

CENTRAL CALIFORNIA EMERGENCY MEDICAL SERVICES

Manual	Emergency Medical Services Administrative Policies and Procedures	Policy Number 111 Page 1 of 2
Subject	EMT-I Training Program Approval	
References	California Code of Regulations, Title 22, Division 9 Division 2.5 of the California Health and Safety Code	Effective 4/15/86

I. POLICY

The Central California EMS Agency shall review and approve EMT-I training programs according to the current criteria established by the State of California EMS Authority.

II. PROCEDURE

A. Program Approval

1. Eligible training programs may submit a written request for EMT-I program approval to the Central California EMS Agency.
2. The EMS Agency shall review and approve the following prior to approving an EMT-I training program.
 - a. A statement verifying usage of the *United States Department of Transportation EMT-I Basic National Standard Curriculum, DOT HS 808 149, August 1994*, which includes learning objectives, skills protocols and treatment guidelines;
 - b. A statement verifying CPR training equivalent to the American Heart Association's Guidelines 2000 for Cardiopulmonary Resuscitation and Emergency Cardiovascular Care at the Health Care Provider level is a prerequisite for admission to an EMT-I course;
 - c. Samples of written and skills examinations used for periodic testing;
 - d. A final skills competency examination;
 - e. A final written examination. The new regulations requires the EMS Agency to implement State approved written and skills examination on or before January 1, 2006;
 - f. The name and qualifications of the program director, program clinical coordinator, principal instructor(s);
 - g. The location at which the courses are to be offered and their proposed dates;
 - h. Provisions for clinical experience;

Approved By EMS Division Manager	Signatures on File at EMS Agency	Revision
EMS Medical Director	Signatures on File at EMS Agency	10/10/2004

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- i. Provisions for course completion by challenge including a challenge examination (if different from final examination);
 - j. Provisions for refresher courses and/or continuing education courses required for recertification;
 - k. Table of contents listing the information specified above.
3. An approved training program shall assure that no more than ten (10) students are assigned to one (1) principal instructor/teaching assistant during skills practice/laboratory sessions.
 4. All classes shall be subject to auditing and/or monitoring by EMS Agency staff.
 5. The EMS Agency shall notify the training program within seven (7) days of receiving the request that the request has been received and shall specify what information, if any, is missing.
 6. Written notification by the EMS Agency of program approval or disapproval shall be made to the applicant within a reasonable period of time after receipt of all required documentation and shall not exceed three (3) months.
 7. The EMT-I approving authority shall establish the effective date of the program approval in writing upon satisfactory documentation of compliance with all program requirements.
 8. Program approval shall be for four (4) years following the effective date of program approval and may be renewed every four (4) years subject to the procedure for program approval.
 9. Approved EMT-I training programs shall also receive approval as a continuing education provider effective the same date as the EMT-I training program approval. The continuing education program expiration date shall be the same expiration date as the EMT-I training program. The continuing education provider shall comply with all of the requirements as per Title 22 of the California Health and Safety Code.
- B. Program Review and Reporting
1. All program materials specified in this policy shall be subject to periodic review by the EMS Agency.
 2. All programs shall be subject to periodic on-site evaluation by the EMS Agency.
 3. Any person or agency conducting a training program shall notify the EMS Agency in writing, in advance when possible, and in all cases within thirty (30) days of any change in course content, hours of instruction, and program director or program clinical coordinator.
- C. Withdrawal of Program Approval

Non-compliance with any criterion required for program approval, use of any unqualified teaching personnel, or non-compliance with any other applicable provision of this policy may result in suspension or revocation of program approval by the EMS Agency. An approved EMT-I training program shall have no more than sixty (60) days from written notice to comply with any non-compliance.