Most Recent Updates February 15, 2008

- Index Now Hyperlinked to Guidebook Sections
- Section D. Revised Offsite Location Section
- Appendix E Added ORC 4765.17
- Added OAC 4765-9-02
- Removed OAC 4765-16-02
- Replaced OAC 4765-12-08 with 4765-12-03
- Revised OAC 4765-7-05 effective 11/29/2007
- Revised OAC 4765-7-06 effective 11/29/2007
- Revised OAC 4765-7-08 effective 11/29/2007
- Revised OAC 4765-7-10 effective 11/29/2007
- New OAC 4765-7-11 effective 12/27/2007
- Revised OAC 4765-19-01 effective 12/27/2007
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**Appendix E - EMS Legislation**

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2. **Ohio Administrative Code (OAC)**
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   - 4765-18-02 General provisions (teaching in CE programs)
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   - 4765-18-10 Special Topics Instructor (STI)
   - 4765-19-01 Continuing education requirement
Regardless of geographic location or organizational structure, EMS personnel must be prepared to meet the needs of their community. To accomplish this, EMS education and training is dependent on the planning, preparation and successful implementation of continuing education programs throughout the state.

The decision to become an education institution is a major commitment, which should be given careful consideration. Specific requirements of the conduct of approved programs are outlined in the Ohio Revised Code and the Ohio Administrative Code. You may download these documents through a link in our website at www.ems.ohio.gov.

This guide is designed to assist program coordinators in planning and administration of EMS continuing education programs and assuring compliance with the laws and rules governing Ohio continuing education program approval or renewal. It is only a guide and does not cover every aspect of the CE Program Coordinator duties, but rather focuses on program coordinators’ most frequently asked questions. It is hoped that the information presented here will answer most of the questions and prove to be a valuable resource to the continuing education program. If answers to your questions are not found in this guide or if further clarification is needed, the Division of Emergency Medical Services is ready to assist you.

Contact Information

Ohio Department of Public Safety - Division of EMS
1970 W. Broad Street
P.O. Box 182073
Columbus, Ohio 43218-2073

1-800-233-0785
1-614-466-9447

HAVE A QUESTION?
ASK EMS
ASKEMS@dps.state.oh.us

Legislative Authority

The Ohio Revised Code (ORC) and the Ohio Administrative Rules (OAC) establishes the State Board of Emergency Medical Services (EMS) as the approving authority for all Accredited Training Programs and Certificates of Approval for continuing education sites. Continuing education training programs are approved under the ORC 4765 (laws) and the OAC Sections 4765-1 through 4765-19 (rules). It is important for program coordinators to understand the applicable laws governing Ohio Emergency Medical Services to successfully coordinate a continuing education site. You will especially want to refer to the sections 4765-7-01 and 4765-7-09 of the OAC which lists the requirements for a continuing education certificate of approval. You should also review OAC 4765-18 regarding instructor training programs and instructor qualifications.
Certificate of Approval Application Procedures

By definition, continuing education is concerned with the further education and training of those who have already completed an initial training program. Any training program with a Certificate of Accreditation approved by the Ohio EMS Board is also certified to offer continuing education courses. If not an accredited program, an applicant must apply to the Ohio EMS Board for a Certificate of Approval as a continuing education program.

The Division of EMS issues a Certificate of Approval as directed by the Board if the program meets the following requirements (OAC 4765-7-09):

- **Has a Program Coordinator** who assumes general responsibility for administering and operating the continuing education program.
- **Retains a program Medical Director** who assumes responsibility for the medical components of the continuing education program.
- Ensures that all courses are taught by instructors who hold a valid Ohio certificate to teach that is appropriate to the level of course taught.
- **Has sufficient classroom and laboratory facilities** to accommodate the number of participants in each program.
- **Requires a course evaluation form** be completed by each attendee.
- **Issues a certificate of completion** to each participant who completes the course.

**Program Coordinator**
The Ohio Administrative Code requires an applicant to have a program coordinator who assumes general responsibility for administering and operating the program in order to offer an EMS continuing education program (OAC 4765-7-09). The choice of the program coordinator with knowledge, organizational skill, and dedication is critical and often defines the success of a new CE program. The program coordinator operates at the nucleus of the program, facilitating quality training opportunities, based on local needs, often in areas where it would otherwise be unavailable. It is important that the program coordinator have a commitment to continuing education, be good leaders, and have good organizational skills. The program coordinator should also have a thorough knowledge of state EMS code and rules, as well as a broad perspective on national EMS issues.

**Medical Director**
The Ohio Administrative Code requires an applicant retain a program medical director who assumes responsibility for the medical components of the continuing education program (OAC 4765-7-09) and possess a valid Ohio medical license and board certification in emergency medicine (OAC 4765-3-05). While the EMS agency medical director is often the CE program medical director for continuity, it is not a state law or rule.
As the medical control officer for the CE program, the medical director should review and approve all instructor created lesson plans. When an inconsistency or a controversy arises concerning medical issues, the medical director is the individual to clarify the situation. A medical director may also teach under his/her own instructor certificate or as a guest instructor with a certified instructor present (Physician as EMS Instructor Application). Along with the program coordinator and instructors, the medical director should review the evaluation and make recommendations as to how the CE program can improve.

The medical director can also serve an important function as the liaison with the local medical society. Through this affiliation, the medical director can work with the medical society to discuss local issues and assure that EMS views are presented.

The Certificate of Approval application (Appendix B) requires that the continuing education program coordinator and medical director sign the submitted application. Approved continuing education programs must offer courses at specified EMT certification levels that satisfy the Ohio EMS Board requirements for individual EMT certificate renewal. The application also requires the addresses of all sites at which the program intends to hold courses, the names and EMT certificate numbers of any EMS instructors and/or Special Topic Instructors who will be teaching in the program, a copy of the course evaluation form and a blank copy of the program’s Certificate of Completion. The completed application should be submitted to the Ohio Division of Emergency Medical Services.

Upon receipt of your completed application, you will be contacted to schedule an on-site review. Allow up to 120 days to review the application, complete a site visit and submit a recommendation to the State Board of Emergency Medical Services (ORC 4765.17). No advertising may be conducted nor classes held until a Certificate of Approval has been granted and the program has been assigned a Certification number.

The on-site review will include a meeting with the program coordinator, and a review of the program facilities, its resources and equipment. During the site visit the EMS education coordinator will also discuss the requirements and documentation that will be necessary to renew the certificate of approval. Following the on-site review, a recommendation will be presented to the State Board of EMS. A Certificate of Approval is valid for three years.

The Ohio Administrative Rules require that the applicant notify the Ohio EMS Division when there are any changes made in the status of program currently on file with the Ohio EMS Division. Examples of those changes could be a change in the program coordinator, change in status of your instructors, change or addition to facilities or additional off-site locations.

**Certificate of Approval Renewal Procedures**

A Certificate of Approval must be renewed every three years. The EMS office will mail the renewal packets to you about five months prior to the expiration date of your certificate of approval. The completed application must be returned to the EMS office 90 days before your current “certificate of approval” expiration date.
Careful record management throughout the three-year cycle will enable you to fill out the renewal application (appendix x) completely and accurately. The Certificate of Approval Renewal Application requires that the current program coordinator and medical director sign the submitted application. The application also requires information on all continuing education courses offered by the program during the cycle (three-year period). Information includes, course titles, dates, location addresses, instructors, CE hours and number of participants per course. Be truthful in filling out the Certificate of Approval Renewal Application for the CE program. Your CE program will be audited by a Division of EMS Education Coordinator.

**OnSite Review**

There should be no surprises! If you have maintained the files as required, it will be a friendly visit to verify and document compliance, and to see if the EMS Education Coordinator can help you with anything or answer questions for you. The on-site review will include a meeting with the program coordinator and, if possible, the medical director. During the site visit the EMS education coordinator will tour the program’s facilities to ensure the premises and equipment are safe and sanitary and that there is sufficient classroom and laboratory space. The EMS education coordinator will also ask to see the required records for the continuing education courses taught over the previous three-year cycle. Following the on-site review, a recommendation will be presented to the State Board of EMS.

If your continuing education program has not followed the applicable laws and rules, the EMS Board may deny or revoke the certificate of approval and/or any continuing education credit granted by your CE program may be disallowed.

**CE Program Records Management**

The Program Coordinator must ensure that the continuing education program is compliant with the Ohio Revised Code and the Ohio Administrative Code. More importantly, each and every student who has attended a continuing education course through the program depends on accurate CE credits for recertification. Therefore, completing, organizing and maintaining the necessary CE documentation is a must.

The easiest way to manage course records is to dedicate a file drawer or cabinet specifically to the CE Program. Many program coordinators make a new file folder each time a CE course is offered and keep them filed in chronological order. Others develop a check sheet for each course with all the required documentation listed. (Appendix C)

It is important to photocopy credentials for each instructor participating in the course. Credentials you will want to have for the on-site review include each instructor’s valid certificate to practice and valid certificate to teach. For any STI faculty include a copy of their letter of approved topics from the Division of EMS. You may want to staple them to the checklist or keep all instructor records in a separate file. Just make sure to keep them. The Division of EMS recommends that you keep records for six years (2 cycles).
Planning and Preparation
The most successful continuing education programs provide courses that began with thoughtful planning. Since program topics are often decided for the entire year, a timeline should be developed working backwards from the presentation date, to establish target dates to address the following steps:

- Identify CE Needs of Target Audience
- Set Date, Location and Physical Environment
- Select Instructional Staff
- Develop or Secure Lesson Plan
- Lesson Approved by Medical Director or Trauma Surgeon
- Schedule Equipment or Audiovisual Aids
- Estimate Financial Requirements
- Determine Assessment Method
- Develop Evaluation Form
- Summarize Evaluations
- Distribute Certificates of Completion

Identify the Continuing Education Needs of the Target Audience
While EMTs of all levels need continuing education units for recertification, it is important to offer courses based on the EMT’s need for knowledge versus administrative invention. Sources for EMT needs include new laws or scope of practice requirements, new protocols or technologies, QA reports, hospital recommendations, peer review session or CE participant evaluations. Refresher courses, which adhere to the exact content areas and hours specified by the Ohio curriculum, are also popular choices for continuing education programs as long as EMT levels are not combined in same course. Input should also be sought from representatives of the target audience to aid in planning content for the CE courses. Under no circumstance should continuing education programs offer initial certification courses, courses that upgrade (transition), and courses for Ohio reciprocity.

Set Date, Location and Physical Environment
The physical facility for the CE course should be in a setting that supports learning and is physically comfortable. The facility should accommodate the teaching strategies to be used and be accessible to the target audience. Also under this rule, you must have sufficient classroom and laboratory facilities to accommodate the number of participants in each program.

Select Instructional Staff
Among the most important jobs of a program coordinator is the selection of instructors for continuing education courses. Courses may be taught by EMS instructors, special topic instructors or guest lecturers. All presenters should be selected on the basis of demonstrated knowledge and expertise in the subject matter. The program coordinator may want to ask the medical director to review the list of certified instructors and lecturers and provide input.
The program coordinator must ensure that all courses are taught by either EMS instructors who hold a valid Ohio certificate to teach or special topic instructors who hold a valid certificate to teach and adhere to their specialty area(s). Credentials you may want to verify and photocopy include: 1) each instructor’s valid certificate to practice; 2) an EMS instructor’s valid certificate to teach and; 3) a special topic instructor’s letter of approved topics from the Division of EMS. You may also contact the Education Section of the Division of EMS to verify instructor credentials.

An EMS instructor must hold both a valid certificate to teach and certificate to practice; or a license if a registered nurse or physician. (Note: Neither a physician nor registered nurse who hold a certificate to teach may instruct in a first responder program unless they hold a certificate to practice as a first responder.) The instructor may only teach an EMS continuing education course to the level of his/her certificate to practice. (If the instructor holds an EMT-B certificate to practice, he/she may only teach EMT-B continuing education courses.)

To qualify as an STI, a person should have specialized training in the selected topics he/she wishes to teach, other than the initial certification program. The STI may be certified in no more than five (5) special topic areas.

A person who serves as a guest lecturer must have an EMS instructor or special topic instructor (STI) present for the lecture. Even your medical director must be a certified EMS instructor or STI to teach in an approved continuing education program. If not, the physician must serve as a guest lecturer with a certified EMS or STI present for the lecture.

- EMS instructors must hold both a valid certificate to teach and certificate to practice as a First Responder or EMT, or a license as a nurse or physician.
- The instructor may only teach an EMS continuing education course to the level of his/her certificate to practice.
- Special Topic Instructors must have a valid certificate to practice and may only teach or conduct a class with a guest lecturer within their approved topic areas.
- A person who serves as a guest lecturer must have an EMS instructor or special topic instructor (STI) present for the lecture.

An EMS instructor with a certificate to practice has at least five years of experience, passed the required knowledge and practical entrance examinations and completed the seventy-hour instructor training course which focuses on adult students and basic teaching techniques. Special topic instructors have expertise in a topic area which has been attested to by a program coordinator of an accredited or approved institution, but have not been required to demonstrate the skills related to lesson planning or teaching strategies.
A person may apply for certification as a special topics instructor by submitting a completed STI application signed by the program coordinator of an accredited or approved institution, attesting to the qualifications of the person applying to teach in the continuing education program.

A physician may apply for a certificate to teach by submitting a completed Physician as Instructor application. A physician must have a valid license to practice medicine or osteopathic medicine; be either an active medical director or recommended by a local RPAB, accredited or approved institution; and meets all the judicial eligibility qualifications of a person applying to teach.

Develop Lesson Plan, Schedule Equipment and Estimate Costs
A lesson plan is a way of converting what you want to teach into how you will teach. A lesson plan is a method for organizing content, materials, equipment, resources and teaching strategies around the educational objectives. The lesson plans included in this handbook are from the 2002 NHTSA curriculum and are intended only as examples to demonstrate the flexibility of a lesson plan. (Appendix A)

It is the responsibility of the program coordinator to ensure that courses are developed under the direction of a physician who specializes in emergency medicine or in the case of all courses dealing with trauma, in consultation with a physician who specializes in trauma surgery (ORC 4765.16). The EMT trauma curriculum is available on the EMS web site. Courses such as ACLS, BTLS, PHTLS, CPR, and PALS have already passed that review and do not need to be locally reviewed and approved.

Usually, the instructor will develop the objectives and the content outline with the assistance of the program coordinator. Together they will determine the time frame for each content area and determine the teaching methods, instructional aids and equipment most appropriate for the course. The program coordinator should work with instructors to ensure that the principles of adult learning are incorporated into the teaching strategies.

Teaching strategies should be carefully selected to be consistent with the content. Often, the expected outcome determines the strategy to be used. Examples of various teaching strategies include clinical demonstrations, lectures, equipment demonstration, small group discussion, and simulations. For example, an objective that requires a practical skill would use demonstration as a teaching strategy. An objective that required the EMT to describe a concept might use lecture or discussion as teaching strategies.

The use of instructional aids and materials (audiovisual aids, handouts, etc.) is encouraged. Advance planning will assist the program coordinator schedule locations, time, equipment, supplies, audiovisual needs and, if necessary, additional instructors. The determination of expenditures, instructor or speaker expenses, or material used must be included in the course planning.

Determine Assessment Method and Develop Evaluation Forms
The Ohio Administrative Code requires that a summary of the assessment and evaluation forms be submitted for each program (OAC 4765-7-09). The program coordinator has the specific responsibility to compile and summarize the assessment and evaluations.
Assessment is conducted to determine changes in participants’ knowledge, skills, and attitudes immediately following the learning experience. The instructor and program coordinator must work together to determine the assessment and evaluation methods of the presentation. The assessment methods must be based upon the course objectives and should at least address the participant’s level of achievement at the end of the course. Additional methods assess the overall effectiveness of the course and generally focus on the impact of the new knowledge or may refer to improvements or changes in EMS itself. Demonstration of successful completion includes practical skill tests or written post-tests. The medical director should be involved in the overall course evaluation process and is also a valuable resource when determining student outcomes and assessment methods.

The course evaluation is conducted to identify positive aspects of the course, to determine needed revisions or improvements and to guide development of future continuing education courses. Typically, participants rate the relevance and accuracy of the content, the appropriateness of the facilities and equipment, and the instructor’s expertise and effectiveness of teaching strategies. In order to provide useful feedback to instructors, it is important that the evaluation questions focus on knowledge and instructional skills.

Verifying Participation and Successful Completion

Participation in continuing education courses can be verified by sign-in sheets. In fact, much of the required documentation can be included on the sign-in sheet. In addition to the list of participants, it is suggested that you require the participant’s signature not just initials or check marks. The sign-in sheet can also include the topic, date, time, and location of the course as well as the name of each instructor and the CE hours awarded by the program.

Following the successful completion of the course each participant must be issued a certificate of completion. A certificate of completion must contain the program coordinator’s signature. In addition, the certificate should include the title/topic of the course presented, date of the course, name of the participant, CE hours awarded, CE program name and the EMS Board Approval number. The instructor’s or medical director’s signature is optional, but not required. A breakdown of specific hours awarded for pediatric, geriatric, trauma, and/or cardiology should be included on the certificate.

Offsite Locations

Your CE training program may offer courses at different locations from the location listed in the application for approval provided that: 1) your CE Site continues to operate at the location identified in the application for a certificate of approval, 2) that each offsite meets the minimum standards for a certificate of approval and 3) the approved CE site is not under disciplinary action by the EMS Board. Files and records may be maintained in a secure area at the offsite until the course has been completed. The records must be transferred to the approved CE site no later than 90 days following the last day of class. The required Certificate of Completion, issued to those who successfully complete the training, must be issued with your Certificate of Approval number.
The following documents may be downloaded through a link on the Division of EMS web site. This URL, [www.ems.ohio.gov](http://www.ems.ohio.gov), will take you to the Ohio Emergency Medical Services web page. Using the blue navigation bar on the left side of the page, select “Rules” and then select “ORC and OAC Combined” or use the following link [http://www.ems.ohio.gov/rules.htm](http://www.ems.ohio.gov/rules.htm)

This Guidebook contains the following as well as some additional laws and rules that govern Ohio Emergency Medical Services approved training programs. (Appendix E)

**ORC 4765.16** – This law covers the mandatory content areas to be developed and taught in training and continuing education programs. It also directs the programs to meet the standards established by the State Board of Emergency Medical Services.

**You will also want to refer to the following sections of the Ohio Administrative Code:**

- **4765-7-09** - This section lists the requirements for approval of a continuing education program.
- **4765-3-05** – This section lists the medical director requirements.
- **4765-8-01** - This section specifies the qualifications for a certificate to practice.
- **4765-12-03** – This section specifies continuing education hours and topics for First Responder.
- **4765-15-03** - This section specifies continuing education hours and topics for EMT-B.
- **4765-16-03** - This section specifies continuing education hours and topics for EMT-I.
- **4765-17-02** - This section specifies continuing education hours and topics for EMT-P.
- **4765-18-01** - This section defines EMS training program, EMS continuing education program, EMS instructor, a special topics instructor, EMS instructor training program and EMS instructor trainer.
- **4765-18-02** - This section specifies qualifications for teaching in continuing education programs.
- **4765-18-09** – This section provides the criteria and process for a physician to become an EMS instructor.
- **4765-18-10** - This section provides the criteria a process to become a Special Topics Instructor (STI).
- **4765-19-01** – This section describes the requirement of EMS continuing education in Ohio.

Full curriculum requirements can also be found using the Education link on the EMS Web Page.
Appendix A

Lesson Plan Development
Lesson plans are a way of converting what you want to teach into how you will teach. The better the plan the more flexible the lesson becomes. You can take advantage of a student question, a news item or a recent run report to support lesson objectives. A lesson plan includes:

A. Audience Description - refers to the learners’ needs, knowledge levels and learning styles.

B. Lesson Goals - the general concepts to be learned.

C. Lesson Objectives – specific actions that lead to the goal and contain conditions and performance criteria (sometimes referred to as tasks, conditions, and standards). Objectives may be cognitive, affective, and/or psychomotor. (see Bloom’s Taxonomy)

D. Equipment, Supplies and Personnel - list the materials you can not assume to be in the classroom. Include both electronic and physical equipment. Include lab assistance for practical skill stations.

E. Content Outline - this is a step-by-step format with time for each step bracketed [3 minutes]. The outline will help determine if the lesson has tried to cover too much or if the lesson be too hard or too easy. An introduction describing what will occur in the lesson should open the presentation.

F. Teaching Strategy– should ensure that learners are active and engaged in the lesson. Choose methods are consistent with the content and learning styles.

G. Evaluation – assessment of the learners knowledge, skills and/or attitudes following the lesson. The evaluation can be in many different forms, both formal and informal.

H. Remediation – provides alternative strategies if the learners don’t understand the lesson.
Edgar Dale’s Cone of Experience supports the theory that people learn best when they are actively involved in the learning process. Research has established that people generally remember less information when material is presented using only one of the upper level strategies. Upper levels of the cone need more instructional support than lower levels. Lower levels of the cone involve the student as a participant and encourage active learning.

People generally remember:

- 10% of what they read.
- 20% of what they hear.
- 30% of what they see.
- 50% of what they see and hear.
- 70% of what they say or write.
- 90% when they are explaining and doing.
The Three Types of Learning

There is more than one type of learning. A committee of colleges, led by Benjamin Bloom, identified three domains of educational activities. The three domains are cognitive, affective, and psychomotor. Since the work was produced by higher education, the words tend to be a little bigger than we are normally used to. Domains can be thought of as categories. Cognitive is for mental skills (Knowledge), affective is for growth in feelings or emotional areas (Attitude), while psychomotor is for manual or physical skills (Skills). This taxonomy of learning behaviors can be thought of as "the goals of the training process." That is, after the training session, the learner should have acquired these new skills, knowledge, or attitudes.

This compilation divides the three domains into subdivisions, starting from the simplest behavior to the most complex. The divisions outlined are not absolutes and there are other systems or hierarchies that have been devised in the educational and training world. However, Bloom's taxonomy is easily understood and is probably the most widely applied one in use today.

Cognitive 1

The cognitive domain involves knowledge and the development of intellectual skills. This includes the recall or recognition of specific facts, procedural patterns, and concepts that serve in the development of intellectual abilities and skills. There are six major categories, which are listed in order below, starting from the simplest behavior to the most complex. The categories can be thought of as degrees of difficulties. That is, the first one must be mastered before the next one can take place.

<table>
<thead>
<tr>
<th>Knowledge: Recall of data.</th>
<th>Examples: Recite a policy. Quote prices from memory to a customer. Knows the safety rules.</th>
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<tr>
<td>Key Words: defines, describes, identifies, knows, labels, lists, matches, names, outlines, recalls, recognizes, reproduces, selects, states.</td>
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<td>Comprehension: Understand the meaning, translation, interpolation, and interpretation of instructions and problems. State a problem in one's own words.</td>
<td>Examples: Rewrites the principles of test writing. Explain in one's own words the steps for performing a complex task. Translates an equation into a computer spreadsheet.</td>
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<tr>
<td>Key words: comprehends, converts, defends, distinguishes, estimates, explains, extends, generalizes, gives examples, infers, interprets, paraphrases, predicts, rewrites, summarizes, translates.</td>
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<tr>
<td>Application: Use a concept in a new situation or unprompted use of an abstraction. Applies what was learned in the classroom into novel situations in the workplace.</td>
<td>Examples: Use a manual to calculate an employee’s vacation time. Apply laws of statistics to evaluate the reliability of a written test.</td>
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<tr>
<td>Key Words: applies, changes, computes, constructs, demonstrates, discovers, manipulates, modifies, operates, predicts, prepares, produces, relates, shows, solves, uses.</td>
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<tr>
<td>Analysis: Separates material or concepts into component parts so that its organizational structure may be understood. Distinguishes between facts and inferences.</td>
<td>Examples: Troubleshoot a piece of equipment by using logical deduction. Recognize logical fallacies in reasoning. Gathers information from a department and selects the required tasks for training.</td>
</tr>
<tr>
<td>Keywords: analyzes, breaks down, compares, contrasts, diagrams, deconstructs, differentiates, discriminates, distinguishes, identifies, illustrates, infers, outlines, relates, selects, separates.</td>
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<tr>
<td>Synthesis: Builds a structure or pattern from diverse elements. Put parts together to form a whole, with emphasis on creating a new meaning or structure.</td>
<td>Examples: Write a company operations or process manual. Design a machine to perform a specific task. Integrates training from several sources to solve a problem. Revises and process to improve the outcome.</td>
</tr>
<tr>
<td>Keywords: categorizes, combines, compiles, composes, creates, devises, designs, explains, generates, modifies, organizes, plans, rearranges, reconstructs, relates, reorganizes, revises, rewrites, summarizes, tells, writes.</td>
<td></td>
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<tr>
<td>Evaluation: Make judgments about the value of ideas or materials.</td>
<td>Examples: Select the most effective solution. Hire the most qualified candidate. Explain and justify a new budget.</td>
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<tr>
<td>Keywords: appraises, compares, concludes, contrasts, criticizes, critiques, defends, describes, discriminates, evaluates, explains, interprets, justifies, relates, summarizes, supports.</td>
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Affective

This domain includes the manner in which we deal with things emotionally, such as feelings, values, appreciation, enthusiasms, motivations, and attitudes. The five major categories listed in order are:

<table>
<thead>
<tr>
<th>Receiving phenomena: Awareness, willingness to hear, selected attention.</th>
<th>Examples: Listen to others with respect. Listen for and remember the name of newly introduced people. Keywords: asks, chooses, describes, follows, gives, holds, identifies, locates, names, points to, selects, sits, erects, replies, uses.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Responding to phenomena: Active participation on the part of the learners. Attends and reacts to a particular phenomenon. Learning outcomes may emphasize compliance in responding, willingness to respond, or satisfaction in responding (motivation).</td>
<td>Examples: Participates in class discussions. Gives a presentation. Questions new ideals, concepts, models, etc. in order to fully understand them. Know the safety rules and practices them. Keywords: answers, assists, aids, complies, conforms, discusses, greets, helps, labels, performs, practices, presents, reads, recites, reports, selects, tells, writes.</td>
</tr>
<tr>
<td>Valuing: The worth or value a person attaches to a particular object, phenomenon, or behavior. This ranges from simple acceptance to the more complex state of commitment. Valuing is based on the internalization of a set of specified values, while clues to these values are expressed in the learner’s overt behavior and are often identifiable.</td>
<td>Examples: Demonstrates belief in the democratic process. Is sensitive towards individual and cultural differences (value diversity). Shows the ability to solve problems. Proposes a plan to social improvement and follows through with commitment. Informs management on matters that one feels strongly about. Keywords: completes, demonstrates, differentiates, explains, follows, forms, initiates, invites, joins, justifies, proposes, reads, reports, selects, shares, studies, works.</td>
</tr>
<tr>
<td>Organization: Organizes values into priorities by contrasting different values, resolving conflicts between them, and creating an unique value system. The emphasis is on comparing, relating, and synthesizing values.</td>
<td>Examples: Recognizes the need for balance between freedom and responsible behavior. Accepts responsibility for one’s behavior. Explains the role of systematic planning in solving problems. Accepts professional ethical standards. Creates a life plan in harmony with abilities, interests, and beliefs. Prioritizes time effectively to meet the needs of the organization, family, and self. Keywords: adheres, alters, arranges, combines, compares, completes, defends, explains, formulates, generalizes, identifies, integrates, modifies, orders, organizes, prepares, relates, synthesizes.</td>
</tr>
</tbody>
</table>
| Internalizing values (characterization): Has a value system that controls their behavior. The behavior is pervasive, consistent, predictable, and most importantly, characteristic of the learner. Instructional objectives are concerned with the student's general patterns of adjustment (personal, social, emotional). | Examples: Shows self-reliance when working independently. Cooperates in group activities (displays teamwork). Uses an objective approach in problem solving. Displays a professional commitment to ethical practice on a daily basis. Revises judgments and changes behavior in light of new evidence. Values people for what they are, not how they look.  
Keywords: acts, discriminates, displays, influences, listens, modifies, performs, practices, proposes, qualifies, questions, revises, serves, solves, verifies. |
**Psychomotor**

The psychomotor domain includes physical movement, coordination, and use of the motor-skill areas. Development of these skills requires practice and is measured in terms of speed, precision, distance, procedures, or techniques in execution. The seven major categories listed in order are:

<table>
<thead>
<tr>
<th>Perception: The ability to use sensory cues to guide motor activity. This ranges from sensory stimulation, through cue selection, to translation.</th>
<th>Examples: Detects non-verbal communication cues. Estimate where a ball will land after it is thrown and then moving to the correct location to catch the ball. Adjusts heat of stove to correct temperature by smell and taste of food. Adjusts the height of the forks on a forklift by comparing where the forks are in relation to the pallet.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Keywords: chooses, describes, detects, differentiates, distinguishes, identifies, isolates, relates, selects.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Set: Readiness to act. It includes mental, physical, and emotional sets. These three sets are dispositions that predetermine a person's response to different situations (sometimes called mindsets).</th>
<th>Examples: Knows and acts upon a sequence of steps in a manufacturing process. Recognize one's abilities and limitations. Shows desire to learn a new process (motivation). NOTE: This subdivision of Psychomotor is closely related with the &quot;Responding to phenomena&quot; subdivision of the Affective domain.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Keywords: begins, displays, explains, moves, proceeds, reacts, shows, states, volunteers.</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Guided response: The early stages in learning a complex skill that includes imitation and trial and error. Adequacy of performance is achieved by practicing.</th>
<th>Examples: Performs a mathematical equation as demonstrated. Follows instructions to build a model. Responds hand-signals of instructor while learning to operate a forklift.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Keywords: copies, traces, follows, react, reproduce, responds</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mechanism: This is the intermediate stage in learning a complex skill. Learned responses have become habitual and the movements can be performed with some confidence and proficiency.</th>
<th>Examples: Use a personal computer. Repair a leaking faucet. Drive a car.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Keywords: assembles, calibrates, constructs, dismantles, displays, fastens, fixes, grinds, heats, manipulates, measures, mends, mixes, organizes, sketches.</td>
<td></td>
</tr>
</tbody>
</table>

| Complex Overt Response: The skillful performance of motor acts that involve complex movement patterns. Proficiency is indicated | Examples: Maneuvers a car into a tight parallel parking spot. Operates a computer quickly and accurately. Displays competence while playing the piano. |
by a quick, accurate, and highly coordinated performance, requiring a minimum of energy. This category includes performing without hesitation, and automatic performance. For example, players are often utter sounds of satisfaction or expletives as soon as they hit a tennis ball or throw a football, because they can tell by the feel of the act what the result will produce.

Keywords: assembles, builds, calibrates, constructs, dismantles, displays, fastens, fixes, grinds, heats, manipulates, measures, mends, mixes, organizes, sketches.

NOTE: The key words are the same as Mechanism, but will have adverbs or adjectives that indicate that the performance is quicker, better, more accurate, etc.

---

| Adaptation: Skills are well developed and the individual can modify movement patterns to fit special requirements. | Examples: Responds effectively to unexpected experiences. Modifies instruction to meet the needs of the learners. Perform a task with a machine that it was not originally intended to do (machine is not damaged and there is no danger in performing the new task). Keywords: adapts, alters, changes, rearranges, reorganizes, revises, varies. |
---|---|

| Origination: Creating new movement patterns to fit a particular situation or specific problem. Learning outcomes emphasize creativity based upon highly developed skills. | Examples: Constructs a new theory. Develops a new and comprehensive training programming. Creates a new gymnastic routine. Keywords: arranges, builds, combines, composes, constructs, creates, designs, initiate, makes, originates. |
---|---|

**Reference**


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http://www.nwlink.com/~donclark/hrd/bloom.html
APPENDIX XII: Unit #1 - Pathophysiology and Management of Anaphylaxis

OBJECTIVES
After this unit of study, the student should be able to:

1. Describe the structures and functions associated with the immune system.

2. Discuss antigens:
   a. Examples
   b. Four routes of introduction into the body.

3. Explain the production of antibodies (the antigen/antibody reaction).

4. Detail the physiology and pathophysiology of anaphylaxis.

5. Explain the acid/base and electrolyte imbalances resulting from anaphylaxis.

6. Discuss the effects of the pathological anaphylactic reaction on the following:
   a. Respiratory system
   b. Cardiovascular system
   c. Skin
   d. Central nervous system
   e. Gastrointestinal system

7. Identify the two substances released by mast cells during anaphylaxis.

8. Identify the signs and symptoms of a patient with pathological anaphylaxis as related to:
   a. Respiratory system
   b. Cardiovascular system
   c. Skin
   d. Central nervous system
   e. Gastrointestinal system

9. Describe the assessment and history (including pertinent negatives) of the patient with anaphylactic shock.

10. Identify the causes and treatments for anaphylaxis.

11. List the priorities of patient assessment and treatment for anaphylaxis.

12. Complete a drug card and discuss the following aspects for epinephrine, benadryl, Solu-Medrol® steroid, to include (*information for both pediatric and adult):
    a. trade name
    b. generic name
    c. classification
d. actions
e. dosage and route(s)
f. indications
g. contraindications
h. precautions
i. side-effects
j. indications
k. toxic effects

13. Define and explain the following terms:
   a) anaphylaxis
   b) antigen
   c) antihistamine
   d) bronchospasm
   e) histamine
   f) hives
   g) immune system
   h) mast cell
   i) shock
   j) steroid
   k) urticaria
Pathophysiology and Management of Anaphylaxis

<table>
<thead>
<tr>
<th>ISSUE</th>
<th>Topic Outline</th>
<th>Assigned Reading</th>
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<tbody>
<tr>
<td>1</td>
<td>Review Shock Syndrome</td>
<td>Paramedic Emergency Care</td>
</tr>
<tr>
<td></td>
<td>1. definition</td>
<td>Chapter 12,</td>
</tr>
<tr>
<td></td>
<td>2. parameters</td>
<td></td>
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<td></td>
<td>3. aerobic metabolism</td>
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<td></td>
<td>4. anaerobic metabolism</td>
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<tr>
<td></td>
<td>Antigens</td>
<td>Paramedic Emergency Care</td>
</tr>
<tr>
<td></td>
<td>1. definition</td>
<td>Chapter 25 (&amp; other assigned readings)</td>
</tr>
<tr>
<td></td>
<td>2. examples</td>
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<tr>
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<td>3. method of introduction</td>
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<tr>
<td>2</td>
<td>Antibodies</td>
<td>Physiology for the Health Related Professions</td>
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<tr>
<td></td>
<td>1. immune system</td>
<td>Chapter 3</td>
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<tr>
<td></td>
<td>2. definition</td>
<td></td>
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<td></td>
<td>3. production</td>
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<td>Anaphylaxis</td>
<td>Physiology for the Health Related Professions</td>
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<tr>
<td></td>
<td>1. pathophysiology</td>
<td>Chapter 3</td>
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<tr>
<td></td>
<td>2. effects on systems</td>
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<td></td>
<td>3. signs and symptoms</td>
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<td>4. patient assessment</td>
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<td>5. patient history</td>
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<td>6. management</td>
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<td>3</td>
<td>Pharmacological Agents</td>
<td>drug cards and master file</td>
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<tr>
<td></td>
<td>1) oxygen</td>
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<td>2) epinephrine</td>
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<tr>
<td></td>
<td>a) 1:1000</td>
<td></td>
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<tr>
<td></td>
<td>b) 1:10,000</td>
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<tr>
<td></td>
<td>3) diphenhydramine</td>
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<td></td>
<td>4) aminophylline</td>
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<tr>
<td>4</td>
<td>Skills practice</td>
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<td>selecting medication - epinephrine</td>
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<td></td>
<td>1:1000 or 1:10,000</td>
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<td></td>
<td>- benadryl</td>
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<td></td>
<td>25mg or</td>
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</tbody>
</table>

*note: these skills are taught in another course and are only to be practiced here*
Course Schedule
EMC 340
Tuesdays & Thursdays 09:15 - 11:30
Spring 2000 Dizney 234
(Refer to complete syllabus for further details)

<table>
<thead>
<tr>
<th>Date</th>
<th>Lesson</th>
<th>Topic</th>
<th>Reading</th>
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<tbody>
<tr>
<td>01/18</td>
<td>1</td>
<td>Anaphylaxis</td>
<td>Paramedic Emergency Care Chapter 12 &amp; 25</td>
</tr>
<tr>
<td>01/20</td>
<td>2</td>
<td>Anaphylaxis</td>
<td>Paramedic Emergency Care Chapter 12 &amp; 25</td>
</tr>
<tr>
<td>01/25</td>
<td>3</td>
<td>Anaphylaxis</td>
<td>Paramedic Emergency Care Chapter 12 &amp; 25</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>Anaphylaxis (skills)</td>
<td>Turn in drug cards</td>
</tr>
</tbody>
</table>
APPENDIX XIV: Confined Space Rescue – Awareness (Sample)

Course Description:
This course is designed to provide adequate education and training for personnel who have potential to be first responders to a confined space rescue incident. This course provides information on identification of confined spaces, common hazards associated with confined spaces, and operational limitations for the first responder.

Course Objectives

Terminal Objective:
To offer safe scene management and emergency operations during a confined space incident. This is designed to prevent injury or death to the rescue worker while operating within applicable laws and administrative policies.

Enabling Objectives:
Upon completion of this course, the firefighter shall demonstrate the ability to:

1. Define and identify a confined space including, but not limited to, trench rescue scenario.
2. Describe hazardous Atmospheres including O2 concentration and IDLH.
3. Describe hazards associated with confined space rescue.
4. Identify training levels required for confined space entry.
5. Identify and describe safety practices and limitations placed on firefighters as it relates to confined space rescue.
6. Identify and discuss any department policies and procedures related to confined space rescue incidents.

Related Performance Standards:
- NFPA 1001: 4-4.2 (1997 edition)
- WAC 296-305-05003
- WAC 296-62-145, Part M
Course Materials

Suggested Materials:
- Applicable policies and procedures
- Video – Confined Space Rescue, First Due Rescue Company; American Safety Video Publishers
- Student handout – Confined space entry permit
- Confined space quiz and answer key

Course Overview

<table>
<thead>
<tr>
<th>Preparation</th>
<th>15 Minutes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction/Motivation</td>
<td></td>
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</tbody>
</table>

I. Presentation | 175 Minutes |
| Definitions/Training Levels |
| Types of Confined Space |
| Associated Hazards |
| Video-Confined Space Rescue |
| Roles and Responsibilities |
| Legal requirements |
| Conclusion |

II. Application | 30 Minutes |
| Discussion Questions |

III. Evaluation | 20 Minutes |
| Quiz (20 question) |
I - Preparation

1. Introduction/Motivation
   Introduce self, class, and any special concerns or conveniences.
   Cover course objectives.

II - Presentation

Explain

1. Define confined space and training levels
   This tends to be a High risk / Low frequency type of incident, however, with the area growth and vast amount of construction the potential for an incident is much greater.
   TECHNICIAN (40-60 hours training) - Special skills and retrieval systems, patient evacuation, communications and command, familiarity with various types of confined spaces, monitoring-assessment-ventilation techniques. **THIS IS NOT YOU!!!**
   OPERATION (several days training) - Safe entry and rescue techniques, atmospheric monitoring, assess hazards and risks. **THIS IS NOT YOU!!!**
   AWARENESS (few hours training) – Recognize, secure, and call for resources. **THIS WILL BE YOU!!!**

2. Other key definitions
   These are not the only definitions associated with Confined space rescue, but are the critical ones you should know and understand.
II – Presentation, continued

3. Types of confined space

Trench / excavation: (Be sure to cover Trench in detail explaining to students that while considered by standards to be different from confined space techniques, Awareness level roles and responsibilities remain the same.)
- All soils considered unstable for rescuers concern. After all, rescuers are most likely there because of a previous collapse
- Trench defined as excavation deeper than it is wide
- ≥ 4′ depth requires shoring, >20′ requires engineered shoring
- Means of exit required within 25′ of work area
- Spoil pile must be >2′ from excavation
- Required shoring material is 6″x6″ stock. (Rescue argues 4″x4″ is acceptable).

Vaults:
Most common vaults in our area are underground utility and mechanical Vaults.

Manholes:
Could be access to a vault but more common in our area to be access to sewer, water, and storm drain systems.

Storage tanks:
Above or below ground holding tanks for fuel, water, septic, or other.

Building collapse:
Being in an earthquake prone area and having older structures that have not been retrofitted, we have a good potential for structural collapse. Explain how voids can be created within a fallen structure.

Silos:
Luckily we don’t have many, if any at all, within our area. These are death traps with special considerations. Used in grain and other such material storage.

Caves or mines:
Again, we don’t have many to worry about. Keep in mind atmospheric and collapse problems.
II – Presentation, continued

4. Hazards associated with confined space

Atmospheric problems - This is the greatest reason for concern in most confined space situations and account for 60% of confined space deaths. In confined spaces, many gases linger and present an IDLH condition both in the form of inhalation dangers as well as flammable / combustible (LEL) dangers. Many of these gases, which displace the oxygen, are colorless, odorless, tasteless, and deadly. Discuss briefly some of the effects of gases that may be present in a confined space such as CO, CO2, Methane, and Hydrogen Sulfide.

Fall hazards - Most confined space configurations are below ground or elevated and are accessed by steep ladders. These ladders are usually slippery and are made with small footprint surfaces (i.e. steps in a manhole)

Electrical or mechanical hazards - Vaults that store these items will create an extra hazard inside a confined space. If possible secure power to reduce risk.

Engulfment danger - This is a special consideration in confined space where the area can be immediately filled or flooded with gas, liquid or fire with little or no warning.

Collapse potential - In trench rescue or building collapse scenarios where scene is already unstable (thus the reason for rescue), expect further deterioration of the area.

Equipment limitations - Bunker gear while being good heat protection is poor protection from chemical and/or corrosive agents. SCBA’s are limited in confined space because of their bulkiness. Need proper tools and equipment to ensure safe operation, including fall protection, which we may not have.

Improper training / manpower - Rescuers do not plan to die when trying to help those in need. These are good people with good intentions that lack understanding of the situation. They are unable to recognize all hazards and lack knowledge on potential risks. Confined space emergencies are VERY labor intensive; make sure you have ample manpower.
### 11 – Presentation, Video

**Show video** – Confined Space Rescue

### 11 – Presentation, continued

#### 5. Roles and responsibilities of the first responder

**IMS**

For a successful operation, it is imperative that command structure is developed early. Start IMS to handle the worst and downgrade as necessary for it is easier to reduce command structure than to expand it after operations begin.

**Evaluate**

Figure out if there is a confined space emergency to begin with, determine the number of patients (if any), and determine if it is rescue vs. recovery.

**Hazards**

Identify if any hazards are present, to what extent, and special considerations because of hazards. Is there any type of contamination present or possible (HazMat)? If so, figure type, extent, and problems it may create like where contaminants are going.

**Points / persons of interest**

If possible, identify job foreman or someone else involved in incident prior to emergency and **DO NOT** let this person go. They are a valuable source of information. Identify MSDS, existing ventilation systems, points of entry, and if there is an entry permit. Fire department can use their entry permit if available. If not, department can produce their own. In any case, one must be present before entry is made.

**Shut down / lock out**

When performing shut down, be careful that it won’t shut down or disable essential systems such as ventilation equipment.

**Ventilation**

Begin ventilation procedures if possible, the earlier the better. Do not ventilate with pure O2.
## II – Presentation, continued

<table>
<thead>
<tr>
<th>Secure / reduce hazards</th>
<th>20 Minutes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Establish hot, warm, and cold zones and stay out. Restrict access by everyone, evacuate necessary areas, and shut off, move, or stabilize equipment around site.</td>
<td></td>
</tr>
</tbody>
</table>

### 6. Legal requirements

These are in accordance with NFPA 1601 and WAC 296

## III – Application

<table>
<thead>
<tr>
<th>Review</th>
<th>20 Minutes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Review / recap</strong></td>
<td></td>
</tr>
<tr>
<td>Restate in summary the course objectives to confirm student understanding.</td>
<td></td>
</tr>
</tbody>
</table>

### Discuss

| **2. Suggested Discussion Questions** |
| Lead a guided discussion based on the following photographs: |

1. **Type = vault, manhole, tank**: Hazards = IDLH atmosphere, fall, engulfment, mechanical; Actions = identify, set up command, isolate.

2. **Type = trench**: Hazards = IDLH atmosphere, fall, collapse; Actions = identify, set up command, isolate.

3. **Type = well, manhole**: Hazards = IDLH atmosphere, fall, engulfment; Actions = identify, set up command, isolate.
III – Application, continued

1. Lead a guided discussion based on safety systems in the following photographs:
   1. Ventilation, equipment, training levels.
   2. Shoring, equipment, training levels.

4. Conclusion

If you leave this class with anything, the most important thing to remember is, First responders must not enter confined spaces!! Even if there are victims that may be rescued.

III – Evaluation

Evaluate

1. Performance Evaluation
   Have each student complete quiz.
Lesson Plan Example

APPENDIX XIII: Daily Lesson Plan - Anaphylaxis Unit (Sample)

1) Review Shock Syndrome
2) Reason for lesson:
   a) To review the basic pathophysiology of shock, hypoperfusion and hemodynamic instability
   b) To review basic treatments for clinical conditions caused by shock, hypoperfusion and hemodynamic instability
3) Points to be reviewed:
   a) Definition of shock, hypoperfusion and hemodynamic instability
   b) Clinical signs and symptoms that are the parameters for assessing / diagnosing shock, hypoperfusion and hemodynamic instability
   c) Describing the causes, methods of differential diagnosis and treatments for aerobic metabolism
   d) Describing the causes, methods of differential diagnosis and treatments for anaerobic metabolism
4) Content and activities

<table>
<thead>
<tr>
<th>Minutes</th>
<th>Content</th>
<th>Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>00 - 20:00</td>
<td>Description of homeostasis, statistically normal vital signs</td>
<td>Students will be asked to explain the significance of each vital sign</td>
</tr>
<tr>
<td>20:00 - 1:00:00</td>
<td>Description of pH, aberrations of acid-base with metabolic and or respiratory etiologies</td>
<td>Scenarios appropriate to either metabolic or respiratory acid-base problems will be presented, students will make differential diagnoses</td>
</tr>
<tr>
<td>1:15:00 - 2:15:00</td>
<td>Descriptions of general treatments for acid-base with metabolic and or respiratory etiologies</td>
<td>After correctly assessing the etiology of the acid-base problem, students will describe general treatments (e.g., fluid versus oxygen and airway control)</td>
</tr>
<tr>
<td>2:25:00 - 3:00:00</td>
<td>Practical demonstration of medication selection, drug dose calculation and administration using manikins and oranges</td>
<td></td>
</tr>
</tbody>
</table>

Summarizing the above concepts:
5) Evaluation: a simple quiz on the material covered above will be given. This quiz will include multiple choice and fill-in-the-blank items. Each item will be associated with a scenario similar to the ones covered in class.
6) Assignment: a set of 5 scenarios will be given for students to assess. These scenarios will include cases that acid-base problems that include both respiratory and metabolic components in each scenario.
APPENDIX XV: USE OF SAFETY GEAR INSIDE A FIRE SCENE (SAMPLE)

INSTRUCTOR PRE-PLANNING:

Lesson Objective: By the end of this lesson, the student will be able to discuss at least four concepts involving safety inside a burning building, using case studies and roleplay.

Task Analysis: Concepts to be introduced include CAL-OSHA mandates, exiting the fire scene when the Vibra-Alert sounds, activation of PASS alarm prior to entering the building, and proper fastening of safety gear.

THE LESSON PLAN

Warm up/ Review: Distribute roles for students to act out during the discussion. Once students are ready to play their “part”, introduce the safety lesson by preparing the participants for watching a video described below.

Presentation or Demonstration: Play the video that presents the case studies of the two firefighters who were seriously injured during a fire.

Student Practice: After the video is completed, lead a whole group discussion about safety issues that were encountered by the firefighters. Allow pros and cons to develop, but ensure that ultimately the message of mandatory safety practices is brought out.

Evaluation/Closure: To conclude this session, ask each participant of the discussion to answer a summary question based upon the task analysis. Questions to be presented include:

1. Who mandates our use of safety equipment during the fire scene?
2. When should one begin exiting the fire scene, in order to avoid potential problems with the SCBA equipment?
3. Why should the PASS alarm be activated prior to entering the fire scene?
4. How should the outer firefighter safety clothing be worn during the fire scene?
Application for Certificate of Approval

Return Completed Application to:

Division of Emergency Medical Services
P. O. Box 182073
Columbus, OH 43218–2073
Certificate of Approval Application
Page 1

General Program Contact Information

(Please Type or Print Legibly)

Program Name: (Note: name of organization must match the name on the certificate)

Program Address:

Street Address

City State Zip County

Program Mailing Address (if different from street address):

Authorizing Official * Information

* This person has signature authority for the organization and either owns, or maintains responsibility on behalf of, the organization

Name: _______________________________________________________________________________

Telephone Number: _________________________ Fax Number: ___________________________

E-mail Address: ______________________________________________________________________

Program Coordinator Information

Name: _______________________________________________________________________________

Telephone Number: _________________________ Fax Number: ___________________________

E-mail Address: ______________________________________________________________________

Medical Director Information

Program Medical Director Information:

Name: _______________________________________________________________________________

License #: ___________________ Specialty: ____________________________________________

Telephone Number: _________________________ Fax Number: ___________________________

E-mail address: ______________________________________________________________________
The applicant must have a program coordinator who assumes general responsibility for administering and operating the program. [O.A.C. 4765-7-09 (B) (1)]

Describe the duties of the program coordinator:

The applicant must have a program medical director who assumes responsibility for the medical components of the program. [O.A.C. 4765-7-09 (B) (2)]

All courses offered through a training program shall be developed under the direction of a physician who specializes in emergency medicine. Each course that deals with trauma care shall be developed in consultation with a physician who specializes in trauma surgery. [O.R.C. 4765.16 (A)]

Is your program medical director a licensed physician who specializes in emergency medicine?

Does your medical director hold a certificate to teach EMS?  
(If yes, list cert # ____________)

Describe the role the program medical director will serve:
Instruction must be provided by instructors who hold a certificate to teach issued under section 4765.23 of the revised code that is appropriate to the level of programs to be taught. [ O.A.C. 4765-7-09 (B) (3); O.A.C. 4765-18; O.R.C. 4765.16 ]

List the instructors who will be utilized in your program: (copy page if additional space is needed)

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<tr>
<th>EMS Instructors</th>
<th>Special Topic Instructors</th>
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</table>
The applicant must have sufficient classroom and laboratory facilities to accommodate the number of participants in each program. [ O.A.C. 4765–7–09 (B) (4) ]

Estimate the number of course offerings to be provided annually and the average number of participants you anticipate will attend:

List all sites to be used for course offerings, including a brief description of the facility and the number of participants the classroom will accommodate is classroom style:
(copy page if additional space is needed)

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<th>Site Name</th>
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</table>
Attendees at each program must complete a program assessment and evaluation form. [O.A.C. 4765–7–09 (B) (5)]

**Attach a copy of the program assessment/evaluation form that will be provided to each attendee at the end of each program.**

The applicant must issue a certificate of completion to each participant who completes the program. [O.A.C. 4765–7–09 (B) (6)]

**Attach a copy of the certificate to be issued to each participant. [The certificate should include the training program name (and approval number once issued), title/topic of course, number of hours of CE awarded for course, date of course, name of participant, program coordinator’s signature line]**

The applicant must maintain records for each program that documents the following:
1) date, time, location, and topic;
2) name and credentials of each instructor;
3) list of participants;
4) summary of the evaluations forms. [O.A.C. 4765–7–09 (C)]

Where will program files be maintained?

Who will have access to these files?

Describe how and what records will be maintained.
Authorizing Official Signature Required:

I attest that the information included in this application is true and accurate to the best of my knowledge. As the Authorizing Official, I recognize that I am responsible for ensuring that all laws and rules pertaining to a Certificate of Approval (including any duties delegated to the Program Coordinator or Medical Director) are followed. I agree to provide a copy of this application to the Program Coordinator and Medical Director listed on page 1, as well as any new Program Coordinator and/or Medical Director who may be assigned during the approval cycle.

__________________________________________________________________________________
Signature of Authorizing Official                                       Date

Read and Received:

Program Coordinator:

________________________________________
Signature

________________________________________
Print Name

________________________________________
Date

Program Medical Director:

________________________________________
Signature

________________________________________
Print Name

________________________________________
Date
Certificate of Approval Renewal Application

Return Completed Application to:

Division of Emergency Medical Services
P. O. Box 182073
Columbus, OH 43218-2073
## General Program Contact Information

(Please Type or Print Legibly)

**Program Name:** (Note: name of organization must match the name on the certificate)

Program Address:

<table>
<thead>
<tr>
<th>Street Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
<th>County</th>
</tr>
</thead>
</table>

Program Mailing Address (if different from street address):

### Authorizing Official * Information

*This person has signature authority for the organization and either owns, or maintains responsibility on behalf of, the organization

| Name: | | | | |
|-----------------------------------------------|
| | | | |

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<th>Telephone Number:</th>
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### Program Coordinator Information

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### Medical Director Information

**Program Medical Director Information:**

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The applicant must have a program coordinator who assumes general responsibility for administering and operating the program. [O.A.C. 4765-7-09 (B) (1)]

Describe the duties of the program coordinator:

The applicant must have a program medical director who assumes responsibility for the medical components of the program. [O.A.C. 4765-7-09 (B) (2)]

All courses offered through a training program shall be developed under the direction of a physician who specializes in emergency medicine. Each course that deals with trauma care shall be developed in consultation with a physician who specializes in trauma surgery. [O.R.C. 4765.16 (A)]

Is your program medical director a licensed physician who specializes in emergency medicine?

Does your medical director hold a certificate to teach EMS?
(If yes, list cert # ____________)

Describe the role your program medical director serves with the training program:
Instruction must be provided by instructors who hold a certificate to teach issued under section 4765.23 of the revised code that is appropriate to the level of programs to be taught. [ O.A.C. 4765–7–09 (B) (3); O.A.C. 4765–18; O.R.C. 4765.16 ]

List the instructors utilized in your program: (copy page if additional space is needed)

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</table>
The applicant must have sufficient classroom and laboratory facilities to accommodate the number of participants in each program. [O.A.C. 4765-7-09 (B) (4)]

List the number of CE programs provided during the current Certificate of Approval cycle (past three years) and the average number of participants in attendance:

Have all facilities utilized been visited to determine limits for class size for lecture and hands-on programs?

Do all the facilities utilized provide an appropriate classroom environment?

List all sites used for course offerings during the current cycle (past three years). Include the number of participants the classroom will accommodate in classroom style: (copy page if additional space is needed)

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List any new sites you will be adding in the upcoming cycle. Include a brief description of the facility and the number of participants the classroom will accommodate in classroom style:
(copy page if additional space is needed)

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Certificate of Approval Renewal Application
Page 6
Provide a listing of CE courses provided by your institution in the past year. (Copy page if needed. A computer print out may be submitted as long as the requested information is included.)

<table>
<thead>
<tr>
<th>Date(s)</th>
<th>Program Title</th>
<th># CE Hrs</th>
<th># of Participants</th>
<th>Instructor Name*</th>
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*If Guest lecturer was used, also include the name of the Instructor of record.
Attendees at each program must complete a program assessment and evaluation form. [ O.A.C. 4765–7–09 (B) (5) ]

Were students provided the opportunity to complete a program evaluation at the end of each program offered?

**Attach a copy of the program assessment/evaluation form that was provided to each attendee at the end of each program.**

**Attach a summary of the evaluations submitted by participants for your most recent CE program provided. If no programs were provided during this approval cycle, provide an explanation for the lack of courses provided and your plans for offering programs in the future.**

The applicant must issue a certificate of completion to each participant who completes the program. [ O.A.C. 4765–7–09 (B) (6) ]

Are students issued a certificate of completion following each program offering?

**Attach a copy of the certificate issued to each participant. [ The certificate should include the training program name (and approval number once issued), title/topic of course, number of hours of CE awarded for course, date of course, name of participant, program coordinator’s signature line ]

The applicant must maintain records for each program that documents the following:
1) date, time, location, and topic; 2) name and credentials of each instructor; 3) list of participants; 4) summary of the evaluations forms. [ O.A.C. 4765–7–09 (C) ]

Are records maintained as required in O.A.C. 4765–7–09 (C)?
Where are program files maintained?

Who has access to these files?

**Authorizing Official Signature Required:**

I attest that the information included in this application is true and accurate to the best of my knowledge. As the Authorizing Official, I recognize that I am responsible for ensuring that all laws and rules pertaining to a Certificate of Approval (including any duties delegated to the Program Coordinator or Medical Director) are followed. I agree to provide a copy of this application to the Program Coordinator and Medical Director listed on page 1, as well as any new Program Coordinator and/or Medical Director who may be assigned during the approval cycle.

________________________________________________________  __________________________
Signature of Authorizing Official                                      Date

**Read and Received:**

**Program Coordinator:**

__________________________  __________________________
Signature            Print Name

__________________________  __________________________
Date                  Date

**Program Medical Director:**

__________________________  __________________________
Signature            Print Name

__________________________  __________________________
Date                  Date
OHIO DEPARTMENT OF PUBLIC SAFETY
DIVISION OF EMERGENCY MEDICAL SERVICES
SPECIAL TOPIC INSTRUCTOR APPLICATION

<table>
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<tr>
<th>LAST NAME</th>
<th>FIRST NAME</th>
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**YOUR CURRENT LEVEL OF CERTIFICATION AS AN EMS PROVIDER:**
- [ ] First Responder
- [ ] EMT-Basic
- [ ] EMT-Intermediate
- [ ] EMT-Paramedic
- [ ] Registered Nurse**
- [ ] M.D.**
- [ ] D.O.**
s**Copy of License Required

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<th>ODPS CERTIFICATION NUMBER</th>
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**YOU ARE REQUIRED TO SUBMIT THIS APPLICATION SIGNED BY A STATE APPROVED OR ACCREDITED EMS PROGRAM COORDINATOR.**

Select up to five (5) topics you are requesting as a Special Topic Instructor to teach:

- [ ] Patient Assessment (Medical & Trauma)
- [ ] Airway/Breathing/Respiratory Emergencies
- [ ] Cardiovascular Emergencies
- [ ] Anatomy/Physiology
- [ ] OB/GYN
- [ ] Pediatric Assessment & Emergencies
- [ ] Genetic Assessment & Emergencies
- [ ] Medical Emergencies
- [ ] Medications/General Pharmacology
- [ ] Neurological Emergencies
- [ ] Behavioral Emergencies
- [ ] Immobilization/Splinting
- [ ] Environmental Emergencies
- [ ] Medical/Legal/Ethical Issues
- [ ] Documentation
- [ ] Communications/EMS System
- [ ] Triage/Transportation
- [ ] Special Operations/Safety (WMD)
- [ ] Traumatic Brain Injury (TBI Curriculum)
- [ ] Classroom Lab Skills Stations

I attest that all provided is true and accurate to the best of my knowledge and I understand that a false statement on this application constitutes falsification under Section 2921.13 of the Ohio Revised Code. I hereby give my permission to the Ohio Department of Public Safety, Division of EMS, to verify any of the above information.

APPLICANT SIGNATURE

NAME OF EMS PROGRAM COORDINATOR AND SCHOOL MUST BE PROVIDED TO ENSURE QUALITY CONTROL.

EMS PROGRAM COORDINATOR’S NAME (Please Print)

<table>
<thead>
<tr>
<th>DATE</th>
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</table>

I attest that I am the authorized Program Coordinator for the Approved or Accredited school listed below and that the above named Special Topic Instructor applicant, under my direction, will provide quality emergency medical training in the topic(s) chosen.

EMS PROGRAM COORDINATOR’S SIGNATURE

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<th>DATE</th>
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ODPS ACCREDITED/APPROVAL TRAINING ORGANIZATION

<table>
<thead>
<tr>
<th>SITE NUMBER</th>
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NOTE: In the event the application is the EMS Program Coordinator, then the Program Coordinator’s Medical Director MUST sign this application.

EMS PROGRAM MEDICAL DIRECTOR’S NAME (Please Print)

<table>
<thead>
<tr>
<th>DATE</th>
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I attest that I am the above named program Medical Director and that the above named applicant, under my direction, will provide quality emergency medical training in the topic(s) chosen.

EMS PROGRAM MEDICAL DIRECTOR’S SIGNATURE

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<tr>
<th>DATE</th>
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CE Program Coordinator's Guidebook
Revised February 2008

53
PHYSICIAN EMS INSTRUCTOR APPLICATION

INFORMATION

LAST NAME
FIRST NAME
MI

HOME ADDRESS
PO BOX

CITY
STATE
ZIP CODE
COUNTY

HOME PHONE NUMBER
WORK PHONE NUMBER
FAX NUMBER

SOCIAL SECURITY NUMBER

ORGANIZATION AFFILIATION
DATE OF BIRTH
LICENSE NUMBER

YOU MUST INDICATE WHICH CRITERIA YOU FULFILL FOR CERTIFICATION AS AN EMS INSTRUCTOR:

☐ I am an active EMS medical director with the following agency(s)

NAME OF AGENCY
NAME OF AGENCY

☐ I am being recommended by a Regional Physician Advisory Board (RPAB)

NAME OF RPAB CHAIR
REGION NUMBER

SIGNATURE OF RPAB CHAIR

☐ I am being recommended by an accredited or approved training institution

NAME OF PROGRAM COORDINATOR
SIGNATURE

1. Have you been convicted of, pled guilty to, had a judicial finding of guilt for, or had a judicial finding of eligibility for treatment and/or intervention in lieu of conviction for a felony or misdemeanor (other than a minor traffic violation) or any act committed in another state that, if committed in Ohio, would constitute a felony or misdemeanor?

☐ YES ☐ NO

2. Have you been adjudicated mentally incompetent by a court of law?

☐ YES ☐ NO

IF YOU HAVE ANSWERED “YES” TO EITHER QUESTION 1 OR 2 ABOVE, YOU MUST SUBMIT DOCUMENTATION TO EXPLAIN THE CIRCUMSTANCES IN YOUR CASE. DOCUMENTATION SHOULD INCLUDE A CERTIFIED JUDGMENT ENTRY FROM THE COURT WHERE THE CONVICTION OR ADJUDICATION OCCURRED AND A COPY OF THE POLICE INVESTIGATION REPORT.

I attest that all information provided is true and accurate to the best of my knowledge and I understand that a false statement on this application constitutes falsification under Section 2921.13 of the Ohio Revised Code and may be grounds for denial, suspension, or revocation of my certificate to teach. I hereby give permission to the Ohio Department of Public Safety, Division of Emergency Medical Services, to verify any of the above information.

APPLICANT SIGNATURE

DATE

EMS 0052 6/05
Maintaining Training Records

All training records will be maintained in a dedicated filing cabinet in the office of Northwest Ambulance District EMS & Fire Training Center. Each program will have a separate file folder that contains the following:

1. Date, time, location and topic of the program presented.
2. Name & credentials of each instructors participating in the program.
3. List of participants who attend the program.
4. A summary of the assessment and evaluation forms for that program.

Instructor checklist:

Date ____________________________
Times __________________________
Location _________________________
Topic __________________________

Instructors names (be sure to photo copy credentials and attach to this form):
________________________________
________________________________
________________________________
________________________________

List of participants (attach participant list)
Attach assessment summary form (numerical average)
# Medical Director Approval Form

For  
Continuing Education Course

<table>
<thead>
<tr>
<th>Title</th>
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<tr>
<th>Hours/Category</th>
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<tr>
<th>Learning Objectives</th>
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<tr>
<th>Reviewed By</th>
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<tr>
<th>Approved Date</th>
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<tr>
<th>Comments</th>
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## MONCLOVA TOWNSHIP FIRE DEPARTMENT

**MTFD – APPROVAL #0000**

Program Length ______ hrs./Continuing Education Offering Attendance Record

<table>
<thead>
<tr>
<th>Name (Please Print)</th>
<th>Cert Level</th>
<th>Mailing Address (City, State, Zip)</th>
<th>Signature</th>
<th>Cert Issued</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
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<td>2.</td>
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<td>3.</td>
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<td>9.</td>
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<td>10.</td>
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</tbody>
</table>
To provide top quality programs at the Blanchester EMS, we need your candid opinions and recommendations. Please help us by completing the following. We will appreciate your comments if rated below average or “No” is circled.

<table>
<thead>
<tr>
<th>Instructor’s presentation</th>
<th>Poor</th>
<th>Avg</th>
<th>Excellent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comments:</td>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Instructor’s knowledge/experience</th>
<th>Poor</th>
<th>Avg</th>
<th>Excellent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comments:</td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Were your questions answered?</th>
<th>Poor</th>
<th>Avg</th>
<th>Excellent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comments:</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>“Hands-on” practical (if applicable)</th>
<th>Poor</th>
<th>Avg</th>
<th>Excellent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comments:</td>
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</table>

<table>
<thead>
<tr>
<th>Audio/Visual Aids</th>
<th>Poor</th>
<th>Avg</th>
<th>Excellent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comments:</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Classroom/Facility</th>
<th>Poor</th>
<th>Avg</th>
<th>Excellent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comments:</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Does course relate to your job?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comments:</td>
<td></td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Was the subject information adequately covered?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comments:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Did course meet your expectation?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comments:</td>
<td></td>
<td></td>
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</tbody>
</table>

Additional Comments on strengths and weaknesses of course

Other Courses Desired
## Sample Course Evaluation

**PROGRAM NAME**

**COURSE EVALUATION FORM**

<table>
<thead>
<tr>
<th>Name of Course</th>
<th>Date of Course</th>
<th>Name of Instructor</th>
</tr>
</thead>
</table>

It is our objective to present a useful and effective training course. Please evaluate your experiences using the following rating scale. Do not feel bound to limit your remarks to the questions on this form.

<table>
<thead>
<tr>
<th>Statement</th>
<th>Disagree</th>
<th>Agree</th>
</tr>
</thead>
<tbody>
<tr>
<td>The course was appropriate for my certification level.</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>The content met my educational needs.</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>The course was reasonable in length.</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>The time in class was spent effectively.</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>The equipment was appropriate for activities.</td>
<td>N/A</td>
<td>1</td>
</tr>
<tr>
<td>The handouts were appropriate and useful.</td>
<td>N/A</td>
<td>1</td>
</tr>
<tr>
<td>The audio visual materials were related to the course.</td>
<td>N/A</td>
<td>1</td>
</tr>
<tr>
<td>The classroom facilities were appropriate.</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>The instructor was prepared for the course.</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>The instructor was knowledgeable in the subject area.</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>The instructor showed an ability to teach the subject matter.</td>
<td>1</td>
<td>2</td>
</tr>
</tbody>
</table>

**Comments**

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**Name of Course** - Geriatrics  
**Date of Course** - May 25, 2004  
**Name of Instructor** - Anne Andy, RN

<table>
<thead>
<tr>
<th>Item</th>
<th>Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>The course was appropriate for my certification level.</td>
<td>5</td>
</tr>
<tr>
<td>The content met my educational needs.</td>
<td>5</td>
</tr>
<tr>
<td>The course was reasonable in length.</td>
<td>4.69</td>
</tr>
<tr>
<td>The time in class was spent effectively.</td>
<td>4.72</td>
</tr>
<tr>
<td>The equipment was appropriate for activities.</td>
<td>N/A 4.7</td>
</tr>
<tr>
<td>The handouts were appropriate and useful.</td>
<td>N/A 4.74</td>
</tr>
<tr>
<td>The audio visual materials were related to the course.</td>
<td>N/A 4.55</td>
</tr>
<tr>
<td>The classroom facilities were appropriate.</td>
<td>4.74</td>
</tr>
<tr>
<td>The instructor was prepared for the course.</td>
<td>4.74</td>
</tr>
<tr>
<td>The instructor was knowledgeable in the subject area.</td>
<td>4.72</td>
</tr>
<tr>
<td>The instructor showed an ability to teach the subject matter.</td>
<td>4.5</td>
</tr>
</tbody>
</table>

Comments included: Would like to have had more time for questions.; Course was great, need to have some like her for pediatrics.; There were too many people for questions.; Where can we get the PowerPoint she showed?
Certificate of Attendance

THIS IS TO CERTIFY THAT:

Insert Name Here

HAS ATTENDED THE PROGRAM OF CONTINUING EDUCATION ENTITLED

Do Not Resuscitate Law

AND HAS BEEN AWARDED 2 TOTAL CE HOURS

TRAUMA: 0 CE HOURS  GERIATRIC: 2 CE HOURS  PEDIATRIC: 0 CE HOURS

March 22, 2005
Date

March 22, 2005
Date

Signed (Trauma Program Director, OSU)

Signed (Norwich Township Program Director)

Norwich Township is an approved CE Center, Number 1094 (exp. 4-30-07)
Frequently Asked Questions
EMT Continuing Education Audit Procedures

Why do I need to show my EMT continuing education (CE) when I have already received my new EMT card?

The EMT continuing education audit process is conducted one month AFTER an EMT recertifies. For example; if you renewed your Ohio EMT card in the month of June 2004, the computer will automatically and randomly kick out 10% of those that renewed June 2004, the second week of July 2004, for an EMT audit. Using the above example and assuming your EMT card was renewed effective 06-01-04, this audit process would then be for the three year period June 1, 2001 to June 1, 2004. You would have to show certificates of completion for the three year period June 1, 2001 to June 1, 2004.

The audit procedure is a way to spot check continuing education requirements for EMT’s during their three year certification period.

Why do I need to submit my certificates of completion for continuing education when I am audited?

The only way to verify that the continuing education has met the Ohio EMS Board requirements for “Approved” continuing education training, is to have a proper certificate of completion signed by the “Approved” continuing education training program coordinator. THE PROGRAM COORDINATOR’S SIGNATURE MUST BE ON THE CERTIFICATE OF COMPLETION FOR IT TO BE VALID.

The EMS Board has agreed to accept a computer printout of “Approved” continuing education training from an “Approved” continuing education training program, as long as the computer printout contains the same information as the certificate of completion and the program coordinator signs the computer printout to attest to the completion of the training.

I just attended an EMT class one month after the new EMT card was issued. Can I use that class for continuing education for the past three year period to meet my EMT renewal requirements?

NO. The only continuing education allowed for the EMS audit process is “Approved” continuing education taken within the three year audit period listed on the EMS audit form, in the upper right hand corner; Certification Period: 06-01-01 to 06-01-04 (from the example in the first question.) Any CE classes before or after these dates would not be honored for this specific EMT renewal, audit period.

On the front of the EMS audit form, there are two places to check, one reads, “Do you have a ‘current’ National Registry card? Yes or No; and the other reads Did you take a test in lieu of attending continuing education? Yes or No. What do each of these mean?

The first one would only be checked IF you have a current National Registry card at the time your Ohio EMT card expired. If you checked “Yes” and have the current National Registry card,
complete the portion above this section for correct name address, department affiliation, etc… attach a copy of your National Registry card, sign the EMS audit form on page 2 and then return the EMS audit form to the Division of EMS, YOU HAVE SUCCESSFULLY COMPLETED THE EMS RANDOM AUDIT. You do not have to list any other CE sessions or classes.

If you do not have a current National Registry card, mark “No” and move on to the next section.

The second section of “testing in lieu of continuing education” means that you decided to challenge the testing process instead of completing continuing education. It does not mean the refresher test you may have taken or any other tests given during a continuing education course. You would have to enroll in the “TEST IN LIEU OF CONTINUING EDUCATION” during the last six months of your cards certification period and pass that test for this box to be checked “Yes”.

If you did not take the test in lieu of continuing education, mark “No” and move on to the next section.

Why can’t I just mark the EMS audit form “see attached certificates” instead of listing out the continuing education in each section of the EMS audit form?

On the front page of the EMS audit form there is a black shaded area entitled “Directions”. It is important to read those directions carefully and follow the directions listed. You need to list all your continuing education taken during the three year period being audited, in each specific area; Pediatric CE, Geriatric CE, Trauma CE, Cardiology CE and Other Topic Areas CE. Once you list your CE totally for the three year period, go back and check that each session listed has a certificate of completion attached. If you don’t list the CE training sessions individually, you may not receive the credit you deserve for the CE classes taken and/or credit for specific types of CE training attended.

I completed an “Approved” continuing education class covering “OB-GYN” CE for 8 hours, and this was not accepted as Pediatric CE, why?

Under the “Pediatric CE” area of page 1 on the EMS audit form, it clearly states that the only CE credit allowed in the Pediatric CE area for OB-GYN classes, is the actual time spent which deals with the care of the infant “AFTER” delivery. The certificate of completion must show the actual hours for this time to be credited for Pediatrics or a course syllabus must be attached to the certificate of completion.

I filled out the EMS audit form completely and had it returned to me because I forgot to sign it. Is the signature that important?

YES! Your signature attests to the information being provided by you, that you have completed the CE sessions you have listed on the EMS audit form.

When you signed your renewal EMT application, your signature attested on that document that you had completed the necessary requirements for renewal. This signature states that all items listed on the EMS audit form are true and accurate, so your signature is important!

I recently moved and lost all of my certificates of completion for the CE taken during the last three years. Is there anything I can do once I am audited?
Short of going back to the “Approved” training program coordinators to reissue the certificates of completion, if you cannot reproduce those documents, your EMS audit would be turned over to the EMS Investigations section for possible action by the EMS Board. SAFEGUARD YOUR CERTIFICATES OF COMPLETION! THEY ARE IMPORTANT AND COULD MEAN THE DIFFERENCE BETWEEN BEING CERTIFIED AND LOSING CERTIFICATION.

*I received my EMS audit form and do not have the required CE hours to successfully complete the EMS audit procedure. Can I take the test in lieu of continuing education now?*

NO! The test in lieu of continuing education can only be taken within the last six months of your certification cycle. The requirements of continuing education for First Responders, EMT-B’s, EMT-I’s and EMT-P’s are all spelled out under the Ohio Administrative Codes 4765-12-08, 4765-15-03, 4765-16-03, and 4765-17-02, respectively. If you are short on CE hours for recertification, document that and send in your audit to the EMS Division. Your EMT audit will be sent to EMS Investigations for possible action by the EMS Board.

*What happens if I do not complete the audit or fail to respond to the EMT audit process?*

Please take the EMT audit process seriously. It is your certification that could be at stake! Failing to respond or failing to submit proper documentation to successfully complete the audit process will result in an EMS Investigation and possible subsequent actions being taken by the State EMS Board.

*I am an Ohio certified EMT-Paramedic and I have completed ACLS in the three year certification cycle being audited, but now I do not have a valid ACLS card. Do I have to maintain my ACLS card to be renewed as an Ohio Paramedic?*

The Ohio Administrative Code 4765-17-02 requirements for continuing education as a paramedic reads for the cardiac CE requirements; “Twelve hours on emergency cardiac care, which may be satisfied upon successful completion of an advanced cardiac life support course of the American Heart Association (AHA), the American Safety and Health Institute (ASHI), or an equivalent program approved or designated by the State EMS Board.”

If you took an ACLS course from the AHA or ASHI during your three year certification cycle, you would meet the 12 hour CE requirement for emergency cardiac care as a paramedic. A valid ACLS card may be required by your local department, your local Medical Director, or required regionally, and is required by the National Registry for renewal. A valid ACLS card at the time of State renewal is not required.

*I am a nurse and have some CE hours from my nursing continuing education. Does any of these hours apply to my State EMT recertification?*

Continuing education credit is allowed towards the State EMT recertification as long as a certificate of completion is issued to you and the course has been approved for continuing education credit by an EMS licensing agency of another State, or the United States military, or a medical or nursing licensing board of this or of another State, or the CE is a journal or publication of a State or National medical, nursing or EMS organization, when upon successful completion of an examination, the certificate of completion is issued. All CE topics must be EMS operations or EMS patient care related.
I am in a nursing school at the present time and was wondering if any of the classes I am taking could convert to CE for my State EMT card. Is that possible?

In order for any of the nursing school hours to be credited for State EMT recertification hours, the program coordinator at the school where you are taking your nursing training must be willing to give you a certificate of completion for any hours the program coordinator would deem as continuing education (CE) in the areas of EMS operations or EMS patient care.

I have heard that a person can take continuing education hours on the internet. Is this true?

YES. The Ohio EMS Board has agreed to accept internet continuing education training as long as the internet sites have been approved by the Continuing Education Coordinating Board for Emergency Medical Services (CECBEMS), or the site is a nationally recognized organization, or the site is approved by another State’s EMS governing body. Currently, there is no limit on the amount of CE hours that can be taken via the internet for all levels of EMT renewal requirements.

I have my BTLS, PALS and healthcare provider cards. Do I need to submit certificates of completion or is a copy of the cards sufficient?

YES. Always submit a copy of the card with your audit. In addition, make sure you list on the EMS audit form the specific class and how many hours were credited for the specific class. Most cards, CPR, BTLS, PALS, etc….. do not have the number of class hours on the cards. A certificate of completion showing the number of hours of credit for pediatric, adult or any other applicable credit would be necessary. If you do not have a certificate of completion for those hours, then a course syllabus or other document showing the number of hours of CE credit, for each card submitted, is required.

I recently received my EMS audit form from the Division of EMS. I do not have the required CE hours to successfully complete the EMS audit procedure. Can I get an extension now?

NO. An extension must be applied for at the time you submitted your EMT renewal application. The request for an extension is actually on the renewal application. By signing the EMT renewal application you are attesting to having met the requirements to recertify or you are requesting an extension. Once you have been issued the new EMT card, and extension will not be granted. You would need to document the hours of CE you have on the EMS audit form, sign the audit form, and then return the audit form to the Division of EMS. Once the Division of EMS receives an audit form that does not meet the requirements to recertify, and the EMT has no other CE to submit, the audit would be sent to EMS Investigations for possible action with the EMS Board.
Who can apply to be an approved continuing education program in Ohio?

1. A person issued a certificate of accreditation under section 4765.17 of the Ohio Revised Code and Chapter 4765-7 of the Ohio Administrative Code shall be permitted to offer an EMS continuing education program.

2. Any applicant who is of good reputation and who meets all the requirements listed under section 4765-7-09 (B through H) of the Ohio Administrative Code, shall be issued a certificate of approval and allowed to offer an EMS continuing education program pursuant to section 4765.17 of the Ohio Revised Code.

What is the difference between “Accredited Training Program and an “Approved” Training Program?

Accredited training programs are those programs that have been accredited by the EMS Board to teach initial certification training at the various levels and can also teach CE training programs.

Approved training programs are those locations that have been approved to provide EMS continuing education training.

Who can be the program coordinator for the approved CE training program and what qualifications does that person have to have to be the program coordinator?

A program coordinator must assume responsibility for administering and operating all aspects of the CE training program. Anyone can request to be the program coordinator for an “Approved” CE training program. You do not have to be an EMS Instructor or a Special Topic Instructor to be a program coordinator. The proposed program coordinator should make sure he or she provides enough program coordinator contact information on the initial application.

Under section 4765-7-09 (B) the program coordinator must;

- Assure the CE training program has an appropriate medical director who reviews all the medical content of the CE the CE training program provides
- Assure the instruction provided by the CE training program is conducted by instructors who hold a certificate to teach issued under 4765.23 of the Ohio Revised Code and the instructors are appropriate to the level of the CE programs being taught (ex….EMT-Basic EMS Instructor or Special Topic Instructor cannot teach IV lines)
- Assures sufficient classroom and laboratory facilities to accommodate the number of participants in each CE training session provided.
- Maintains the required records for each CE training session offered.
What are the program coordinator’s responsibilities for the approved CE training program and what has to be documented, what files are necessary for each CE training session conducted by an “Approved” CE training program?

- All those responsibilities listed in the above question’s answer, plus;
- Maintain an Instructor’s File with a copy of each instructor’s card and credentials, for every instructor used in the CE training program
- For each CE training session provided, have a hard copy of date, time, location and topic of program offered, name and credentials listed for each instructor utilized, list of participants who attended the program, a copy of the course syllabus or lesson plan used for each session, and a summary of participant evaluations form
- Signs ALL certificates of Completion or computer printout of CE training provided through their “Approved” CE program, along with any other signatures the program coordinator wishes to place on their certificate of completion.
- Secures the CE training programs files and blank certificates of completion and limits access to those. Maintains CE training session files and records for a minimum of six years from the date of the CE session provided.
- Give each participant an evaluation form to complete in each CE session provided and files a summary evaluation form and maintains the summary evaluation form for each CE session provided.

As a program coordinator for an “Approved” Continuing Education Training Program, what information is needed on a certificate of completion and/or a computer printout of CE training provided by our “Approved” CE training program?

The certificate of completion is an important document for the CE training program and the EMTs attending that program. It provides the needed documentation for the EMT at their renewal time.

The certificate of completion needs to include;
- Name of the CE training program
- Certificate of “Approval” number issued by the Ohio EMS Board after Board acceptance as an “Approved” EMS CE training program.
- Title/Topic of the CE offered
- Total number of hours of CE awarded for this session and we ask that you specify on the certificate of completion the hours awarded for pediatric, geriatric, cardiology and/or trauma for this specific CE training session.
- Signature of the Program Coordinator, along with any other signatures the Program Coordinator wishes to have on his or her certificate of completion.

I filled out the initial application for the CE training program and sent it in. Why is a site visit necessary?

“Approved” Continuing Education training programs are visited during initial application processing, at renewal application processing and randomly throughout the three year “approved” cycle. The purpose of the site visit is to review past records, go over initial or renewal applications that were submitted, offer suggestions or advice on managing the CE training program, and provide updated reference materials and information for your EMTs and
CE training program. The site visits are an opportunity to get to meet and know the EMS Education Coordinator assigned to your specific area of the State.

**Why does the CE training program have to have a Medical Director in order to have a CE training program?**

Ohio Revised Code 4765.16 (A) reads that all continuing education training programs, except ambulance driving, shall be developed under the direction of a physician who specializes in emergency medicine. Ohio Administrative Code 4765-7-09 reads that all “Approved” CE training programs have a Medical Director that assumes responsibility for the medical components of the CE training program.

**What are the requirements of the Medical Director for an “Approved” continuing education program and can the Medical Director for an EMS agency be the same one for the “Approved” CE training program?**

The Medical Director must be a licensed physician that specializes in emergency medicine and it can be the same physician as long as that physician qualifies with the requirements stated in the above question.

**I filled out most of the application for the approved continuing education program, but could not get my Medical Director’s information to complete the Medical Director’s questions. Can I submit my approved CE application like this?**

All applications, initial and renewal, must be complete prior to scheduling a CE site visit and presenting the application or renewal application to the EMS Board. An incomplete application or renewal will not be processed until the entire document has been completed. By law (4765.17 of the Ohio Revised Code) the completed application or renewal, once received by the Division of EMS, must be presented to the EMS Board within 120 days of receipt of the application or renewal application.

**Who can teach in an “Approved” Continuing Education Training program?**

All CE session instruction must be provided by instructors who hold a certificate to teach issued under sections 4765.23 of the Ohio Revised Code and 4765-7-09 (B)(3) of the Ohio Administrative Code, that is appropriate to the level of the programs to be taught.

All EMS CE sessions must be taught by a valid, certified EMS Instructor or a valid Special Topics Instructor (STI) that is teaching within one of the five topic areas the STI has been approved to teach within.

If you use a nurse or doctor as a guest lecturer and that nurse or doctor is not an EMS Instructor or Special Topic Instructor, then an EMS Instructor or Special Topic Instructor must be present and controlling the CE session. If it is the STI present, the topic being presented by the nurse or doctor for the CE session must be within one of the five topic areas that the STI is approved to teach within.
**What is a Special Topic Instructor (STI) and how can I become an STI?**

Special Topic Instructors (STI’s) are governed under 4765-18-10 of the Ohio Administrative Code. An STI can be approved to teach EMS continuing education in 1 to 5 EMS topic areas selected on the application form for the STI. The STI must be approved by the program coordinator and a STI application form completed, signed by the applicant and the program coordinator, then mailed to the Division of EMS for review. An STI can be the instructor of record for a CE training session as long as the CE session is within one of the five topic areas the STI has been approved to teach within. Contact the program coordinator of the CE training program for details and the blank applications for becoming an STI instructor.

**What criteria should be used to select a person for an STI application?**

STI’s should be selected by the program coordinator based on years of EMT experience of the applicant, advanced and additional training taken by the applicant, other than initial certification training, and the applicant’s ability to teach and lead others. STI’s can teach from 1 to 5 topic areas that the program coordinator selects from the STI application form, based again on the applicant’s expertise in a given area. An STI can only teach in the topics that he or she has been approved to teach within.

**What can be taught in an “Approved” CE training program?**

CE training sessions must be related to EMS patient care or EMS operations. “Approved” continuing education programs can teach level specific refresher courses - First Responder for 15 hours, or EMT-Basic for 30 hours, or EMT-I for 40 hours, or EMT-P for 48 hours. Refresher Courses are not allowed to be combined refresher classes. The Program Coordinator and Instructors must follow the Board approved refresher curriculum for each level of certification specific to the refresher and the approved amount of hours for each refresher. Combined classes would be called continuing education credit not refresher courses.

CE training programs are not allowed to teach EMT initial certification courses or EMT-I transitional courses through the “Approved” CE training program’s certificate of approval.
Appendix E

EMS Legislation
§ 4765.16. Development and teaching of training and continuing education programs; standards.

(A) All courses offered through an emergency medical services training program or an emergency medical services continuing education program, other than ambulance driving, shall be developed under the direction of a physician who specializes in emergency medicine. Each course that deals with trauma care shall be developed in consultation with a physician who specializes in trauma surgery. Each course offered through a training program or continuing education program shall be taught by a person who holds the appropriate certificate to teach issued under section 4765.23 of the Revised Code.

(B) A training program for first responders shall meet the standards established in rules adopted by the state board of emergency medical services under section 4765.11 of the Revised Code. The program shall include courses in both of the following areas for at least the number of hours established by the board's rules:

1. Emergency victim care;
2. Reading and interpreting a trauma victim's vital signs.

(C) A training program for emergency medical technicians-basic shall meet the standards established in rules adopted by the board under section 4765.11 of the Revised Code. The program shall include courses in each of the following areas for at least the number of hours established by the board's rules:

1. Emergency victim care;
2. Reading and interpreting a trauma victim's vital signs;
3. Triage protocols for adult and pediatric trauma victims;
4. In-hospital training;
5. Clinical training;
6. Training as an ambulance driver.

Each operator of a training program for emergency medical technicians-basic shall allow any pupil in the twelfth grade in a secondary school who is at least seventeen years old and who otherwise meets the requirements for admission into such a training program to be admitted to and complete the program and, as part of the training, to ride in an ambulance with emergency medical technicians-basic, emergency medical technicians-intermediate, and emergency medical technicians-paramedic. Each emergency medical service organization shall allow pupils participating in training programs to ride in an ambulance with emergency medical technicians-basic, advanced emergency medical technicians-intermediate, and emergency medical technicians-paramedic.

(D) A training program for emergency medical technicians-intermediate shall meet the standards established in rules adopted by the board under section 4765.11 of the Revised Code. The program shall include, or require as a prerequisite, the training specified in division (C) of this section and courses in each of the following areas for at least the number of hours established by the board's rules:

1. Recognizing symptoms of life-threatening allergic reactions and in calculating proper dosage levels and administering injections of epinephrine to persons who suffer life-threatening allergic reactions, conducted in accordance with rules adopted by the board under section 4765.11 of the Revised Code;
2. Venous access procedures;
3. Cardiac monitoring and electrical interventions to support or correct the cardiac function.

(E) A training program for emergency medical technicians-paramedic shall meet the standards established in rules adopted by the board under section 4765.11 of the Revised Code. The program shall
include, or require as a prerequisite, the training specified in divisions (C) and (D) of this section and courses in each of the following areas for at least the number of hours established by the board’s rules:

(1) Medical terminology;

(2) Venous access procedures;

(3) Airway procedures;

(4) Patient assessment and triage;

(5) Acute cardiac care, including administration of parenteral injections, electrical interventions, and other emergency medical services;

(6) Emergency and trauma victim care beyond that required under division (C) of this section;

(7) Clinical training beyond that required under division (C) of this section.

(F) A continuing education program for first responders, EMTs-basic, EMTs-I, or paramedics shall meet the standards established in rules adopted by the board under section 4765.11 of the Revised Code. A continuing education program shall include instruction and training in subjects established by the board's rules for at least the number of hours established by the board's rules.

HISTORY: RC § 4731.84, 136 v H 832 (Eff 8-31-76);
137 v H 1092 (Eff 7-21-78);
140 v S 19 (Eff 9-18-84);
141 v S 62 (Eff 9-4-85);
RC § 3303.12, 141 v H 222 (Eff 5-15-86);
RC § 4765.16, 144 v S 98 (Eff 11-12-92);
146 v S 150 (Eff 11-24-95); 146 v H 405 (Eff 10-1-96);
§ 4765.17. Issuance of certificate of accreditation or certificate of approval; renewal.

(A) The state board of emergency medical services shall issue the appropriate certificate of accreditation or certificate of approval to an applicant who is of good reputation and meets the requirements of section 4765.16 of the Revised Code. The board shall grant or deny a certificate of accreditation or certificate of approval within one hundred twenty days of receipt of the application. The board may issue a certificate of accreditation or certificate of approval on a provisional basis to an applicant who is of good reputation and is in substantial compliance with the requirements of section 4765.16 of the Revised Code. The board shall inform an applicant receiving such a certificate of the conditions he must meet to complete compliance with section 4765.16 of the Revised Code.

(B) Except as provided in division (C) of this section, a certificate of accreditation or certificate of approval is valid for three years and may be renewed by the board pursuant to procedures established in rules adopted under section 4765.11 of the Revised Code. An application for renewal shall be accompanied by the appropriate renewal fee established in rules adopted under section 4765.11 of the Revised Code.

(C) A certificate of accreditation or certificate of approval issued on a provisional basis is valid for one year and shall not be renewed by the board. If the board finds that the holder of such a certificate has met the conditions it specifies under division (A) of this section, the board shall issue the appropriate certificate of accreditation or certificate of approval.

(D) A certificate of accreditation is valid only for the emergency medical services training program for which it is issued. A certificate of approval is valid only for the emergency medical services continuing education program for which it is issued. Neither is transferable.

(E) The operator of an accredited or approved program may offer courses from the program at more than one location.

HISTORY: 144 v S 98 (Eff 11-12-92); 144 v H 478. Eff 1-14-93.
OAC 4765-3-05  Medical Director Requirements.

(A) Each medical director shall meet the following minimum qualifications:

(1) Possession of a valid Ohio medical license;

(2) Active in emergency care of patients;

(3) Active participation with one or more EMS organizations, including but not limited to:
(a) Conducting performance improvement programs;
(b) Conducting education programs;
(c) Conducting protocol updates.

(4) Evidence of high ethical standards and no conflicts of interest;

(5) Evidence that medical director will receive aggregate data from the state EMS office to benchmark at the local level.

(B) Existing medical directors who meet all the qualifications listed in paragraph (A) of this rule are not required to obtain additional training for a period of three years after the effective date of this rule. After three years, such medical directors shall:

(1) Complete the national association of emergency medical service providers (NAEMSP) medical director course, the Ohio American college of emergency physicians (ACEP) medical director course, or other equivalent course approved by the board; or

(2) Complete a board eligible/board certified residency program in emergency medicine; or

(3) Submit verification of EMS medical director experience and verification of performance improvement programs or training to the board.

(C) New medical directors, and existing medical directors who do not meet the qualifications listed in paragraph (A) of this rule, shall complete the NAEMSP or Ohio ACEP medical director course, or complete a board eligible/board certified residency program in emergency medicine.

(D) Each medical director is required to participate in peer review and quality improvement programs, as provided in section 4765.12 of the Revised Code.

(E) Each medical director shall register with the board on an annual basis in order to demonstrate that such medical director continues to meet the minimum qualifications listed in paragraph (A) of this rule.

HISTORY:  Eff 8-25-02 Rule promulgated under:  RC 119.03
Rule authorized by:  RC 4765.11
Rule amplifies:  RC 4765.11
R.C. 119.032 review dates: 01/25/2004
4765-7-05 Offsite Locations.

(A) Pursuant to division (E) of section 4765.17 of the Revised Code, an EMS accredited institution or EMS approved institution may offer courses at different locations from the location listed in the application for accreditation or the application for approval provided that all of the following apply:

(1) The accredited institution or approved institution continues to operate at the location identified in the application for certificate of accreditation or certificate of approval.

(2) Each offsite location where the program is offered meets the minimum standards for either accreditation, set forth in rule 4765-7-02, of the Administrative Code or approval, set forth in rule 4765-7-09 of the Administrative Code.

(B) Files and records of students enrolled in an EMS training program or EMS continuing education program course may be maintained in a secure area at the offsite location while the student is a participant in the course, however after until the course is completed, at which time all student files and records must be maintained at the site of the sponsoring program accredited institution or approved institution. The records shall be surrendered to the accredited or approved institution no later than ninety days after the final day of the course.

(C) The accredited institution or approved institution shall maintain a current, valid certificate of accreditation or certificate of approval, respectively, in order to offer courses at an offsite location.

(D) If the accredited institution or approved institution is currently under disciplinary action by the board, such institution shall obtain board approval before offering courses at a new offsite location.

EFFECTIVE NOVEMBER 29, 2007

HISTORY: Eff 1-1-96; 2-22-99
Rule promulgated under: RC Chapter 119.
Rule authorized by: RC 4765.11
Rule amplifies: RC 4765.16
119.032 rule review date: January 25, 1999, January 25, 2004
4765-7-06 Notification to Board.

(A) An EMS accredited institution or EMS approved institution, shall provide written notice to the division no later than ten days after any of the following changes occur in the program institution for which the certificate of accreditation or certificate of approval was issued:

1. Mailing address and or/physical location;

2. Authorizing official name and/or contact information;

3. Program director name and/or contact information;

4. Program medical director name and/or contact information.

(B) An EMS accredited institution or EMS approved institution may not increase the number of hours included in the EMS training program without first providing written notice of the proposed changes to the board.

EFFECTIVE NOVEMBER 29, 2007

HISTORY: Eff 1-1-96; 2-22-99
Rule promulgated under: RC Chapter 119.
Rule authorized by: RC 4765.11
Rule amplifies: RC 4765.15, 4765.16
119.032 rule review date: January 25, 1999, January 25, 2004
4765-7-08 Reinstatement of a Certificate of Accreditation or Certificate of Approval.

(A) A certificate of accreditation or a certificate of approval that has expired may be reinstated by the board if all of the following apply:

1. Application for reinstatement is made no later than one year after the certificate of accreditation or certificate of approval has expired;

2. The board determines that the applicant for reinstatement is in compliance with the requirements of sections 4765.16 and 4765.17 of the Revised Code and this chapter;

3. The certificate of accreditation or certificate of approval was not under investigation for violations of Chapter 4765. of the Revised Code or this chapter at the time the certificate expired.

EFFECTIVE NOVEMBER 29, 2007

HISTORY: Eff 1-1-96; 2-22-99
Rule promulgated under: RC Chapter 119.
Rule authorized by: RC 4765.11
Rule amplifies: RC 4765.17
119.032 rule review date: January 25, 1999, January 25, 2004
OAC 4765-7-09 Approval Of Continuing Education Programs.

(A) A person who has been issued a certificate of accreditation under section 4765.17 of the Revised Code and this chapter shall be permitted to offer an EMS continuing education program.

(B) The division shall issue a certificate of approval to offer an EMS continuing education program pursuant to section 4765.17 of the Revised Code as directed by the board, to any applicant who is of good reputation and who meets the following requirements:

1. Has a program coordinator who assumes general responsibility for administering and operating the program;
2. Has a program medical director who assumes responsibility for the medical components of the program;
3. Instruction will be provided by instructors who hold a certificate to teach issued under section 4765.23 of the Revised Code that is appropriate to the level of programs to be taught;
4. Has sufficient classroom and laboratory facilities to accommodate the number of participants in each program;
5. Requires that attendees at each program complete a program evaluation form;
6. Issues a certificate of completion to each participant who completes the program.

(C) Each applicant who is issued a certificate of approval to offer an EMS continuing education program shall maintain records for each program that document the following:

1. Date, time, location, and topic of each program offered;
2. Name and credentials of each instructor participating in a program;
3. List of participants who attended the program;
4. A summary of the assessment and evaluation forms submitted for each program.

(D) Each application for a certificate of approval shall be made on a form prescribed by the division and shall include, at a minimum, the following information:

1. The names of the program coordinator and program medical director;
2. The address of any sites at which it intends to conduct programs;
3. Documentation of compliance with the requirements of this chapter.

(E) A certificate of approval issued pursuant to section 4765.17 of the Revised Code and this chapter shall be valid for three years.

(F) The division shall renew a certificate of approval if the holder submits to the division not later than ninety days prior to expiration of the current certificate of approval, documentation of continued compliance with the requirements set forth in this chapter as directed by the board.

(G) A certificate of approval that has expired may be reinstated by the division, as directed by the board if both of the following apply:

1. Application for reinstatement is made no later than ninety days after the certificate of approval expired;
2. The division determines that the application for reinstatement is in compliance with the requirements of section 4765.16 of the Revised Code and this chapter as directed by the board.

(H) No fee shall be charged for an application or renewal of a certificate of approval however the board may annually establish a fee for reinstatement of a certificate of approval that has expired.

HISTORY: Eff 1-1-96; 2-22-99
Rule promulgated under: RC Chapter 119.
Rule authorized by: RC 4765.11
Rule amplifies: RC 4765.15, 4765.16
119.032 rule review date: January 25, 1999, January 25, 2004
4765-7-10 Reinstatement of Revoked Certificate of Accreditation or Certificate of Approval.

(A) The board is not obligated to reinstate a certificate of accreditation or a certificate of approval that has been previously revoked by the board.

(B) The board shall not reinstate a certificate of accreditation or a certificate of approval that has been permanently revoked.

(C) The board shall not reinstate a certificate of accreditation or a certificate of approval that has been revoked less than one year from the date on which the board order revoking such certificate of accreditation or certificate of approval is journalized with the board.

(D) A certificate of accreditation or certificate of approval that has been revoked by the board for at least one year but no more than three years is eligible for reinstatement after one year from the date the order revoking the certificate was journalized with the board. In order to be reinstated, the institution must meet all requirements for a certificate of accreditation or a certificate of approval as outlined in Chapter 4765-7 of the Administrative Code.

(E) In addition to having the applicant meet requirements set forth in this chapter, the board may also take into consideration other relevant factors, including but not limited to the following, when determining whether to grant a request for reinstatement:

1. The nature and severity of the acts which resulted in revocation of the certificate of accreditation or certificate of approval;

2. The time lapsed since the revocation;

3. Compliance with previous board orders or board approved consent agreements.

EFFECTIVE NOVEMBER 29, 2007

HISTORY: Eff 1-1-96; 2-22-99
Rule promulgated under: RC Chapter 119.
Rule authorized by: RC 4765.11
Rule amplifies: RC 4765.32
119.032 rule review date: January 25, 1999, January 25, 2004
Continuing Education Requirements for Ohio EMS Accredited and Approved Institutions.

(A) When accredited and approved institutions provide courses for continuing education credit, the institution shall meet all of the requirements set forth in this rule, this chapter and rule 4765-19-01 of the Administrative Code.

(B) Each course shall be related to EMS operations or patient care.

(C) Each EMS continuing education course shall be taught by a certified EMS instructor except as provided in paragraphs (H)(2) and (H)(4) of this rule.

(D) The accredited or approved institution shall issue a certificate of completion to each student upon successful completion of the course. The certificate of completion shall include the following information:

   (1) Certificate of accreditation or certificate of approval number;
   (2) Program director's signature;
   (3) Student's name;
   (4) Date on which the course was completed;
   (5) Number of hours completed, to include specialty hours;
   (6) Course title.

(E) A single session of continuing education shall be at least one-half contact hour.

(F) The accredited or approved institution shall set forth and maintain written documentation of clear objectives, course content and method of delivery for each continuing education course.

(G) The approved or accredited institution shall assign continuing education credit to a course according to a formula whereby fifty to sixty minutes of training will equal one contact hour and twenty-five to thirty minutes will equal one-half contact hour.

(H) In accordance with rule 4765-19-01 of the Administrative Code, accredited or approved institutions may provide continuing education courses in any of the following formats:

   (1) Instruction in a traditional classroom environment or a seminar setting;
   (2) Online education, as defined in rule 4765-1-01 of the Administrative Code. Online education courses shall consist of all of the following:

      (a) An online education course shall have prior written approval of medical content from the program medical director;
      (b) Each course shall have written documentation of clear objectives, course content and method of delivery;
      (c) Each course shall have prior approval from the program director;
      (d) Each course shall be developed by an EMS instructor;
      (e) Each course shall include a testing process. Testing shall be completed prior to the issuance of a certificate of completion.
(3) Distance learning, as defined in rule 4765-1-01 of the Administrative Code. Distance learning courses shall consist of all of the following:

(a) A distance learning course shall have prior written approval of medical content from the program medical director;

(b) Each course shall have written documentation of clear objectives, course content and method of delivery;

(c) Each course shall have prior approval from the program director;

(d) Each course shall be developed by an EMS instructor;

(e) Each course shall include a testing process. Testing shall be completed prior to the issuance of a certificate of completion;

(4) Journals, publications or electronic media formats including compact discs, digital video discs, video home system tapes, or other technological media as approved by board, and which shall include a testing process;

(5) A skills practicum course which shall include an evaluation of skills performance;

(6) Other formats as approved by the board;

(7) Independent study, as set forth in rule 4765-7-11 of the Administrative Code, shall only be conducted through an EMS accredited or EMS approved institution. Independent study courses shall include all of the following:

(a) An independent study course shall have prior written approval of medical content from the program medical director;

(b) Each course shall have written documentation of clear objectives, course content and method of delivery;

(c) Each course shall have prior approval from the program director;

(d) Each course shall be developed by an EMS instructor;

(e) Each course shall include a testing process. Testing shall be completed prior to the issuance of a certificate of completion.

(I) The accredited or approved institution shall maintain documentation of each continuing education course in accordance with rules 4765-7-02 and 4765-7-09 of the Administrative Code, respectively.

(J) The accredited or approved institution shall maintain documentation of compliance with all requirements set forth in rules 4765-7-02 and 4765-7-09 of the Administrative Code, respectively.

(K) Ohio first responder and EMT refresher courses, as outlined in rules 4765-12-02, 4765-15-01, 4765-16-01 and 4765-17-01 of the Administrative Code, shall be conducted in a traditional classroom environment unless otherwise approved by the board.

EFFECTIVE DECEMBER 27, 2007 (NEW)
Qualifications For A Certificate To Practice.

(A) An applicant for a certificate to practice as a first responder, EMT-basic, EMT-intermediate, or EMT-paramedic who satisfies must meet the following requirements:

1. Submit a completed application on a form approved by the board;

2. Successfully complete an EMS training program through an accredited institution, pursuant to section 4765.17 of the Revised Code and Chapter 4765-7 of the administrative Code, and receive a certificate verifying completion of such program at the level for which the certificate to practice is sought. Such program must have been completed no more than two years prior to making application;

3. Submit documentation of successful completion of the following training courses:

   a. National incident management system course IS-700 and incident command system course IS-100, both of which can be accessed at the federal emergency management agency web site (http://training.fema.gov/emiweb/IS/crslist.asp for online courses or http://www.fema.gov/emergency/nims/nims_compliance.shtm (March 1, 2004) for materials and information on instructor lead classroom-based courses). These courses are also listed on the division of EMS web site (http://www.ems.ohio.gov). Completion of the above topics is mandated by the department of homeland security pursuant to homeland security presidential directives five (HSPD-5, February 28, 2003) and eight (HSPD-8, December 17, 2003) and approved by the board as being necessary for initial training.

4. Pass an initial certification examination in accordance with rule 4765-8-05 of the Administrative Code;

5. Be at least eighteen years of age;

6. Has not been convicted of, pled guilty to, had a judicial finding of guilt for, or had a judicial finding of eligibility for treatment and/or intervention in lieu of conviction for, any of the following:

   a. Any felony;

   b. A misdemeanor committed in the course of practice;

   c. A misdemeanor involving moral turpitude;

   d. A violation of any federal, state, county, or municipal narcotics or controlled substance law;

   e. Any act committed in another state or jurisdiction that, if committed in Ohio, would constitute a violation set forth in this paragraph.

7. Has not been adjudicated mentally incompetent by a court of law;

8. At the time of application, is not under indictment for any felony or a has any misdemeanor charges pending as outlined in paragraph (A)(5) of this rule;

9. Does not engage in the illegal use or illegal acquisition of controlled substances, alcohol, or other habit-forming drugs or chemical substances while on duty as a first responder or EMT;

10. Has not committed fraud or material deception in applying for, or obtaining a certificate issued under Chapter 4765. of the Revised Code;

11. Has not been convicted, in this state or another state, of providing emergency medical services or representing himself/herself as an EMS provider without a license or certificate, or similar crime directly related to the profession of EMS;
(12) If the applicant is, or has been, certified or licensed as an EMS provider in this state or another state, the applicant’s certificate or license is not currently on probationary status nor has it been suspended or revoked by the board or the EMS certifying or licensing entity in another state.

(B) In deciding whether to grant a certificate to practice, the board has the following options:

(1) The board shall issue a certificate to practice to an applicant who meets all of the requirements listed in paragraph (A) of this rule;

(2) The board shall refuse to grant a certificate to practice to an applicant who fails to meet one or more of the requirements listed in paragraphs (A)(1) through (A)(4) of this rule;

(3) The board may grant, refuse to grant, or limit a certificate to practice to an applicant who meets the requirements listed in paragraphs (A)(1) through (A)(4) of this rule, but fails to meet one or more of the requirements listed in paragraphs (A)(5) through (A)(11) of this rule.

Effective: 09/28/2006
R.C. 119.032 review dates: 02/13/2011
Promulgated Under: 119.03
Statutory Authority: 4765.11, 4765.30
Rule Amplifies: 4765.30
Prior Effective Dates: 1/1/96, 2/22/99, 4/29/00, 1/13/02, 3/23/03, 2/13/06
4765-9-02 Professional Standards Of Conduct For Holders Of Certificate To Teach.

(A) An individual issued a certificate to teach shall provide services that conform to standards of other persons issued a certificate to teach under similar circumstances.

(B) An individual issued a certificate to teach shall not discriminate in the provision of EMS training on the basis of race, color, religion, sex, or national origin.

(C) An individual issued a certificate to teach shall provide instruction in accordance with the curriculum and other standards set forth in Chapter 4765. of the Revised Code, and Chapters 4765-1 to 4765-19 of the Administrative Code.

(D) An individual issued a certificate to teach shall provide instruction in accordance with the accredited or approved institution by which the person is employed or with which the person is affiliated.

(E) An individual issued a certificate to teach shall not perform any services that exceed the scope of the individual's certificate to teach as defined in Chapter 4765. of the Revised Code and rules set forth in Chapters 4765-1 to 4765-19 of the Administrative Code.

(F) An individual issued a certificate to teach shall not misrepresent the individual's professional qualifications or credentials.

(G) An individual issued a certificate to teach shall report to the division any suspicion or knowledge of a violation of this chapter or the failure of any EMS training program to conform to Chapter 4765. of the Revised Code and rules set forth in Chapters 4765-1 to 4765-19 of the Administrative Code.

(H) An individual issued a certificate to teach shall not commit fraud in conducting of an EMS training program or continuing education program.

(I) An individual issued a certificate to teach shall not commit fraud in order to obtain a certificate to practice or teach.

(J) An individual issued a certificate to teach shall consistently demonstrate a standard of knowledge and competency that meets the minimal level required under the individual's certificate to teach.

(K) An individual issued a certificate to teach shall accurately document, upon request of the division and within the time parameters set forth by the division, all requirements for renewal of the certificate to teach in accordance with rule 4765-18-06 of the Administrative Code.

(L) In addition to meeting the professional standards of conduct listed in this rule, an individual issued a certificate to teach shall also remain in compliance with the standards of conduct for a certificate to practice set forth in rule 4765-9-01 of the Administrative Code.

(M) An individual issued a certificate to teach shall obtain prior approval from an accredited or approved institution prior to teaching any courses.

(N) An individual issued a certificate to teach shall surrender all documentation of course files to the sponsoring accredited or approved institution following the completion of each course.

Effective: 02/13/2006
Promulgated Under: 119.03
Statutory Authority: 4765.11
Rule Amplifies: 4765.23
Prior Effective Dates: 2/22/99, 3/23/03
4765-12-03 First responder continuing education.

(A) Except as otherwise provided in section 4765.31 of the Revised Code and this chapter, when applying for renewal of a certificate to practice, a person certified as a first responder shall document compliance with one of the four following continuing education requirements:

(1) Completion of a total of not fewer than fifteen hours of continuing education, including a minimum of one hour devoted to each of the following topics:

   (a) Patient assessment;

   (b) Cardiopulmonary resuscitation;

   (c) Airway management and oxygen administration;

   (d) Automated defibrillation;

   (e) Illness and injury management;

   (f) Trauma issues;

   (g) Anaphylaxis and patient-assisted epinephrine administration.

(2) Completion of a first responder refresher program as outlined in this chapter;

(3) Current registration with the national registry of emergency medical technicians at the first responder or equivalent level;

(4) A passing score within three attempts on an examination approved by the board, pursuant to section 4765.10 of the Revised Code, to demonstrate competence to have a certificate to practice as a first responder renewed without completing an EMS continuing education program. This examination may only be taken during the last six months of a first responder's current certification period.
OAC 4765-15-03  EMT-Basic Continuing Education.

(A) Except as otherwise provided in section 4765.31 of the Revised Code and this chapter, when applying for renewal of a certificate to practice, a person who is certified as an EMT-basic shall document compliance with one of the four following continuing education requirements:

1. Completion of a total of not fewer than forty hours of continuing education, including all of the following:
   (a) Six hours on pediatric issues;
   (b) Two hours on geriatric issues;
   (c) Beginning with the applicant's first full certification cycle following the effective date of this rule, eight hours on trauma issues, two of which must pertain to triage and transportation protocols approved by the board.

2. Completion of a thirty-hour EMT-basic refresher course, as outlined in paragraph (B) of rule 4765-15-01 of the Administrative Code.

3. Current registration with the national registry of emergency medical technicians at the EMT-basic or equivalent level and completion of two hours of continuing education on trauma triage and transportation protocols approved by the board.

4. A passing score within three attempts on an examination approved by the board, pursuant to section 4765.10 of the Revised Code, to demonstrate competence to have a certificate to practice as an EMT-basic renewed without completing an EMS continuing education program. This examination may only be taken during the last six months of an EMT-basic's current certification period.

HISTORY:  Eff 1-1-96; 2-22-99; 5-1-03
Rule promulgated under:  RC 119.03
Rule authorized by:  RC 4765.11
Rule amplifies:  RC 4765.16, 4765.24
Replaces:  Former 4765-8-06
R.C. 119.032 review dates: 03/23/2008
OAC 4765-16-03  EMT-Intermediate Continuing Education.

(A) Except as otherwise provided in section 4765.31 of the Revised Code and this chapter, when applying for renewal of a certificate to practice, a person certified as an EMT-intermediate shall document compliance with one of the four following continuing education requirements:

(1) Completion of a total of not fewer than sixty hours of continuing education, including all of the following:

(a) Eight hours on pediatric issues;

(b) Four hours on geriatric issues;

(c) Beginning with the applicant's first full certification cycle following the effective date of this rule, eight hours on trauma issues, two of which must pertain to triage and transportation protocols approved by the board.

(2) Completion of an EMT-intermediate refresher course, as outlined in paragraph (D) of rule 4765-16-01 of the Administrative Code, which will satisfy forty hours of the required sixty hours of continuing education.

(3) Current registration with the national registry of emergency medical technicians at the EMT-intermediate or equivalent level, and completion of two hours of continuing education on trauma triage and transportation protocols approved by the board.

(4) A passing score within three attempts on an examination approved by the board, pursuant to section 4765.10 of the Revised Code, to demonstrate competence to have a certificate to practice as an EMT-intermediate renewed without completing an EMS continuing education program. This examination may only be taken during the last six months of an EMT-intermediate's current certification period.

HISTORY:  Eff 1-1-96; 2-22-99; 3-23-03
Rule promulgated under:  RC 119.03
Rule authorized by:  RC 4765.11
Rule amplifies:  RC 4765.16, 4765.24
Replaces: Former 4765-8-07
R.C. 119.032 review dates: 03/23/2008
OAC 4765-17-02  EMT-Paramedic Continuing Education.

(A) Except as otherwise provided in section 4765.31 of the Revised Code and this chapter, when applying for renewal of a certificate to practice, a person who is certified as an EMT-paramedic shall document compliance with one of the four following education requirements:

(1) Completion of a total of not fewer than ninety-two hours of continuing education, including all of the following:

(a) Twelve hours on pediatric issues;

(b) Four hours on geriatric issues;

(c) Beginning with the applicant's first full certification cycle following the effective date of this rule, eight hours on trauma issues, two of which must pertain to board triage and transportation protocols approved by the board;

(d) Twelve hours on emergency cardiac care, which may be satisfied upon successful completion of an advanced cardiac life support course of the American heart association, the American safety and health institute, or an equivalent program approved or designated by the board.

(2) Completion of an EMT-paramedic refresher course, as outlined in paragraph (C) of rule 4765-17-01 of the Administrative Code, which will satisfy forty-eight hours of the required ninety-two hours of continuing education.

(3) Current registration with the national registry of emergency medical technicians at the EMT-paramedic or equivalent level and completion of two hours of continuing education on trauma triage and transportation protocols approved by the board.

(4) A passing score within three attempts on an examination approved by the board, pursuant to section 4765.10 of the Revised Code, to demonstrate competence to have a certificate to practice as an EMT-paramedic renewed without completing an EMS continuing education program. This examination may only be taken during the last six months of an EMT-paramedic's current certification period.

HISTORY: Eff 1-1-96; 4-28-02; 3-23-03
Rule promulgated under: RC 119.03
Rule authorized by: RC 4765.11
Rule amplifies: RC 4765.16, 4765.24
Replaces: Former 4765-8-08
R.C. 119.032 review dates: 03/23/2008
OAC 4765-18-01 Definitions.

(A) "EMS training program" means the collective group of initial EMS courses at each specified certification level which, when successfully completed, results in a certificate of completion from an accredited institution.

(B) "EMS continuing education program" means EMS courses at each specified certification level which, when successfully completed, result in certificates of completion from an approved institution and satisfy the requirements for certificate renewal.

(C) "EMS instructor" means a person who holds a certificate to teach an EMS training program or continuing education program, issued in accordance with section 4765.23 of the Revised Code and this chapter.

(D) "EMS instructor training program" means a program as outlined in this chapter offered by an accredited institution which, when successfully completed, results in a certificate of completion and prepares students to be instructors in first responder, EMT-basic, EMT-intermediate and EMT-paramedic, or any other type of EMS instruction.

(E) "EMS instructor trainer" means a person appointed by the program coordinator of an accredited institution who has met the requirements as outlined in this chapter, and who teaches an EMS instructor training program at an accredited institution.

(F) "Special topic instructor" means a person who holds a certificate to teach special topics, issued in accordance with section 4765.23 of the Revised Code and this chapter.

HISTORY: Eff 1-1-96; 2-22-99; 10-2-03
Rule promulgated under: RC 119.03
Rule authorized by: RC 4765.11
Rule amplifies: RC 4765.16, 4765.23
Replaces: Part of former 4765-6-01
R.C. 119.032 review dates: 10/02/2008
OAC 4765-18-02 General Provisions.

(A) All EMS training programs or continuing education programs shall be taught by an EMS instructor.

(1) A person who serves as a guest lecturer in an EMS training program shall not be required to hold a certificate to teach provided an EMS instructor is present for the lecture.

(2) A person who serves as a guest lecturer in an EMS continuing education program shall not be required to hold a certificate to teach provided an EMS instructor or special topic instructor is present for the lecture.

(B) An EMS instructor may teach an EMS training or continuing education program to the level of the instructor's certificate to practice.

(1) A registered nurse who holds an EMS certificate to teach may not instruct in the first responder training program unless the registered nurse also holds a certificate to practice as a first responder, pursuant to section 4765.30 of the Revised Code.

(C) An EMS instructor shall provide instruction in accordance with Chapter 4765. of the Revised Code and Chapters 4765-1 to 4765-19 of the Administrative Code.

(D) All EMS training and continuing education programs shall be taught under the auspice of an accredited or approved institution.

(E) All certificates to teach shall remain valid for a period of two years.

(F) A person who holds a certificate to teach shall maintain a current certificate to practice as a first responder or EMT, or a license as a nurse or physician. If an individual's certificate to practice or license expires or is revoked, the certificate to teach shall also expire or be revoked.

(G) There shall be no application fee for a certificate to teach or the renewal of a certificate to teach issued pursuant to section 4765.23 of the Revised Code and this chapter.
OAC 4765-18-09 Physician As An EMS Instructor.

(A) A physician may be certified by the board as an EMS instructor if the physician meets the following criteria:

1. Is an active medical director with an EMS agency, or is recommended by the local RPAB, or is recommended by an accredited or approved training institution;

2. Submits a completed application approved by the board;

3. Holds a valid certificate to practice medicine and surgery or osteopathic medicine and surgery;

4. Is in compliance with the requirements set forth in paragraphs (A)(3) to (A)(7) of rule 4765-8-01 of the Administrative Code.

(B) A certificate to teach an EMS training or continuing education program issued to a physician shall be valid for two years.

(C) A physician may renew their certificate to teach an EMS training or continuing education program if the physician submits an application approved by the board, which demonstrates continued compliance with the requirements listed in paragraph (A) of this rule.

1. The physician instructor will be mailed a renewal application no later than sixty days prior to the certificate's expiration date.

2. The application for renewal shall clearly indicate the date on which the current certificate expires and the fact that the application must be received by the board prior to that date in order to avoid a lapse in certification to teach.

(D) A physician may not instruct in the first responder training program unless the physician also holds a certificate to practice as a first responder, pursuant to section 4765.30 of the Revised Code.

(E) All EMS training and continuing education programs shall be taught under the auspice of an accredited or approved institution.

(F) A physician who chooses to enroll in an EMS instructor training program is exempt from meeting the admission requirements set forth in rule 4765-18-03 of the Administrative Code.

HISTORY: Eff 1-1-96; 2-22-99; 6-29-01; 10-2-03
Rule promulgated under: RC 119.03
Rule authorized by: RC 4765.11
Rule amplifies: RC 4765.23
Replaces: Part of former 4765-8-12, part of former 4765-8-13
R.C. 119.032 review dates: 10/02/2008
4765-18-10 Special Topic Instructor.

(A) The board shall issue a certificate to teach as a special topic instructor to an applicant who satisfies the following:

(1) Submits a completed application, as approved by the board, to teach one or more special topics;

(a) The completed application shall include the signature of the program coordinator of an accredited or approved institution, attesting to the qualifications of the special topic applicant to teach the requested topics.

(2) Identifies not more than five substantive areas of EMS training in which the applicant seeks designation as a special topic instructor.

(B) A certificate to teach special topics shall be valid for two years, non-renewable, and only for the designated topics for which the certificate was originally granted.

(C) A special topic instructor may not apply for a new certificate to teach special topics less than sixty days prior to the expiration date of the current certificate. The new certificate shall not become effective until the expiration date of the current certificate.

HISTORY: Eff 1-1-96; 2-22-99; 10-2-03
Rule promulgated under: RC 119.03
Rule authorized by: RC 4765.11
Rule amplifies: RC 4765.23
Replaces: Part of former 4765-8-14
R.C. 119.032 review dates: 10/02/2008
Continuing Education For First Responders and EMTs.

(A) Unless the holder of a certificate to practice elects to take an examination approved or administered by the board in accordance with rule 4765-19-02 of the Administrative Code, or is granted an exemption under rule 4765-19-04 of the Administrative Code, the holder shall complete emergency medical services continuing education of such length and in such subject areas as set forth in Chapters 4765-12, 4765-15, 4765-16, and 4765-17 of the Administrative Code.

(B) In order to count for continuing education credit, an EMS continuing education course shall meet all of the following criteria:

1. Each course shall be related to EMS operations or patient care;

2. Written documentation of successful completion of the course shall be issued to the student by the sponsoring agency upon successful completion of the course;

3. A single session of continuing education shall be at least one-half contact hour;

4. Each EMS continuing education shall be provided and approved by one of the following entities:
   (a) An EMS accredited institution or EMS approved institution;
   (b) An EMS licensing agency in another state;
   (c) A branch of the United States military;
   (d) A medical or nursing board of this state or another state;
   (e) Federal, national or state entities, as follows:
      (i) Emergency management agency;
      (ii) Homeland security;
      (iii) American red cross;
      (iv) American heart association;
      (v) American safety and health institute;
      (vi) Any other agency or organization as approved by the board;
   (f) CECBEMS-approved courses;

5. Each EMS continuing education course shall be provided in one of the following formats:
   (a) Instruction in a traditional classroom environment or a seminar setting;
   (b) Online education, as defined in rule 4765-1-01 of the Administrative Code, which shall include a testing process;
   (c) Distance learning, as defined in rule 4765-1-01 of the Administrative Code, which shall include a testing process;
   (d) Journals, publications or electronic media formats including compact discs, digital video discs, video home system tapes, or other technological media as approved by board, and which shall include a testing process;
   (e) A skills practicum course which shall include an evaluation of skills performance;
(f) Other formats as approved by the board;

(g) Independent study, as set forth in rule 4765-7-11 of the Administrative Code, shall only be conducted through an EMS accredited or EMS approved institution.

(C) Portions of an initial certification or licensing course that meet the requirements set forth paragraph (B) of this rule, may be counted towards continuing education credit when the sponsoring entity issues written documentation of the continuing education credit.

(D) Continuing education credit for first responders and EMTs may be obtained from teaching EMS continuing education through an EMS accredited or EMS approved institution when the following applies:

1. All courses shall have prior approval from the program director;

2. A first responder or EMT may count a presentation for continuing education hours only once during a twelve month period;

3. The number of contact hours awarded to the EMS instructor, special topics instructor, or guest lecturer for a presentation shall be equal to the number of contact hours established for the course;

   a. Contact hours can only be awarded for that portion of the course presented by the EMS instructor, special topics instructor, or guest lecturer;

   b. Continuing education contact hours may be awarded for additional portions of the activity the EMS instructor, special topics instructor, or guest lecturer attends;

   c. Contact hours shall not be awarded for time spent in the development or preparation of a course or presentation.

EFFECTIVE DECEMBER 27, 2007

HISTORY: Eff 1-1-96; 2-22-99; 3-23-03
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