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**TO:** Contra Costa County Approved CE Providers

**FROM:** Bruce Kenagy, Prehospital Care Coordinator  
Contra Costa County Emergency Medical Services

**DATE:** September 6, 2016

**SUBJECT:** CE Course, Class or Activity Notification to EMS Agency (16-CLN-003)

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Effective September 16, 2016, the EMS Agency is requesting that all CE providers approved by the EMS Agency in Contra Costa County, and CE providers approved by other jurisdictions who conduct CE courses, classes or activities in Contra Costa County, provide the EMS Agency with a copy of all advertisements for the CE course, class or activity disseminated to the public no less than 10 days prior to the scheduled CE course, class or activity pursuant to 22 CCR §100395(n)(4).

Additionally, the EMS Agency requests that Contra Costa County approved CE providers provide the date, time, location and title of any CE course, class or activity to the EMS Agency no less than 10 days prior to the scheduled CE course, class or activity regardless of whether an advertisement was disseminated to the public. This request does not apply to media based CE courses, classes or activities.

The advertisement, flyer or notification should be sent via email to [emscerts@hsd.cccounty.us](mailto:emscerts@hsd.cccounty.us) or by facsimile to 925.646.4379.

Questions concerning this memorandum should be directed to Bruce Kenagy at [Bruce.Kenagy@hsd.cccounty.us](mailto:Bruce.Kenagy@hsd.cccounty.us) or by telephone at 925.646.4690.

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