directly relevant to emergency medical care may not exceed eight (8) hours total in a licensure or certification cycle.
 - D. CE obtained for media based productions (films, videos, audiotape programs, magazine articles offered for CE, home study, computer simulations, interactive computer modules, etc.) may not exceed eight (8) hours total in a licensure or certification cycle.

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- E. CE credit for precepting paramedic or EMT-II students may not exceed eight (8) hours total in a licensure or certification cycle.
 - F. CE credit for prehospital care course instruction may not exceed eight (8) hours total in a licensure or certification cycle.
 - G. CE credit for the same CE course may be received no more than two (2) times in a licensure or certification cycle.
 - H. For CE credit to satisfy the requirements for certification, authorization, reaccreditation or license renewal, CE attendance shall be completed during the current licensure or certification cycle and shall be submitted with the application for recertification or relicensure.
 - I. Only CE attendance completed within the last twenty-four (24) months prior to application for recertification, reauthorization or reaccreditation shall be allowed for credit toward certificate renewal.
- VI. CE Courses Which Are Not Acceptable For Recertification Or Relicensure Purposes
- A. Courses that focus upon self-improvement (personal growth, changes in attitude, self-therapy, self-awareness, weight loss, yoga, etc.).
 - B. Economic courses for financial gain.
 - C. Parenting, Lamaze or other courses designed for the lay public.
 - D. Liberal arts courses (music, art, philosophy, etc.).
 - E. Workplace orientation (e.g., specific employer orientation).
 - F. Writing a journal article or conducting emergency medical services research.
 - G. Fire science courses.

Approved: 

Approved as to Form: 