



## Approved CE Training Program Procedures

### FREQUENTLY ASKED QUESTIONS

**The following are answers to the most frequently asked questions regarding Approved EMS Continuing Education (CE) Training Programs.**

#### **Who may apply for a certificate of approval to operate an EMS Continuing Education Program in Ohio?**

Any applicant who is of good reputation and who meets all the requirements listed under section 4765-7-09 of the Ohio Administrative Code (rule) 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 (law).

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

Accredited training programs have been accredited by the EMS Board, in accordance with OAC 4765-7-02, to teach initial certification training. Accredited programs may also teach EMS continuing education courses, EMS refresher training programs and EMS instructor training.

Approved training programs have been approved by the EMS Board to provide only EMS continuing education training and refresher programs at any certification level.

#### **What qualifications are necessary to become a program director for an Approved CE training program?**

By rule, OAC 4765-7-09, an authorizing official of the approved CE training program serves as program director or appoints the program director. The program director assumes responsibility for administering and operating all aspects of an approved CE training program. The program director is not required to hold an EMS certificate to practice or an EMS certificate to teach.

#### **What are the responsibilities of a program director for an Approved CE training program?**

In accordance with OAC 4765-7-09 the program director must;

- Assure that the approved CE training program has an appropriate medical director who specializes in emergency medicine and that the medical director reviews all the medical content of the CE which the CE training program provides
- Assure that the instruction provided by the approved CE training program is conducted by instructors who hold a certificate to teach issued under 4765.23 of the Ohio Revised Code, and that the instructors are appropriate to the level of the CE programs being taught (example-EMT-Basic EMS Instructor or CE Instructor cannot teach IV lines)
- Maintain the required records for each approved CE training course offered
- Administer and operate the approved CE Training Program
- Comply with all laws and rules applicable to approved CE training and the holding of a certificate of approval
- Continuously monitor the program content and the instructors for all course offerings
- Prepare or approve all documents required to be submitted for the certificate of approval
- Issue a certificate of completion in accordance with OAC 4765-7-11 to each student who successfully completes the approved CE course
- Perform ongoing review of all locations to ensure an environment conducive to learning, except online education or distance learning provided in accordance with rule OAC 4765-7-11
- Ensure that a refresher course is conducted in accordance with OAC 4765-7-11 and is in compliance with the objectives, topics, hours and the evaluation process as outline in Chapters 4765-12, 4765-15, 4765-16, 4765-17 of the Ohio Administrative Code

### **What documentation and files must be maintained for each CE training course conducted by an Approved CE training program?**

An approved CE training program must maintain written or electronic files, in a secure location, with the following documentation for each course offered by the institution:

- Title and date(s) of course;
- Course starting and ending times, except those programs provided through online education or distance learning in accordance with this chapter;
- Lesson materials and a copy of each knowledge and/or skill evaluation instrument utilized to evaluate student performance and achievement;
- Physician approval of course medical content in compliance with this rule;
- Course attendance records with the following information:
  - Course title, date, location and time offered;
  - Students' signatures documenting the hours of attendance;
  - Name of the holder of the certificate to teach. If a guest lecturer is utilized, the record shall document names of both the guest lecturer and the EMS instructor of record present in the classroom during the presentation.
- Test records as required in paragraph (B) of rule 4765-19-01 of the Administrative Code;
- Regular evaluation of student performance and achievement in a refresher course through written and practical testing administered prior to the issuance of a certificate of completion;
- A summary of student evaluations of course content, facility and instructor(s);
- Written documentation of a current and valid certificate to practice or license and current and valid certificate to teach for each holder of a certificate to teach utilized in the approved CE training program;
- Written agreements with each organization that provides equipment, clinical and/or prehospital experiences to adequately train EMS personnel.

### **What information is needed on a certificate of completion and/or a computer printout of CE training provided by an Approved CE training program?**

Both law and rule require that an approved CE training program issue a certificate of completion to each participant who successfully completes an approved CE course. The certificates of completion are needed by EMS providers as documentation of compliance with certification renewal requirements.

The certificate of completion must include:

- Approved CE Training Program name and certificate of approval/accreditation number
- Program Director's signature
- Participant's name
- Date on which the course was completed
- Total number of CE hours awarded; specify the hours awarded for pediatric, geriatric, cardiology and/or trauma on the certificate of completion
- Course Title/Topic of the CE offered

### **Why is a site visit necessary to obtain a certificate of approval to operate a CE Training Program?**

Approved CE training programs may be visited as part of the initial application and renewal application process or randomly within the three-year approval cycle. The purpose of the site visit is designed to confirm and clarify the information provided in the application and to interview CE Program Director. The site visit is also an opportunity for the Ohio EMS Education Coordinator to meet with the CE Program Director, provide updated reference materials and information, and offer suggestions or advice on managing the approved CE training program.

### **Why must the CE training program have a Medical Director in order to operate a CE training program?**

Section 4765.16(A) of the Ohio Revised Code requires that all CE training courses, except ambulance driving, shall be developed under the direction of a physician who specializes in emergency medicine. The Ohio Administrative Code 4765-7-09(A)(3) requires that each approved CE training program have a Medical Director who assists in the

development of the medical components of the training program and determines the appropriateness of the CE course offerings.

**What are the requirements of the Medical Director for an Approved continuing education program? Can the Medical Director for an EMS agency be the Medical Director for the Approved CE training program?**

The Medical Director for an EMS agency must be an Ohio licensed physician and meet the requirements established by the EMS Board in OAC 4765-3-05. The Medical Director for an EMS agency may also be the Medical Director for an approved CE training program as long as that physician qualifies with the requirements in ORC 4765.16(A) and OAC 47565-7-09(A)(3) as stated in the answer to the previous question.

**May I submit an application for the approved continuing education program without the Medical Director's information or signature?**

No. An applicant for a certificate of approval must submit a complete application on a form approved and furnished by the EMS Board (ORC 4765.15). An incomplete initial or renewal application will not be processed unless the entire document has been completed. By law (ORC 4765.17), completed application must be presented to the EMS Board for action within 120 days of receipt by the Division of EMS.

**Who may teach in an Approved Continuing Education Training program?**

To count toward the renewal of a provider's certificate to practice, a CE training course must be taught by an instructor who holds a valid certificate to teach issued under sections 4765.23 of the Ohio Revised Code (OAC 4765-7-09 (A)(4)) and is teaching a course at or below the level of the instructor's certificate to practice (OAC 4765-7-09 (A)(5)).

The levels of certificates to teach issued by the EMS Board are EMS Instructor, Assistant EMS Instructor, and EMS Continuing Education Instructor. Anyone not holding one of these certificates is classified as a guest lecturer and must have an EMS Instructor, Assistant EMS Instructor or CE Instructor present in the classroom as the official instructor of record.

**What is a Continuing Education Instructor (CE Instructor) and how can I become a CE Instructor?**

The certificate to teach as a CE Instructor is established under OAC 4765-18-15. A CE Instructor may be the instructor of record on any topic for a CE training course or refresher program conducted through an accredited institution or approved training program. The CE Instructor must hold a certificate/license to practice and at least three years experience (in the past five years) as a First Responder, EMT, Registered Nurse, or Physician Assistant. The CE Instructor must submit documentation of expertise to the CE Program Director and receive written approval before submitting a completed application to the Division of EMS. Contact the CE Program Director for details and the CE Instructor application.

**What criteria should be used when approving a CE Instructor application?**

A Continuing Education Instructor should be selected by the CE Program Director based the documentation of qualification submitted by the applicant as required in OAC 4765-18-15. The CE training program is required to maintain this written documentation on file as verification of the CE Instructor's expertise to teach CE courses or refresher programs.

**What can be taught through an Approved CE training program?**

In order to count for continuing education credit, a CE training course must be at least one-half hour in length and related to EMS operations or patient care. An approved CE training program may offer individual CE training courses or EMS level specific refresher courses.

An EMS Refresher Course must be taught according to the curriculum approved by the EMS Board for each specific level of EMS certification. The 15-hour First Responder Refresher curriculum is under OAC 4765-12-01, the 30-

hour EMT-Basic Refresher curriculum is under OAC 4765-15-01, the 40-hour EMT-I Refresher curriculum is under OAC 4765-16-01, and the 48-hour EMT-P Refresher curriculum is under OAC 4765-17-02.

A combined, multi-level refresher course is not accepted by the EMS Board. A CE training course whose participants hold different levels of certificates to practice could receive credit toward CE hours but not CE credit as a refresher course.

**FEEL FREE TO CONTACT US!**

**Local 1-614-466-9447**

**Toll-Free 1-800-233-0785**

**ASK EMS [www.ems.ohio.gov](http://www.ems.ohio.gov)**

If you have additional questions regarding the Approved Continuing Education Training Program application or process, please feel free to call an Education Coordinator at the Division of EMS. Staff members are available assist you with the application process or find answers to your questions.