

Contra Costa County EMS Agency
CPR & First Aid Training Program Approval Process

FREQUENTLY ASKED QUESTIONS

1. What is “Program Approval” ?

An establish procedures for a training program to obtain approval for a Public Safety First Aid (PSFA) and/or Basic Tactical Casualty Care (BTCC) training program and requirements to maintain program approval. This procedure is based upon legislation entered into the below regulations which became effective April 1, 2015.

Authority: California Code of Regulations, Title 22, Chapter 1.5, Health and Safety Code, Div. 2.5, Section 1797.

2. What are he steps for program approval?

a. Complete an application
b. Submit a curriculum which meets the requirements set forth in California Code of Regulations, Title 22, Chapter 1.5 and/or EMSA Guideline #170 to include but not limited to:

- a. Course schedule
- b. Instructional objectives
- c. Lessons/training
- d. Written and skills performance evaluations with:
 - 1. Answer key
 - 2. Passing criteria

Note: see attached model curriculum guidelines for an example of format.

- c. Submit names, qualifications, resumes, CV, license, or other applicable credential s for program director and all instructors.
- d. Copies of all course completion certificates
- e. Policies for attendance, record keeping, exam security.
- f. Submit list of equipment and location of training programs
- g. Pay the established fee.

3. What is the program approval fee?

Please refer to the EMS Fee Schedule for the current program approval fee. The fee is paid upon application submittal and covers the entire four (4) year approval time period.

4. How long is the approval process for ?

Approval is good for four (4) years.

5. Are there renewal requirements?

Yes. The regulations require a renewal process to demonstrate continued compliance with the regulations as defined in Title 22. Programs must apply for renewal at least 180 days before expiration of their current approval date.

6. Who maintains the training records?

The training program is responsible for maintaining all records and names of individuals that have been trained for minimum of four (4) years.

7. How long does it take to be notified of approval?

The EMS agency will make every effort to return a notice of approval to the program applicant as soon as possible. In all cases the notice shall take no longer than 60 days from the date the application is received by the EMS agency