

PRINCIPLES:

1. Continuing education may be achieved by a variety of structured learning experiences that are relevant to the scope of practice for prehospital care personnel.
2. Continuing education must be current and designed to enhance the scientific knowledge of direct and indirect patient care, develop and maintain technical skills, and keep abreast of changes in medical practice and technology.
3. Clinical Coordinators and instructors must have adequate training, credentials and/or experience in educational content and methodology in order to ensure that courses adequately address the education needs of prehospital care personnel.
4. Prehospital care personnel are professionals and take the responsibility for ensuring that their continuing education requirements are met and appropriate records are maintained.

POLICY:

I. CONTINUING EDUCATION PROVIDER APPROVAL

The Los Angeles County EMS Agency has the primary responsibility for approving and monitoring the performance of CE providers in Los Angeles County to ensure compliance with local policies, state regulations and guidelines.

A. CE Provider Approval Process

1. The Los Angeles County EMS Agency shall be the approving agency for CE providers whose headquarters are located within Los Angeles County.
2. If a CE provider from another county relocates its headquarters to Los Angeles County, the Los Angeles County EMS Agency shall assume jurisdictional authority and the CE provider shall be required to apply for Los Angeles County CE provider approval.
3. If the CE provider relocates its headquarters to another jurisdiction, the local EMS Agency of that county shall assume jurisdictional authority and may require the CE provider to apply for local CE provider approval.
4. The California EMS Authority shall be the approving agency for CE providers whose headquarters are out of state and for statewide public safety agencies.
5. Program approval may be granted up to four (4) years from the last day of the month in which the application is approved. This approval is not transferable from person to person or organization to organization.

B. CE Provider Application Process

1. Interested organizations or individuals shall obtain a CE program application packet from the Los Angeles County EMS Agency.

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2. Any individual or organization, public or private, interested in providing approved CE for prehospital care personnel shall submit a complete CE application packet. CE courses may not be offered until approval has been granted.
 3. The CE application packet shall contain:
 - a. A complete and signed EMS Continuing Education Provider Application
 - b. Curriculum vitae or resume and copies of applicable licenses and certifications of the program director and clinical director
 - c. Sample course outline including a brief overview, instructional objectives, lesson plan, and method of evaluation
 - d. A description of the program's quality improvement (QI) evaluation methodology and a needs assessment
 - e. A copy of the EMS CE attendance roster or description of online registration
 - f. A copy of the CE Completion Certificate
 4. Provider applicants must identify the intended professional category of CE courses as either ALS, BLS or both.
 5. Provider applicants shall offer a minimum of 12 course hours of CE annually.
 6. The Los Angeles County EMS Agency shall notify the applicant within fourteen (14) working days that the application was received and specify missing information. Failure to submit missing information within thirty (30) calendar days shall require the applicant to resubmit an original application packet for CE provider approval.
 7. The Los Angeles County EMS Agency shall notify the applicant in writing within sixty (60) calendar days from the receipt of a complete application of the decision to approve or deny. The application is only considered for approval if it is complete and all requirements are met.
 8. The Los Angeles County EMS Agency may deny an application for cause as specified in subsection I, C, 2.
 9. The Los Angeles County EMS Agency shall issue a "California EMS CE provider number" to approved applicants.
- C. Denial/Revocation/Probation of CE Provider Status
1. The Los Angeles County EMS Agency may, for cause:
 - a. Deny any CE provider application
 - b. Revoke CE provider approval

- 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 Health and Safety Code, Title 22 of the California Code of Regulations, or Los Angeles County Emergency Medical Services Prehospital Care Policies.
 - b. Failure to correct identified deficiencies within the specified length of time after receiving written notices from the EMS Agency.
 - c. Misrepresentation of any fact by a CE provider or applicant of any required information.
3. The Los Angeles County EMS Agency may take such action(s) as it deems appropriate after giving written notice and specifying the reason(s) for denial, revocation, or probation.
4. If CE provider status is denied or revoked, CE credit issued after the date of action shall be invalid.
5. If a CE provider is placed on probation, the terms of probation, including approval of an appropriate corrective action plan, shall be determined by the Los Angeles County EMS Agency. During the probationary period, prior approval of all courses offered must be obtained. Course documents must be submitted to the Los Angeles County EMS Agency at least thirty (30) calendar days prior to each course being offered. Written notification of course approval shall be sent to the CE provider within fifteen (15) calendar days of the receipt of the request.
6. Renewal of CE program approval is contingent upon completion of the probationary period.

D. Notification

The Los Angeles County EMS Agency shall notify the California EMS Authority of each CE provider approved, denied or revoked within their jurisdiction within thirty (30) calendar days of action.

II. CE PROVIDER RENEWAL

- A. CE Programs shall be renewed if the provider applies for renewal and demonstrates that they continue to meet and have maintained the requirements contained in this policy.
- B. The EMS Agency shall send a new application to providers three (3) months prior to the program's expiration date. However, if the renewal application packet is not received, it shall be the CE provider's responsibility to contact the EMS Agency and request a packet, thereby preventing a potential lapse in the ability to provide CE.

- C. The CE provider must submit a complete application packet for renewal at least sixty (60) calendar days prior to the expiration date in order to maintain continuous provider approval.

III. CE PROVIDER REQUIREMENTS

- A. Approved CE providers shall ensure that:
 - 1. The content of all CE is relevant, enhances the practice of prehospital emergency medical care, and is related to the knowledge base or technical skills required for the practice of EMS delivery.
 - 2. All records are maintained as outlined in the Los Angeles County EMS Continuing Education Program Manual.
 - 3. The Los Angeles County EMS Agency is notified within thirty (30) calendar days of any change in name, address, telephone number, program director or clinical director (Reference No 621.1).
 - 4. All records are available to the Los Angeles County EMS Agency upon request.
 - 5. The program is in compliance with all policies and procedures regarding continuing education.
- B. A CE provider may be subject to scheduled site visits by the Los Angeles County EMS Agency.
- C. Individual classes/courses are open for scheduled or unscheduled visits/audits by the Los Angeles County EMS Agency and/or the local EMS Agency in whose jurisdiction the course is given.
- D. Internet/Intranet Continuing Education:
 - 1. CE providers that offer internet based CE must provide the Los Angeles County EMS Agency appropriate passwords or other techniques to freely access the web site and CE material for auditing purposes.
 - 2. CE providers that utilize an intranet based CE program shall provide the Los Angeles County EMS Agency access to course materials during a site audit or hard copies when requested.

IV. CE PROGRAM-STAFF REQUIREMENTS

Each CE provider shall designate a program director, clinical director and instructor(s) who meet the requirements. Nothing in this section precludes the same individual from being responsible for more than one function.

A. Program Director

Each CE provider shall have an approved program director who shall provide administrative direction and is qualified by education and experience in program development, methods, materials and evaluation of instruction.

1. Program director's qualifications by education and experience shall be documented by one of the following:
 - a. Four (4) semester units of upper division credit in educational materials, methods and curriculum development or equivalent, OR
 - b. Sixty (60) hours in "Techniques of Teaching" courses, OR
 - c. California State Fire Marshall (CSFM) "Fire Instructor 1A and 1B", OR
 - d. National Fire Academy's (NFA) "Fire Service Instructional Methodology Course" or equivalent.
2. Individuals with at least two (2) years experience, within the last five (5) years, in prehospital emergency care, may be provisionally approved as program director for up to two years by the Los Angeles County EMS Agency pending completion of the specified requirements in IV, A 1.
3. The duties of the program director shall include, but are not limited to:
 - a. Administering the CE program and ensuring adherence to state regulations, guidelines and established Los Angeles County policies.
 - b. Approving course content and instructional objectives.
 - c. Assigning course hours and professional categories.
 - d. Approving all methods of evaluation.
 - e. Coordinating or delegating coordination to the clinical director for clinical and field activities approved for CE credit.
 - f. Approving instructor(s) in conjunction with the clinical director.
 - g. Signing all course completion records and maintaining those records in a manner consistent with this policy. Signing course completion records may be delegated to the clinical director or a designated instructor.
 - h. Attending the mandatory Los Angeles County EMS Agency Orientation Program within six (6) months of approval as the program director.
 - i. Attending all mandatory CE program updates.

B. Clinical Director

Each CE provider shall have an approved clinical director who monitors the overall quality of the EMS content of the program.

1. Clinical director qualifications shall be based on the following:
 - a. Currently licensed and in good standing in the State of California as a physician, registered nurse, physicians assistant, or paramedic.
 - b. Minimum of two (2) years academic, administrative or clinical experience in emergency medicine or prehospital care within the last five (5) years.
2. The duties of the clinical director shall include, but are not limited to:
 - a. Monitoring all clinical and field activities approved for CE credit.
 - b. Approving the instructor(s) in conjunction with the program director.
 - c. Monitoring the overall EMS content of the program.
 - d. Attending all mandatory CE program updates.

C. Instructor

Each CE provider instructor shall be approved by the program director and clinical coordinator as qualified to teach the topics assigned.

1. Instructor qualifications shall be based on one of the following:
 - a. Currently licensed or certified in their area of expertise, OR
 - b. Have evidence of specialized training which may include, but is not limited to, a certificate of training or advanced education in a given subject area, OR
 - c. Have at least one (1) year of experience, within the last two (2) years, in the specialized area in which they are teaching, OR
 - d. Be knowledgeable, skilled and current in the subject matter of the course or activity.

V. CONTINUING EDUCATION HOURS

The CE program director shall assign the CE hours for each course on the following basis:

- A. One (1) CE hour is awarded for every fifty (50) minutes of approved content. In cases of media or internet based CE, it is the responsibility of the CE provider to document the methodology that was used to relate the awarded CE hours to the material presented. This methodology shall be available for audit by the EMS Agency.

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- B. Courses or activities less than one (1) CE hour shall not be approved.
 - C. Courses greater than one (1) CE hour, may be granted credit in no less than half hour increments.
 - D. Each hour of structured clinical experience shall be accepted as one (1) CE hour.
 - E. College credit for CE must be pertinent to prehospital care and approved by the CE program director. Credit shall be given on the following basis:
 - 1. One academic quarter unit shall equal ten (10) CE hours.
 - 2. One academic semester unit shall equal fifteen (15) CE hours.

VI. APPROVED COURSES

- A. All EMS CE must be relevant to and enhance the practice of prehospital emergency care. Courses directly or indirectly related to patient care must be structured with learning objectives and incorporate a course evaluation that indicates that learning has taken place.
- B. The presentation must be taught at a level appropriate for the target audience. Consideration should be given to the specific educational needs and scope of practice of prehospital care personnel.
- C. Individual lectures or seminars shall not be approved by the Los Angeles County EMS Agency, but may be co-sponsored by a CE provider (Section VIII).
- D. Continuing education hours for the same course may only be credited twice in a relicensure/recertification cycle. Ensuring this is the responsibility of the individual and not that of the CE provider.
- E. Unrestricted topics:
 - 1. Basic and Advanced airway management, cardiac resuscitation and basic ALS/BLS prehospital training classes
 - 2. Field care audits
 - 3. Courses in physical, social or behavioral sciences
 - 4. Courses related to direct prehospital emergency care
- F. Topics restricted to eight (8) hours per relicensure/recertification cycle
 - 1. Structured clinical experience (prehospital care personnel only) and field observation experience (MICN or EMTs in an approved program)
 - 2. Courses related to indirect patient care or medical operations

3. Advanced topics outside the scope of practice, but relevant to emergency care
4. Media based/serial productions (films, videos, and audiotape programs, magazine articles, home study, computer simulations or interactive modules). Exception to the eight (8) hour restriction is if the student can communicate directly with an instructor responsible for the education content of the program within 24 hours of review of the CE material. This must be verifiable by the approving authority.
5. Precepting paramedic students
6. Teaching an approved CE or EMT course

G. **Nationally Recognized Courses**

1. CE hours may be issued for a nationally recognized course by an approved EMS CE provider upon proof of program completion.
2. The CE candidate must:
 - a. Provide a completion certificate or other document indicating the hours of the course.
 - b. Sign an EMS Continuing Education Attendance Roster
3. The CE provider must:
 - a. Attach the completion documents to the EMS Continuing Education Attendance Roster.
 - b. Maintain record for a minimum of four (4) years for ALS continuing education and five (5) years for BLS continuing education.
 - c. Include the course on the Continuing Education Annual Summary record.

VII. **CO-SPONSORING A COURSE**

When two or more CE providers co-sponsor a course, only one approved provider number shall be used for that course, and that CE provider assumes the responsibility for all requirements.

VIII. **SPONSORSHIP OF ONE TIME COURSE/ACTIVITY**

- A. An approved CE provider may sponsor an organization or individual 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.

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- B. Retroactive course sponsorship by a CE provider is highly discouraged. However, if a circumstance warrants this, the program director shall be responsible for all the records described in previous sections of this policy.

IX. ADVERTISEMENTS AND TRAINING SCHEDULES

- A. Copies of all advertisements or training schedules shall be sent to the Los Angeles County EMS Agency and the local EMS Agency in whose jurisdiction the course is presented prior to the beginning of the course.
- B. In cases of internet based CE, the provider shall notify the Los Angeles County EMS Agency within 14 working days prior to making a new lesson available or discontinuing a lesson from the CE site. Dates for lessons available for CE must be noted on the Continuing Education Annual Summary record.
- C. Advertisements and departmental CE schedules announcing continuing education courses must contain all the elements set forth in the Los Angeles County EMS Continuing Education Program Manual.

X. EMS CONTINUING EDUCATION ATTENDANCE ROSTER AND ANNUAL SUMMARY RECORD

- A. An EMS Continuing Education Attendance Roster must be completed for all CE provided. Each student must sign an attendance roster or register online in order to receive CE credit. This includes:
1. All forms of approved lecture/seminar/simulations
 2. Lectures given as a presenter or simulations monitored as an evaluator
 3. Field Care Audits
 4. Precepting paramedic students
 5. Ride along and clinical experience
 6. Nationally Recognized Courses
- B. The information on the EMS Continuing Education Attendance Roster must contain all the elements set forth in the Los Angeles County EMS Continuing Education Program Manual.
- C. At the time of the educational event, attendees must sign the EMS Continuing Education Attendance Roster or register online. Prehospital care personnel shall sign in or register only for themselves. Signing for another individual is strictly prohibited and subject to actions against certification or licensure.
- D. The original EMS CE Attendance Roster shall be maintained by the CE provider. A legible copy (unless the original is requested) of the following attendance rosters shall

be submitted to the Office of Prehospital Certification/Program Approvals within thirty (30) days after the experience/request unless a specific time frame is specified by the EMS Agency.

1. The first twelve (12) hours of CE provided by a newly approved CE provider.
 2. Any County mandated program.
 3. Any EMS CE Attendance Roster requested by the Los Angeles County EMS Agency.
- E. All CE providers shall provide an annual CE summary of all courses provided no later than January 31st of the following year.

XI. COURSE COMPLETION CERTIFICATES AND DOCUMENTS

- A. Providers shall issue a tamper resistant document (method determined by the CE provider) as proof of successful completion of a course within thirty (30) calendar days.
- B. Any form, certificate or documentation of successful completion must contain all the elements set forth in the Los Angeles County EMS Continuing Education Program Manual.
- C. A CE provider may track completion of a CE event for its employees electronically. However, if requested must be able to produce proof of program completion. Any individual who attends a CE event who is not an employee of the CE provider must be issued a certificate or document as proof of completion within thirty (30) days.

XII. RECORD KEEPING

Each CE provider shall maintain the following records on file:

- A. Complete outlines for each course given to include:
 1. Brief overview
 2. Instructional objectives
 3. Educational focus for lesson plans and field care audits. May be documented in the course objectives or course overview.
- B. EMS CE Attendance Roster.
- C. A curriculum vitae or resume for each instructor
- D. Documentation of course completion certificates issued.
- E. Summaries of student performance, course evaluations or other methods of evaluation such as sample course tests.

F. All records shall be maintained for four (4) years for ALS and five (5) years for BLS.

XIII. FEES

Pay the established fee at the time of approval or re-approval.

CROSS REFERENCES:

Prehospital Care Policy Manual:

- Ref. No. 621, **Notification of Personnel Changes**
- Ref. No. 621.1, **Notification of Personnel Change Form**
- Ref. No. 1004, **Emergency Medical Technician (EMT-P) Licensure and
Continuous Licensure**
- Ref. No. 1006, **Paramedic Accreditation, Continuous Accreditation and
Re-accreditation**
- Ref. No. 1010, **Mobile Intensive Care Nurse (MICN) Certification/Recertification**
- Ref. No. 1014, **EMT-1 Certification**

California EMSA #127, Guidelines for Prehospital Continuing Education Manual,
September 1994 Los Angeles County EMS Continuing Education Program Manual