

# Monterey County EMS System Policy



Policy Number: 2220  
Effective Date: 7/1/2019  
Review Date: 6/30/2022

## EMS CONTINUING EDUCATION PROVIDER

### I. PURPOSE

The purpose of this policy is to:

- A. Establish a method for approval of continuing education (CE) for all Monterey County prehospital personnel.
- B. Establish the process for approval of individuals and organizations as an EMS CE provider in Monterey County.
- C. Specify requirements for the provision of EMS CE.

### II. POLICY

- A. Continuing education (CE) is a course, class, activity, or experience designed to be educational in nature for the purpose of providing EMS personnel with reinforcement of basic EMS training as well as knowledge to enhance individual and system proficiency in the practice of prehospital emergency medical care.
- B. Monterey County based EMS CE providers shall follow the requirements outlined in California Code of Regulations, Title 22, Division 9, California Health and Safety Code, Division 2.5, and Monterey County EMS policy.


### III. PROCEDURE

- A. EMS CE Provider approval.
  1. An individual or organization that wishes to provide EMS CE shall apply to the Monterey County EMS Agency for approval at least 30 days prior to offering any EMS CE courses, classes, activities, or experiences.
  2. Approval as an EMS CE providers shall be granted only to individuals or organizations based in Monterey County.
  3. The application packet shall include:
    - a. A completed EMS CE Provider application. The application form is available from the Monterey County EMS Agency.
    - b. The resume or C.V. of the Program Director and Clinical Director.
    - c. Sample copies of:
      - 1) Course completion certificate that is tamper resistant.
      - 2) Course roster form
      - 3) Course evaluation form

4. Upon approval as an EMS CE provider, the EMS Agency shall issue an EMS CE provider number to the individual or organization.
  5. Approval shall be for up to four (4) years.
- B. EMS CE course approval.
1. EMS CE courses shall meet the requirements for topics and formats specified in California Code of Regulations, Title 22, Chapter 11.
  2. Course content and the number of CE hours granted for a specific class, course, or activity is the responsibility of the Program Director.
- C. EMS CE Provider requirements.
1. EMS CE offered shall be in any topics and formats approved in California Code of Regulations, Title 22, Chapter 11.
  2. Course records, including course outlines, shall be maintained as specified in California Code of Regulations, Title 22, Chapter 11.
  3. The EMS CE provider shall submit an application for renewal at least sixty calendar days prior to the expiration date of their CE provider approval.
  4. The EMS CE provider shall notify the EMS Agency of any change in Program Director, Clinical Director, address, phone number, contact person, or name, within 30 calendar days.
  5. CE course, classes, or activities with a skills component shall have a maximum ratio of one instructor to 10 participants for the skills component.
  6. CE course announcements are to be provided to the EMS Agency.
  7. CE courses offered after expiration of CE provider approval will not be considered valid continuing education for EMT certification renewal.
- D. EMS Agency review of approved EMS CE providers.
1. The EMS Agency shall schedule a review of the EMS CE provider upon receipt of an application for renewal.
  2. The EMS Agency may monitor the compliance to statutes, regulations, and Monterey County EMS policy, of approved EMS CE providers as needed to ensure compliance.  
  
EMS Agency staff may make scheduled or unscheduled visits to individual classes, courses or activities offered within Monterey County.
- E. EMS Continuing Education (CE) Provider Disapproval
1. Noncompliance with any criterion required for CE provider approval, use of any unqualified teaching personnel, or noncompliance with any other applicable provision of California Code of Regulations, Title 22, Division 9, Chapter 11 or Monterey County EMS policies, may result in denial, probation, suspension or revocation of CE provider approval by the EMS Agency.

2. Notification of noncompliance and action to place on probation, suspend, or revoke shall be carried out as specified in California Code of Regulations, Title 22, Division 9, Chapter 11, Section 100394.

**END OF POLICY**

  
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